

# Pembrokeshire Learning Disability Partnership Board Meeting

Friday 23rd August 2019

10:30AM, Pembrokeshire Archives - Room 1

## Present

 <p><b>Pembrokeshire County Council</b></p>	<p>Chris Harrison Jason Bennett (Chair) Karen Davies Ian Randell</p>	<p>Charlotte Barber</p>
 <p><b>Hywel Dda University Health Board</b></p>	<p>Melanie Evans</p>	
 <p><b>Pembrokeshire College</b></p>		
<p><b>Ceredigion County Council</b></p>		
 <p><b>Service User, Parent Carer and Provider Representatives</b></p>	<p>James Tyler (Chair) James Dash Rhys Eynon Rachel Bailey</p>	<p>Adam Billington Meinir Morgan (Guest) Debbie Drewett Kelly Allen</p>
 <p><b>Pembrokeshire People First</b></p>	<p>Karen Chandler</p>	
 <p><b>PAVS</b></p>	<p>Gwyneth Jones</p>	

## Apologies

 <p><b>Pembrokeshire County Council</b></p>	<p>Rhian Bennett Andrew Davies-Wrigley Jane Hitchings</p>	<p>Nicky Ashfield</p>
 <p><b>Hywel Dda University Health Board</b></p>	<p>Anna Swinfield Elaine Lorton</p>	
 <p><b>Service User and Parent Carer Representatives</b></p>	<p>Caroline Mason Patricia Cole James Salliss</p>	

 <b>Pembrokeshire People First</b>	
 <b>Pembrokeshire College</b>	
 <b>PAVS</b>	

## 1. Welcome and introductions

James T welcomed everyone to the meeting. Introductions were made and apologies given.

## 2. Meeting Rules



Meeting Rules.pdf

Karen C spoke about the meeting rules. Red, amber and green cards were given to everyone. The cards could be used to show whether everyone agreed with something, had a question or did not agree. KC also asked everyone to put their laptops away for the meeting.

## 3. Notes of Last Meeting (25<sup>th</sup> June 2019)



25th June LDPB  
Minutes.docx

Changes needed to be made to the minutes to show that Simon and Debbie had given their apologies. Apart from these changes, the minutes were correct.

The previous actions were spoken about. Most had been completed but KC had been unable to bring the My Charter video. The attendees then signed the Charter and had a photo taken.

#### 4. West Wales LD Charter

Karen C explained that the Charter had been launched at the County Show. The First Minister Mark Drakeford had attended and The Deputy Minister for Health and Social Care (who officially launched the Charter) invited The Dream Team to check that her department was compliant. Hundreds of people had signed up to the Charter including Ian Westley, Stephen Crabb and Paul Davies.

The website for the charter was now live and could be found at [www.ldcharter.com](http://www.ldcharter.com)

The leaflet and poster would be available on the website soon. Each organisation who signed the charter needed to send a photo to [ldcharterwestwales@gmail.com](mailto:ldcharterwestwales@gmail.com)

An Easy Read Charter had been developed with the Easy Read group led by Peta Rogers. The Welsh version was being designed. Kelly said that she had dyslexia and spoke about Open Dyslexic which was a type of font made for people with dyslexia. Karen C offered to talk to Kelly about designing a dyslexia friendly version of the Charter.

A Learning Disabilities Steering Group based on The Dream Team would be set up to take ownership of pushing the charter forward and getting people to sign up to it. They would also do mystery shopper visits. There was ICF money available to pay people with Learning Disabilities to do this.

Mel said that The Hywel Dda Board had signed The Charter and had had great feedback. They were now looking at revisiting their meeting structure and a lot of executives were now asking how they could roll it out across the Health Board.

KC said that The Dream Team would be going to the 1,000 Lives Project soon and then they would be going to the NHS Awards because they had been shortlisted for their work on the charter.

The group agreed that charting the development of The Charter should remain a standing agenda item. They also agreed that the minutes of the regional Dream Team meeting should be shared.

## 5. Review the Terms of Reference (Karen D, Adam B & Champions)



25.06.19 LDPB  
original Terms of Ref



25.06.19 LDPB  
Rerevised Terms of Ref

Karen D and Adam had gone through the Terms of Reference and highlighted some of the bits that they thought might need changing or were out of date.

The minutes weren't being shared anywhere. The group decided that documents like the agenda and action plan should be published with the minutes to give a better picture of the meetings. KC agreed that the wording should be changed to say that the documents would be published but they wouldn't say where.

Karen D asked what the Pembrokeshire Community Engagement Framework was. Chris explained that it was a reference document published on the Council website. She said that it was not the only thing to use and that it could be taken off. Karen D said that the meeting agreement should be embedded instead.

The membership list was out of date and it changed. The group agreed to list the Organisation and roles but no names. They also decided that, to be quorate, one representative from each organisation needed to be present. This would mean 6 people needed to attend. Chris suggested linking with the Carers' Board so they could work in a more joined up way. Karen D said she would write a draft and circulate it.

The group decided that anyone could nominate people and that the wording would be changed to say that "The Board would reflect on this".

The Terms of Reference said that the Chair and Co-Chair would carry out their duties for 12 months and then a vote would be held. This had not happened. Jason thought that a vote should happen. Karen D suggested an event in the first few months of 2020 to celebrate what

had been achieved. It was agreed that the voting system would be removed from the Terms of Reference.

**Action: Agenda Item for an annual vote at the beginning of each financial year.**

**Action: Champions and Chairs to arrange an AGM to elect new nominations**

Karen D asked if the Reimbursement of Expenses protocol was still active. Chris wasn't aware of anything changing that would mean it wasn't. Chris said that they should put it on the agenda to remind themselves about it.

Karen D said that she thought the role of Chair of the meeting should be a paid role. Jason said that this would then link in with the election of the chair. Karen D said that they were able to start paying the Chair and Co-Chair now. This was agreed.

Karen D spoke about translating the papers into Welsh. If papers were being published on the Pembrokeshire County Council website, they would need to be bilingual and easy read but the Terms of Reference said "All Papers". Chris said that the Commissioning Department supplied the board with agendas, minutes and that they would need a budget to support the board if they had to translate everything which they would need to consider. Jason said they could check with new members what their communication preference was to make the meeting accessible. Karen D asked if they needed a more generic statement in the Terms of Reference. The board agreed.

The board discussed the timing of minutes and agendas. Chris said that it depended on how quickly the agenda could be done and the minutes completed. Karen D asked if everyone was happy that the minutes went out within 10 days of the board meeting. The board agreed.

**Action: Steph to send out reminders for agenda items to board members.**

**Action: Steph to send a list of when documents are needed for each agenda**

Karen D assumed that the board was the LD strategy group and that it could be removed from the Terms of Reference. Karen C said that they could reference the sub groups for each key outcome area of the strategy. She said that if they were in the Terms of Reference, it would ensure that the sub groups had a responsibility to report back.

**Action: Karen D would re-draft the Terms of Reference with Adam and re-circulate.**

## 6. LD Champions Update



LD Champion  
partnership board



JD - LD Champion  
rPartnership Meeting



LD Partnership  
Report Aug.docx



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260.pdf

Karen D explained that Pembrokeshire College had agreed to fund Level 3 Job Coaching. Rachel and Karen would deliver the first sessions to staff and the rest would then be delivered by Pembrokeshire College. The aim was to have a lot of people around the County who would be able to job coach and help people into employment. Karen D said that when the college term started, the Job Coaching would be advertised for a mixture of organisations. They were hoping for 12 people on the first cohort.

Ian thanked Rachel for her help with the interviews and said that the person they had chosen would be starting her new job in September.

Karen D said that there would be an announcement soon that Pembrokeshire County Council was a Disability Confident Leader. There was now also a guaranteed interview for anyone who meets the essential requirements for recruitment of a job in the Council.

Rhys asked Rachel if she would be making diagrams for employers like the diagrams she had made about preparing for an interview and what to do during the interview. Rachel had been working on this with the Human Resources department.

Kelly asked about the Council's commitment to sustaining employment for people with disabilities. Karen D explained that, with being a Disability Confident Leader, there were underlying things that would support people in the workplace. She did recognise that there was a list of things that they needed to improve upon.

*At 12:00PM, James W left the meeting.*

After reading his update, Rhys spoke about community camps and explained what they were. He said he planned on attending one in September.

Gwyneth said that they were also thinking about befriending networks as they had noticed a gap. They were considering involving organisations like Span Arts to look at new ideas.

Jason thanked the Champions for all of the hard work that they had done outside of the board.

## **7. Feedback from Learning Disability Programme Group (LDPG)**

The Learning Disability Partnership Group had said that everything done through ICF regionally must be measured against the charter. As ICF bids and projects rolled out, they were answerable to the Dream Team. Chris said that this linked in with the ICF agenda. The papers were embedded but there were only the list and money. They were putting the information into easy read but this was still a work in progress.

## **8. LD Strategy Action Plan Updates:**

- **Key Outcome Area 3: Melanie Evans / Nicky Ashfield**

Please note: Please can any reports/updates be submitted in plain and easy to read language to be included with minutes.



Doc1.docx



Re Updates.msg

Karen D had not had any updates on the Care and Support plan area of the action plan. She wasn't sure if the actions were the right actions. Jason explained that Nicky didn't realise that she was the person leading on it and thought she was only doing it temporarily. He still needed to speak to Nicky and Jane about this. There was work happening but he didn't know who was reporting it.

Mel explained that the Learning Disabilities Liaison Nurse had been in post since January. She then read from the update attached.

Jason spoke about a meeting that was held in the GP practices which gave an opportunity for Learning Disabilities professionals to feed into it on occasion.

**Action: Latest Action Plan updates are to be sent to Steph and then Steph will circulate them.**

## 9. Day Opportunities Consultation

Jason spoke about the engagement event and how that helped shape the consultation document. There were lots of drop in events organised. Jason explained that some people liked traditional day services and some people wanted different things like Workways. He invited people to attend to share their views. Jason asked them to circulate it to all networks. People could also feedback without attending events.

## 10. ICF Programme

Chris explained that this was still a work in progress and they had never looked at the whole list together. She thought it would be useful for everyone to see it. They were still changing some of the numbers but, when they had local initiatives, they would show how they linked in with the region. Chris spoke about the different bids and explained

each of them. She spoke about the regional programme of supported accommodation and the post in Pembrokeshire which aimed to support people to be more independent. They were looking at moving away from Community based delivery of care.

There was a bid in for Learning Disabilities around technology enabled care. It was around carers and other people but would eventually be a much bigger regional group. They would talk about taking advantage of apps and other technology to support people to live in the community. There were also some regional carers' bids in. The proposed bids were all embedded within the document. Karen C was going to be doing some work with Jess to explain the bids in a more in-depth way and show how they linked back.

## **11. AOB**

Pembrokeshire People First would be holding an accessible 5K fundraising run in Oakwood Theme Park on Sunday the 13<sup>th</sup> October. It would be suitable for all abilities and would cost £10 to enter and you would then get a free go on Megafobia. Karen C asked people to send her an e-mail for more information. She was contactable on [karen@pembrokeshirepeople1st.org.uk](mailto:karen@pembrokeshirepeople1st.org.uk)

## **12. Date of 2019 meetings:**

- 22/10/2019
- 13/12/2019