

East Sussex Learning Disability Partnership Board



Protocol

This document explains what the East Sussex Learning Disability Partnership Board and sub-group members should do. It also gives information about the Partnership Board's work and says how the Partnership Board will work together.

March 2007

Contents

Introduction

Page 3



What are the responsibilities of the Partnership Board?

Page 5



Who are the Members of the Partnership Board?

Page 7



Who will do what?

Lead Board members will....

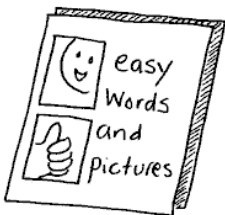
Page 9

Subgroup members will....

Page 10

Current areas of work of each subgroup

Page 11



How will we make the Partnership Board accessible?

How we run the Meetings

Page 15

How we present information

Page 17

Where we meet

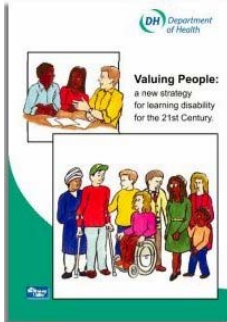
Page 18



More information

Page 19

Introduction

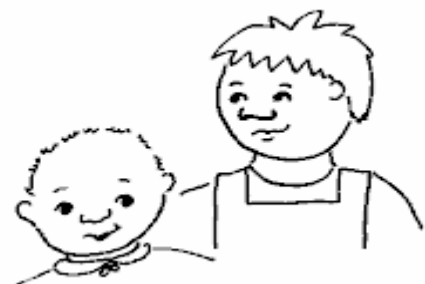


The East Sussex Learning Disability Partnership Board was set up in 2001. It is the first step towards making 'Valuing People' happen. Valuing People is the Government's White Paper on learning disabilities.

The Learning Disability Partnership Board (LDPB) is responsible for making sure things get better for adults with learning disabilities and their carers.



Services for children will still be looked at by children's services planning structures. Transition services will be looked at by the partnership board. Transition refers to the planning and review processes for young disabled people, to support their move from child to adult.



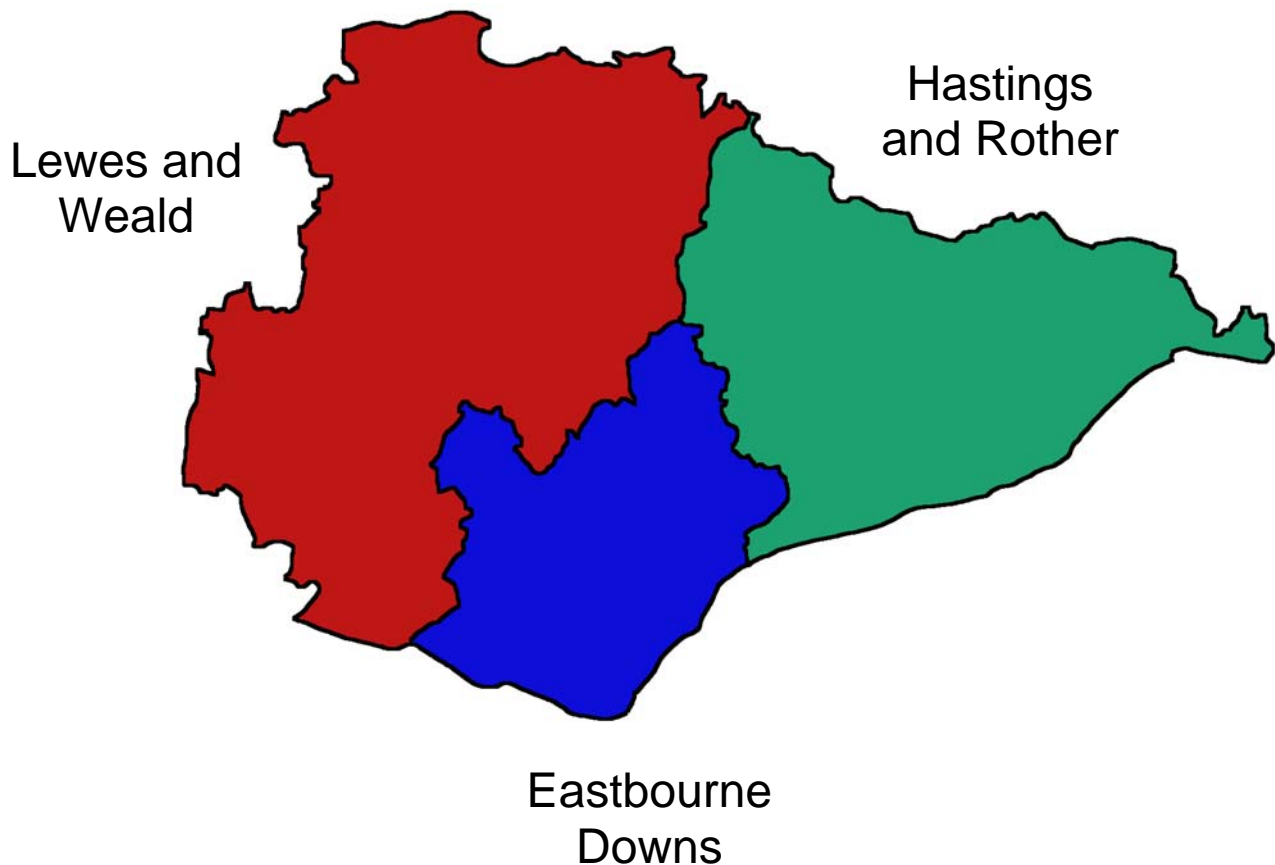
The Partnership Board will operate within the overall framework provided by the Local Strategic Partnerships. Close links between the LDPB and Local Strategic Partnerships will ensure a common direction and help to address wider issues, such as access to other local services, including transport.

As East Sussex is such a large County, local groups have been set up. They are called Locality Networks.

These are in –

- Hastings & Rother
- Eastbourne Downs
- Lewes & Weald

They are to make ‘Valuing People’ happen locally. Key people from each locality network are members of the Partnership Board. The Locality Groups also have members and representatives from local people and organisations.

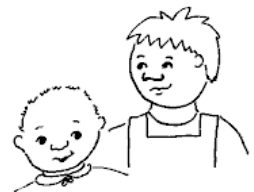




What are the Responsibilities of the Partnership Board?

The Partnership Board is not a statutory body. Its general role includes:

- making sure people with learning disabilities and their carers, have a say in planning and developing services and policies;
- overseeing the planning and commissioning of services, across all agencies, that make sure people have genuine choice about services in their local community;
- working with Health (Primary Care and Health Trusts) to make sure that all health care services are provided in the right way;
- making sure service providers are able to provide a service to local people with a learning disability;
- making proposals for the use of “Health Act flexibilities”, for example pooled budgets and lead commissioning;
- making sure young people with a learning disability have an easy transition from children’s services to adult services.
- supporting parents and carers, including parents with a learning disability, in the way that the Carers and Disabled Children Act (2000) says we should.



Learning Disability Partnership Boards should particularly ensure that:

- people with learning disabilities and carers have a real say about the Board's work;
- the local community's differences are reflected in its membership;
- local independent providers and the voluntary sector are fully involved.

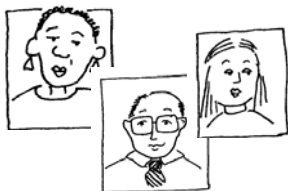
The Service User Reference Group

The learning Disability Partnership Board is committed to improving service user involvement. It is essential that service users receive appropriate information, training, preparation and support to make a valued and meaningful contribution to service and policy development.

A Service User Involvement Worker has been in post since November 2006. The aim of the project is to facilitate and co-ordinate the involvement of people with learning disabilities in the development of learning disability services in East Sussex. A **Service User Reference Group** has been established.

The Reference Group is currently made up of seven people with learning disabilities and is supported by the Service User Involvement Worker. The Reference Group meet on a regular basis to explore, discuss and find out about issues affecting services in East Sussex and the work of the Partnership Board Subgroups, as a way of ensuring a meaningful contribution to making services better. The reference group currently link directly with over 15 service user groups and are in the process of establishing links with the many other user groups in East Sussex. This ensures the voice of more people is heard.

The Group have designed a feedback system which will promote greater involvement from the wider population of people with learning disabilities in East Sussex. The purpose of the group is not only to promote a stronger voice for people with learning disabilities but to place greater emphasis on ensuring that the voices of people with learning disabilities are heard.



Who are the members of the
Partnership Board?

The membership of the East Sussex Learning Disability Partnership Board is currently as follows:

Chris Pain, Deputy Chairman Mencap and Service User Representative	Sonia Reed Service User Representative	Philip Pragnell East Sussex Adult Social Care
May Lee, Learning Disability Information & Development Officer	Sue Walter West Kent NHS Social Care Trust	Annabel Forbes Royal Mencap Society
Michael White Service User Representative	Richard Pemberton Sussex Partnership Trust	Andrew Phillips The Parchment Trust and Independent Sector Representative
Simone Button Sussex Partnership Trust	Mike Derrick Residential Care Homes Association and Independent Sector Representative	Debbie Endersby Head of Learning Disability Services, East Sussex Adult Social Care
Liz Lash Care for the Carers	Sandy Thomas Children's Services, East Sussex County Council	Kay Holden East Sussex Adult Social Care
Katy Thomas East Sussex Strategic Economic Development and Europe Team	Roger Moore Lewes District Council Housing	Dale Casterton Service User Representative
Anne Rodriguez, Sussex Learning & Skills Council	Councillor Bill Bentley Lead Member for Adult Social Care	Jenny Ballard Parent and carer representative
Lorraine Reid Sussex Partnership Trust	Marie Tomblin East Sussex Advocacy Service	Mrs Janice Eggers Parent and carer representative
Jim White, Commissioning Manager, East Sussex Adult Social Care	Laura Waters Service User Involvement Worker	Anthony Elam Service User Representative
Michael Fairbrother Service User Representative	Annabel Forbes Royal Mencap Society	

Members of the Partnership Board have been identified by the organisation or group that they individually represent. All members take responsibility for sharing information, as appropriate, within their organisation or group, about the work of the Partnership Board.



The Partnership Board

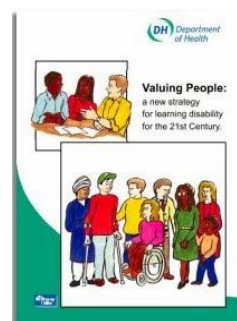


Who will do what?

The Partnership Board will implement Valuing People and develop particular areas of work, They will do this by forming subgroups of service users, carers and other key stakeholders.

Each subgroup includes a Partnership Board member (referred to as a Lead Board Member).

Lead Board Members will:



- know about the White Paper – Valuing People and any further implementation guidance and timescales (particularly in relation to areas of responsibility);
- be aware of other related guidance and information (for example, Mencap Learning Disability Partnership Board Support Pack) by accessing the DoH website and keeping up to date with key information circulated by the Learning Disability Joint Commissioner;
- make sure that each sub-group has an action plan which:
 - is in line with Valuing People and what the Partnership Board expects and needs;
 - is seen in the overall context of service planning and delivery;
 - has thought about the implications of transitions and person centred planning.
- make sure that each sub group has people in it from different jobs and organisations;
- make sure that service users and their family carers can contribute to the work plan and understand the desired outcomes;
- make sure that the subgroup has consulted service users and carers;
- report back to the Partnership Board meeting.

Subgroup members will work as a team to make sure that services develop effectively. This will include developing a strategy and action plan within the relevant topic area and doing particular things, for example:






- gathering information;
- making sure that the views of others, within their group or organisation, are reflected where appropriate;
- working with colleagues and contacts within their own area of activity or work to make sure that any agreed action plan can be carried out effectively;









- sharing information as appropriate within their own area of activity or work to make sure that action plans are co-ordinated and any action agreed is understood by all relevant agencies.





The current areas of work, of each subgroup, are:

Area of Responsibility	Lead Board Member	Telephone Number	Email Address
<p>Learning Disability Commissioning Strategy</p>	<p>Jim White Commissioning Manager for LD Services East Sussex Adult Social Care County Hall St Anne's Crescent LEWES, BN7 1SW</p>	<p>01273 481399</p>	<p>Jim.white@eastsussex.gov.uk</p> 
<p>Person Centred Approaches Planning</p>	<p>Philip Pragnell LD Policy Officer East Sussex Adult Social Care County Hall St Anne's Crescent LEWES, BN7 1SW</p>	<p>01273 482308</p>	<p>Philip.pragnell@eastsussex.gov.uk</p> 
<p>Learning Disability Development Fund –</p>	<p>Philip Pragnell LD Policy Officer East Sussex Adult Social Care County Hall St Anne's Crescent LEWES, BN7 1SW</p>	<p>01273 482052</p>	<p>Philip.pragnell@eastsussex.gov.uk</p> 

Area of Responsibility	Lead Board Member	Telephone Number	Email Address
Quality Assurance Framework	Richard Pemberton Sussex Partnership Trust Woodside The Drive HELLINGLY, BN27 4ER	01323 444155	richard.pemberton@eastsussexcounty.nhs.uk 
Workforce and Training Plan	Kay Holden LD Operations Manager East Sussex Adult Social Care County Hall St Anne's Crescent LEWES, BN7 1SW	01273 482308	Kay.holden@eastsussex.gov.uk 
Health Action Plan Framework	Simone Button Sussex Partnership Trust Woodside The Drive HELLINGLY, BN27 4ER	01323 444155	simone.button@eastsussexcounty.nhs.uk 

Area of Responsibility	Lead Board Member	Telephone Number	Email Address
Employment strategy	Philip Pragnell LD Policy Officer East Sussex Adult Social Care County Hall St Anne's Crescent LEWES, BN7 1SW	01273 482052	Philip.pragnell@eastsussex.gov.uk 
Day Opportunites	Philip Pragnell LD Policy Officer East Sussex Adult Social Care County Hall St Anne's Crescent LEWES, BN7 1SW	01273 482052	Philip.pragnell@eastsussex.gov.uk 
Transition	Sandy Thomas Policy and Planning Manager Children's Services East Sussex County Council County Hall St Anne's Crescent LEWES, BN7 1SW	01273 481233	Sandy.Thomas@eastsussexcc.gov.uk 

Area of Responsibility	Lead Board Member	Telephone Number	Email Address
Direct Payments	Philip Pragnell LD Policy Officer East Sussex Adult Social Care County Hall St Anne's Crescent LEWES, BN7 1SW	01273 482052	Philip.pragnell@eastsussex.gov.uk 
Housing Strategy	Jim White Commissioning Manager for LD Services East Sussex Adult Social Care County Hall St Anne's Crescent LEWES, BN7 1SW	01273 481399	Jim.white@eastsussex.gov.uk 
Co-ordinator - Learning Disability Partnership Board Workplan	Debbie Endersby Head of Learning Disability Services East Sussex Adult Social Care County Hall LEWES, BN7 2SW	01273 481125	Please email Debbie care of: Rob.Chapman@eastsussex.gov.uk 

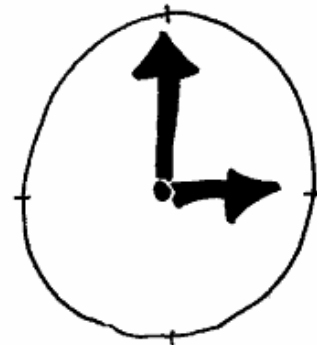


How will we make the partnership board accessible?

How we run the meetings

The Partnership Board meets every two months, with meetings lasting for 2½ hours. There is a break of 15 minutes after the first hour.

People with a learning disability can stay for half an hour at the end to talk to their advocate about the meeting.



The meeting is chaired by the Head of Learning Disability Services, East Sussex Adult Social Care. We hope to have a Service User Co-Chair by the end of 2006. At the end of each meeting the chair summarises the discussion and clearly states any action that needs to be taken.



Debbie Endersby, Chair of the Partnership Board

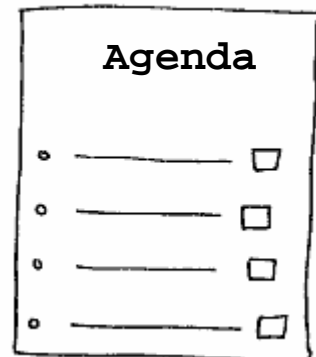
Board members use a traffic light card system to have their say at the meeting. A red card means 'Stop – I don't understand'; an orange card means 'Please slow down'; and a white card means 'I have a question'.



Appendix

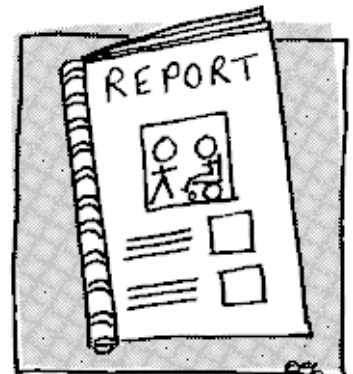
The meetings always include the following things on the agenda:

- Introductions
- Minutes of last meeting
- Matters arising
- Loailty Network update
- Service user and carer group updates
- Any other business
- Date and venue of next meeting



At each meeting, a report is presented by one of the subgroups, telling the Board members what progress the subgroup has made.

There are also reports from groups that have received Learning Disability Development Fund money.



Topics to be discussed at Partnership Board meetings are agreed in advance and set out in the Partnership Board Forward Plan.

The Agenda and minutes of the previous meeting are sent out to everyone 2 weeks before the meeting.

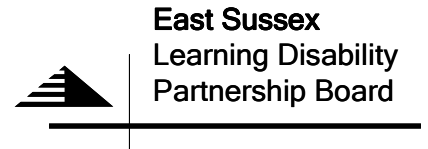
We ask people who are going to give a presentation at the meeting to try and send out



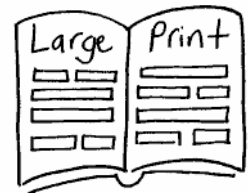
copies of their presentations before the day.

How we present information

All information produced by the Partnership Board will have the LDPB logo on it, so that it is easy to recognise.

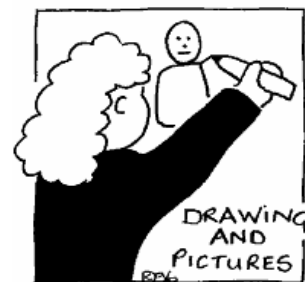


Agendas and minutes of meetings are written using pictures and symbols. They are presented in plain English using Ariel 14 font.

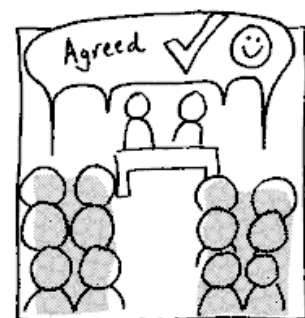


We will colour code information we look at regularly in meetings. The agenda will always be on green paper and the minutes will always be on yellow paper.

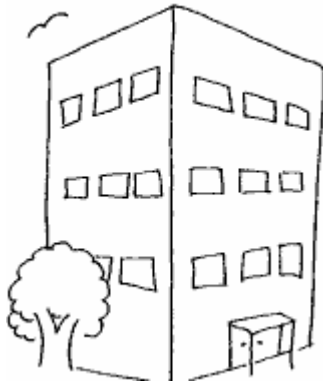
All materials presented at the Partnership Board meetings - including feedback from the subgroups - should be written in an accessible format. Reports should be no more than 5 pages of script (words). Slides, drawings and diagrams should be used to explain information.



Reports should be sent out prior to the meeting if the Partnership Board needs to make decisions based on the information presented. Such reports should be available 2 weeks prior to the meeting at which it will be discussed. The guidelines above should be used in presenting the information.



Where we meet



The meetings are held in buildings that can be used by everyone.

The meetings take place in a different location each time. This helps to introduce a focus on different local areas at each meeting. It also means that travel time for members is shared out.



The Partnership Board will link with local services and representatives of the Locality Networks will be invited to the Partnership Board meeting when it is held in their area.





More Information

The East Sussex County Council website includes information about the Partnership Board. We aim to keep the website up to date and include information about:

- Board members;
- the work of each sub-group;
- minutes of meetings;
- useful links and related information.



The website address is:

<http://esc website/socialcare/adults/disability/learning/partnershipboard/>

The Learning Disability newsletter which is published every two months contains information about the current activity of the Partnership Board. This newsletter is widely circulated to people with learning disabilities, parents and carers, and staff.



It is available in written form as well as on audio tape. It is also available to read on the East Sussex County Council website.