

# North Yorkshire Learning Disability Partnership Board

## Terms of Reference

### Section 1

#### What are we here for?



We are here to promote the independence, rights, choice and inclusion of people with a learning disability, people with autism, their families and carers across North Yorkshire.

### Section 2

#### What do we want to do and how will we do this?

##### **We will make sure that:**



We include everyone and treat people equally and fairly.

We listen to people with a learning disability, people with autism and their families and carers.

## We will make sure that:



People with a learning disability and autism are safe from abuse.

We work together with communities to make sure people with a learning disability are valued and supported to live the life they want.



We work with those who **commission** services to make sure that people with a learning disability and people with autism get the services they need.



We work with those who support young people to prepare them for **adulthood**. We will do this to make sure young people get the support they need to help them with these changes.

We find ways to improve support and services for people with a learning disability and people with autism when this is needed.



This could be a **consultation** or **quality checks** to help North Yorkshire County Council or the **Clinical Commissioning groups** understand what things are going well and what needs to change.



We will celebrate, promote and share the work and achievements of the North Yorkshire Learning Disability Partnership Board.

The board will agree a work plan to say what the priorities are for the Partnership Board and Local Area Groups.

## Section 3

### What are the responsibilities of North Yorkshire County Council?

#### North Yorkshire County Council will:



Support the Learning Disability Partnership Board to carry out consultations and quality checks to improve the way we support people.

Approve these terms of reference but will need proof that the Board is keeping to these terms of reference.



Make sure people with a learning disability, people with autism and their families are listened to and responded to.



The Learning Disability Partnership Board is **governed** and **accountable** to North Yorkshire County Council under Richard Webb who is the Corporate Director of Health and Adult Services.

## North Yorkshire County Council will:



Work with the co-chairs and vice co-chairs of the Learning Disability Partnership Board. They will make sure the agendas meet the needs of North Yorkshire County Council. Agendas must also include issues that members of the Board want.



Support the actions agreed by the Learning Disability Partnership Board and encourage new and different ways of working where possible.



Put the Learning Disability Partnership Board and Local Area Group minutes on the North Yorkshire Partnerships webpage. We will work hard to make sure these are in easy read and in audio format.

Where it is possible, we will make other reports and information available to people in easy read and audio.



**Consult** with the Learning Disability Partnership Board on local and national **policies** that may affect people with a learning disability or with autism. We will do this to help us to understand what these policies might mean to people.

## North Yorkshire County Council will:

Make sure that the Learning Disability Partnership Board has a link to the **Health and Wellbeing** and **Safeguarding Adults Board**.



Ask the Board to work with North Yorkshire County Council to add information to reports they have to complete about people with a learning disability or autism.

Give **financial** and **administrative** support to the Learning Disability Partnership Board.



KeyRing has been **commissioned** by North Yorkshire County Council to support self advocates on the Board and groups linked to the Board.

KeyRing will do this work until **March 2016** and North Yorkshire County Council will work with KeyRing to agree the work they will do.



It has been agreed by North Yorkshire County Council that Inclusion North will support the Learning Disability Partnership Board until **March 2016**.

## Section 4

### Who are members of the Learning Disability Partnership Board?



We expect all members of the Learning Disability Partnership Board to be involved and take part in meetings. Sometimes a member may be asked to talk about an item on the agenda.

#### **The members of the Learning Disability Partnership Board will be:**

Co-chairs and vice co-chairs of the Learning Disability Partnership Board = **4 people**

Co-chairs and vice co-chairs of the Local area groups = **8 people**

Co-chairs of the self advocacy forum = **2 people**

**Representatives** from North Yorkshire County Council = **4 to 8 people**

Representatives from the Health Service = **4 people**

Family carers from each area = **8 people**

Representatives from the voluntary sector = **4 people**

Self advocates from local area groups and consulting groups = **8 people**



Co-chairs from other task groups will be invited to attend.

Sometimes we may invite people if there is something on the agenda they need to hear.



Visitors will be allowed to come along to a meeting but this has to be agreed by the Co-chairs of the Learning Disability Partnership Board.

## Section 5

### What are the rules of the Learning Disability Partnership Board?

All meetings will be co-chaired by a **self-advocate** and an **independent** person.

There will be two vice co-chairs and one of the vice co-chairs will be a self-advocate.



The co-chairs will be voted for by members of the Learning Disability Partnership Board. If you want to become a co-chair you will need to be **proposed** and **seconded** by members of the Board or Local Area Groups.



Anyone who wants to be a co-chair of the Learning Disability Partnership Board will have to give a **statement** saying why they want to do this. They will also need to say how they will make a positive difference to the Board.

When all the statements have been read, members will vote. Co-chairs will be chosen after a **majority** vote



Co-chairs will be asked to do this work for two years but may be asked to stay on for a third year. They will have to be **re-elected** if they are asked to do this.



If no one is proposed or seconded, a representative from North Yorkshire county Council will be the independent co-chair and a volunteer self-advocate will be the other co-chair. They will do this until another self-advocate or independent co-chair is agreed.



When members of the Learning Disability Partnership Board are asked to make any decisions they will need to show they agree by putting their hands up.

If half the members agree and half of the members don't agree then the co-chairs will make a decision.

If the co-chairs can't decide, then the **lead officer** from North Yorkshire County Council will make the decision.



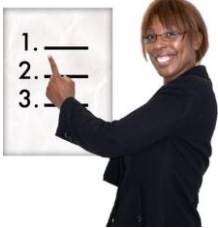


Visitors and supporters will not be able to vote.

If a member has a **conflict of interest** they should tell the co-chairs. They will not be able to vote.



Anything that is spoken about during a Board meeting that is personal or **confidential** should not be talked about outside of the meeting.



Agendas for the Learning Disability Partnership Board will be agreed and sent out well before a meeting. The agendas will be agreed by the co-chairs, vice co-chairs a representative from North Yorkshire county Council and a **Health Commissioner**.

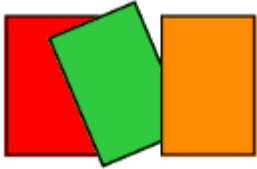


The meetings to set the agenda will take place after each self-advocacy forum.



We will not show any presentations that are sent just before a meeting unless they are urgent.

Any reports or presentations should be sent to Learning Disability Partnership Board at least two weeks before a meeting.



We will make sure everyone uses the **Traffic Light Cards** when they want to ask a question or say something during a meeting.



We will agree the dates, times and places where meetings will be held each year.

The Learning Disability Partnership Board will meet twice a year. Local Area Groups will meet between each of these meetings.

Sometimes we may need to have an extra meeting of the Learning Disability Partnership Board.



The Learning Disability Partnership Board meetings may sometimes not finish until **3.30**.

We will ask members to **feedback** after each meeting.



There is a website for the Learning Disability Partnership Board and all the groups that are linked to the Board. The minutes from all the groups will be on this website [www.nypartnerships.org.uk](http://www.nypartnerships.org.uk)



Sometimes representatives from the Learning Disability Partnership Board may ask someone to come to the meeting. This may be because there is an item on the agenda that they know a lot about.

These representatives will be asked to share information with the Board, their Local Area Group, their local consulting group and self-advocates forum if possible.

**Section 6**  
**Local Area Groups**



Local Area Groups will have the same rules as the Learning Disability Partnership Board.

If there is no independent co-chair for a Local Area Group, a representative from North Yorkshire County Council will be the co-chair until one is chosen.



The members of Local Area Groups will be similar to the Learning Disability Partnership Board but will be from each of the local areas:

**Craven and Harrogate**

**Hambleton and Richmondshire**

**Selby District**

**Scarborough, Whitby, Ryedale**



Local Area Groups will meet three or four times a year and will be agreed by members. The Local Area Groups will be the local voice of the Learning Disability Partnership Board.



Members should agree what they want on the agenda but this should also have any items that the Board want to include.

This could be:

- Health and Wellbeing
- Housing
- Employment
- Advice and Information
- National and local plans



The minutes of Local Area Groups and any information or issues, should be sent to the North Yorkshire County Council representative who is responsible for the Board.



The Local Area Groups should meet in between the Board meetings so they can share issues with the group. Any issues that come from this meeting can then be taken to the Board meeting.



Local Area Groups can bid for money from North Yorkshire County Council for **short term projects** they think are needed. A form will need to be completed. North Yorkshire County Council may agree or not agree to fund the project.



A project that has been agreed by the Board should be checked by a **sub-group** or **working party**. One person will be chosen to lead the group. Reports will need to be written to show what is happening and these should be shared with Local Area Group and the Learning Disability Partnership Board.



Representatives from the Local Area Group will need to share information from the group at each Board meeting.

## Section 7

### Task Groups



There will be a North Yorkshire Health Task Group. There may be a local Health Task Group or this could be part of the Local Area Group.



All task groups will need to give a report to the Learning Disability Partnership Board on the work they have done.

## Section 8

### Self-Advocates Forum



The self-advocates forum is for adults with a learning disability and for people with autism who live in North Yorkshire.

This forum will meet four times each year and decide where it wants to meet.



Self-advocates from the Local Area Groups, consulting groups will be encouraged to come to each meeting.



The forum will be supported by KeyRing until the end of **March 2016**. Members will agree what they want to talk about but the Learning Disability Partnership Board and North Yorkshire County Council may ask the forum to talk about certain things.



Each meeting will have two co-chairs and there will also be two vice co-chairs.

The members of the self-advocates forum will decide how long the co-chairs and vice co-chairs will do this for.



The rules for minutes will be the same as they are for the Learning Disability Partnership Board and Local Area Groups.

## General Rules



All groups that are linked to the Learning Disability Partnership Board will have an agreed Terms of Reference.

There will be no fixed term for people to be part of the Board and other groups.



The Learning Disability Partnership Board and Local Area Groups will encourage new people to join the groups and take part in the work of the Board.



People who have been co-chairs and vice co-chairs in the past will become **honorary** members of the Learning Disability Partnership Board. They will be able to vote on any decisions the Board makes.



## Terms of Reference Word-Bank

**Terms of Reference** is the name for the rules of the Partnership Board and an agreement of the way we will work as a Board.

**Commission** means to buy a service that people need. For example, respite services, advocacy, speech therapy or physiotherapy.

**Adulthood** means that a person is no longer a child, they are now an adult.

**Consultation** is a way to find out what people think of a plan or an idea. This could be a meeting or it could be a list of questions to answer. When we **consult** with someone, we ask what they think of an idea.

**Quality checks** are checks done by a group of people who visit a service to see what is going well and what things need to change.

**Clinical Commissioning group** is the name for a group of doctors and other health professionals who are in charge of planning and buying the health care that people need.

**Governed** - when we say the board is governed by the Council we mean that North Yorkshire County Council is in charge of the board.

**Accountable** – when we say the board is accountable to the Council we mean that the board has a responsibility to do the things it is asked to do by the Council.

**Policies** are plans about ways that things have to be done and are agreed by a number of people. Some policies are written by the County Council, Local Councils or the Department of Health.

**Health and Wellbeing Board** is a group which includes doctors who commission local services, representatives from Healthwatch and North Yorkshire County Council. They work together to make sure everyone who lives in North Yorkshire, is getting a good health service.

**Safeguarding Adults Board** is a group of professionals from the Council, the Health service and the Police. They make sure that adults who are at risk of coming to any harm are safe.

**Financial** is about the way we work with money.

**Administrative** means making sure information, reports and any paperwork is typed up and sent out to people.

**Representative** is someone who is chosen to act on behalf of a group.

**Self-advocate** is someone with a learning disability or autism who speaks up about things that are important to them and on behalf of other people with a learning disability or autism.

**Independent** is someone who doesn't work for the Council or an organisation.

**Majority** means that most of the members agree or disagree.

**Propose** means that if we propose a person or a decision at a board meeting, it means we are saying we want this to happen.

**Seconded** means that if a member proposes a person or a decision at a board meeting, another member has to agree to this too before it can happen. This is called seconded.

**Re-elected** is when a member who is a co-chair is asked to stay doing this for longer. There will need to be a vote to see if everyone agrees this should happen.

**Statement** is information about you that you want to tell people. Someone else can help you to write this if you want them.

**Lead officer** is the main person, the person who is in charge.

**Conflict of interest** means that you can't make a fair choice because you are involved in some way.

**Confidential** means that you should not tell anyone else about the information you have heard.

**Health Commissioner** is a health professional who buys health services.

**Traffic Light Cards** are the cards we use at meetings which members use to show they want to speak or ask a question.

**Feedback** is what happens after a meeting to say what we liked about it and what we didn't like.

**Short term projects** are projects that only happen for a short amount of time.

**Sub-group or working party** are a small group of people who agree to work together on a project or find out more information about something.

**Honorary** is someone who is no longer doing the job they did on the Partnership Board. They are there to offer support and advice to members.