

## SLOUGH LEARNING DISABILITY PARTNERSHIP BOARD

### TERMS OF REFERENCE

#### What is the Slough Learning Disability Partnership Board

The new Adult Learning Disability Strategy 2023-2028 has been approved by Cabinet in November 2023. The Strategy has been widely informed by the feedback provided by adults with a learning disability, their families and carers, Slough Borough Council, Health partners, Adult Social Care providers, and volunteer organisations. The most important need raised unanimously is the reinstatement of the LD Partnership Board involving key stakeholders to inform and oversee the delivery of the Action Plan within the new Strategy.

The new Learning Disability Partnership Board is made up of people who are committed to working together to make the lives of people with a learning disability, their families, and carers better by challenging inequalities, influencing decision-making processes, and preventing the need for specialised support.

#### Aims of the Slough Learning Disability Partnership Board

- To oversee the delivery of the Action Plan included in the Adult Learning Disability Strategy 2023-2028.
- To ensure Co-Production becomes the normal and expected way of working together to improve and develop new and existing services for people with a learning disability.
- To work alongside providers to make sure services for people with learning disability in Slough are delivering person-centred quality care and support.
- To influence decision-making processes and make recommendations so that people with learning disability, are at the centre of the conversation and supported to fully participate.
- To create and share information in accessible formats about current offer, future plans, and development of services.
- To inform people about what is happening in Slough and what they can or have to do.
- To work together with statutory, commercial, and voluntary partners and organisations as members of a wider network.
- To promote the rights of people with a learning disability, their families, and carers.

#### Members of the Slough Learning Disability Partnership Board

For a successful Learning Disability Partnership Board, it is important that all the right stakeholders are members. They are the key people who can bring about change.

These stakeholders include:

- People with learning disability

- Their families and carers
- Co-Production Network
- Slough Borough Council
- Community Team for People with Learning Disability
- Health partners
- Adult Social Care Providers
- Housing Associations
- Voluntary organisations
- Thames Valley Police
- Department of Work and Pensions

Stakeholders with a learning disability, their families and carers who wish to co-chair the Board meetings can inform the Learning Disability and Autism Commissioner to take part on a rotating basis.

## Structure of the Learning Disability Partnership Board

- The Board is co-chaired by the Learning Disability and Autism Commissioner. The other co-chair will be a person with learning disability and/or their families and carers on a rotational basis.
- If the Learning Disability and Autism Commissioner cannot attend the meeting, a member of the Adult Commissioning Team (People Strategy) at Slough Borough Council will co-chair on their behalf.
- If the person with learning disability scheduled to co-chair cannot attend the meeting, their place is swapped with the next scheduled co-chair on the calendar.

## Time and Location of Meetings

The Slough Learning Disability Partnership Board meetings will be held every other month, on the first Thursday of the month from 9:30 am to 12:30 pm in the Council Chamber at Observatory House, 25 Windsor Road, Slough, SL1 2EL.

## Meeting format

The agenda for the meeting will be issued to all participants in easy-read format via email at least seven days prior to the meeting date. Participants who need different forms of communication can inform the Learning Disability and Autism Commissioner who will produce hard copies of the agenda.

The meetings have the following structure:

- Welcome and introductions.
- Follow-up on actions from previous meeting.
- Summary of most recent news at local, regional, and national level.
- Specific topic(s) for presentation.
- Group discussion on topic(s)
- Feedback from discussions and formulation of actions
- Any other business

- End of meeting

The Slough Learning Disability Partnership Board will be following the Council's Equal Opportunity Policy and use plain English, easy-read, and multimedia formats (e.g. videos) as communication tools.

## Meeting Minutes

Notes will be taken at all meetings by members of the board on a rotational basis. Easy-read minutes will be sent out to all participants within 15 working days via email and will be published on the Slough Borough Council Website for public access. Participants who cannot access electronic distribution can inform the Learning Disability and Autism Commissioner who will produce hard copies of the minutes to be either delivered or picked up at Observatory House.

## Responsibilities of the Slough Learning Disability Partnership Board members

- All members will be regularly invited to attend all meetings and it is their responsibility to confirm or decline invitations.
- Members must attend at least three out of the six meetings in a calendar year to maintain their status.
- Members who represent a stakeholder group have the responsibility to communicate and share all information concerning the Board to the group they represent in a timely and accurate manner.

## Minimum requirements to run a Slough Learning Disability Partnership Board Meeting

A minimum of 10 members of the Board is required for the meeting to go ahead. If a key decision must be made, then 15 members are the minimum requirement.

The minimum number of present members must include:

- Chair or deputy chair
- One person with learning disability
- One family member or carer

## Requests to the Learning Disability Partnership Board

Written requests can be submitted to the co-chairs for the followings:

- Present a specific topic to the Learning Disability Partnership Board.
- Gain opinion from the Learning Disability Partnership Board on specific areas of work.
- Request approval from the Learning Disability Partnership Board

Request must be in easy-read format and/or plain English and need to be submitted to the co-chairs at least 10 days before the meeting to be included in the agenda.

Response to all requests will be provided by co-chairs within 3 working days.

## Attending a Slough Learning Disability Partnership Board Meeting

Meetings are held in public and a request to attend the meeting can be made to the co-chairs at least 3 days prior to the meeting to accommodate the number of participants within the room comfortably. Attendance may be limited due to room capacity limitations.

## Work Plan

The work plan and subsequent activities of the Slough Learning Disability Partnership Board will be strictly linked to the objectives and actions contained in the Adult Learning Disability Strategy 20023-2028 and will be updated twice a year or when specific circumstances require to do so (e.g. Law changes, emergencies). The work plan will be available on Slough Borough Council Website and a report will be made yearly for Cabinet on the progresses. This will include regular feedback from people with learning disability, their families and carers.

## Sub Groups

Specific Sub-Groups will be created to deliver specific objectives on behalf of the Slough Learning Disability Partnership Board. These will be task specific and time limited. All sub-groups will report back to the Board regularly for updates and guidance.

## Supporting people with a learning disability to attend the Board

People with learning disability will be supported during the meetings by:

- Making sure meetings run on time and by scheduling.
- Having people to provide support during the meeting and ensure they have a voice.
- Using simple language, no jargon
- Having extra support after the meetings to discuss specific topics in detail and have influence in shaping actions.

## Concerns and Complaints

Concerns and Complaints regarding the Slough Learning Disability Partnership Board can be reported via the official Complaints route provided by Slough Borough Council who will investigate all allegations as per their policy.