

Pembrokeshire Learning Disabilities Partnership Board

Terms of Reference

What we will do and how we will do it

What is the Partnership Board for?



The Partnership Board has been set up to make sure that people know about the Pembrokeshire Learning Disability Strategy and that recommendations are completed.

In this document the Pembrokeshire Learning Disability Strategy will be called the Strategy.

The Partnership Board will work together to make things better for people with a learning disability.



- It will support partners to deliver the strategy for people with learning disabilities in Pembrokeshire
- It will make sure that the Strategy makes a positive difference to people's lives
- It will support services to deliver national policies
- It will make sure that people with a learning disability have the same opportunities as everyone else.

- **The Partnership Board will help everyone to have their say.**



- It will make sure that everyone has a voice and the chance to ask questions about decisions and services that affect them
- It will represent people with learning disabilities and their families. Members of the board will bring and share their questions and ideas



- **The Partnership Board will influence decisions:**

- It will give advice to, and share information with, other key partnerships in Pembrokeshire
- It will influence and shape the decisions of other key partnership groups
- It will make sure other people, services and agencies who write policies, think about how they affect people with learning disabilities and their families
- It will help other agencies to consult and communicate with the Partnership Board
- It will hold services to account, support and challenge them



- **The Partnership Board will talk about the Big Things that affect lots of people:**

- It will find out what things affect people in Pembrokeshire
- It will agree the work plan for the Board

How does the Partnership Board make sure this happens?



- It will share information about what is happening in Pembrokeshire and across Wales
- It will make links with and send regular update reports to other key Pembrokeshire partnerships
- It will set up subgroups to work on the key aims of the Strategy and other key pieces of work as they come to the Board's attention

How will the Board make decisions?



- Information at meetings will be easily understood by all Members
- It will use Meeting Rules which have been agreed by people with Learning Disabilities
- If there is a decision to do something, everyone will be told when it will be done by and how this will be checked
- The Board will be clear on who will do the work that needs to be done

What will the Board check up on?



- How well is the Partnership Board achieving its goals?
- Is the quality of people's lives improving?
- How well is Pembrokeshire achieving the key aims of the Pembrokeshire Learning Disabilities Strategy?
- How well is Pembrokeshire achieving the aims of other national policies for people with learning disabilities?
- Are people with learning disabilities and their families involved in decisions that affect them?
- Are people doing the jobs they say they will do?

How will we check how we are doing?



- We will talk to people to find out how well they think we are doing
- We will agree actions and checking that they have been done
- We will ask for feedback from the Partnership Board sub-groups
- We will write an annual report or hold an annual event to tell people about what we have done.

Who does the Partnership Board report to?



- Pembrokeshire Public Service Board
- Pembrokeshire Health, Social Care and Wellbeing Commissioning Partnership Board
- Pembrokeshire Learning Disabilities Strategy Group
- Pembrokeshire Voices for Equality
- Regional Programme Board

How will we communicate with people?



- The Board will publish articles in newsletters to tell others about the work that the Board is doing
- The Board will provide information to Pembrokeshire County Council to publish on its website and on the LD Website
- The Learning Disabilities Champions will engage with people with learning disabilities, their families and carers and local communities
- We will use the Learning Disability website to share information – accessspembrokeshire.co.uk
- We will make sure that people with a learning disability, service providers, family carers and staff are fully involved in the work of the Partnership Board
- We will consult with people about our plans
- Communication at the Board meeting will meet the “Meeting Rules”

Partnership Board Meetings

Who Chairs the Board?

Chair: Head of Service, Pembrokeshire County Council

Co-Chair: Citizen Representative.

Vice Chair: County Councillor

Co-Vice Chair: Citizen Representative.

Who are the members of the Board? A list of named people will be provided at each meeting

Name	Organisation
Citizens	
Chair and Vice Chair	Citizen Representatives
Learning Disability Champions	Pembrokeshire County Council
Parent/Carer Representatives	Parent/carers Citizen Representatives
Pembrokeshire County Council	
Head of Adult Care – Chair	Pembrokeshire County Council
Head of Strategic Joint Commissioning	Pembrokeshire County Council
Inclusion Service Manager	Pembrokeshire County Council
Learning Disabilities Team/Transitions	Pembrokeshire County Council
Service Manager – in house services	Pembrokeshire County Council
Housing Strategy Manager	Pembrokeshire County Council
Project Manager, Supported Employment	Pembrokeshire County Council
Commissioning Manager	Pembrokeshire County Council
Hywel Dda University Health Board	
Head of Learning Disabilities and Older Adult Mental Health	Hywel Dda University Health Board
General Manager, Community and Primary Care	Hywel Dda University Health Board
Therapies Lead for Learning Disabilities	Hywel Dda University Health Board
Senior Equality Diversity Officer, Engagement, Communication and Training	Hywel Dda University Health Board
Equality and Diversity Advisor	Hywel Dda University Health Board
Pembrokeshire Councillors	
Learning Disability Champion	County Councillor - Pembrokeshire County Council

Partner Organisations	
Health and Wellbeing Officer	PAVS
Chief Officer	Pembrokeshire People First
Provider Representative	Stackpole Walled Gardens
Advocacy Manager	Dewis
Inclusion Officer	Pembrokeshire College

How will membership be decided and how will members vote?



- Membership will be nominated by members of the of the Partnership Board.
- Each named Board member is entitled to 1 vote.
- Advocates, support workers and secretariat will not be seen as voting board members
- The Chair, Co-Chair, Vice Chair and Co-Vice Chair will carry out their duties for 12 months. After this time, members will take a vote on who will take on these duties next.

Subgroups



- Representatives from other services (eg. housing, transport, employment, education, leisure etc) should be drawn on when necessary and included in the sub-groups set up by the Board
- The Chairs of each sub-group should take responsibility for inviting the relevant people to attend Partnership Board meetings when discussions are taking place around their areas of responsibility

How many people are needed for the meeting to take place?

- There must be 6 members of the board at the meeting for it to take place.
- For decisions to be made, the Chair or Vice Chair, a person with learning disabilities and a

member who is senior enough to make decisions on strategies and plans must be at the meeting.

Who will Support the Board?

- Pembrokeshire County Council will provide support for the Partnership Board

How often will the Board hold meetings?



- A Board meeting will be held every 2 months
- All members of the Partnership Board are expected to attend each meeting
- If any members cannot attend, they should send apologies before the meeting
- If representatives cannot attend, they may send a deputy

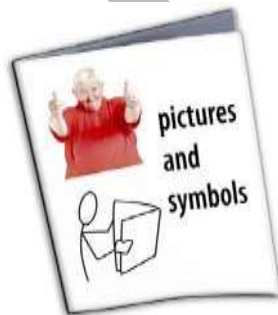
Reimbursement

- Citizens, parent/carers and support workers who are involved in any Partnership Board activity lasting over 2 hours will be provided with beverages (tea/coffee/water etc).
- People participating in activities lasting over 4 hours will have light refreshments provided for them, depending on the time of the activity.
- Citizens, parent/carers and/or support workers are entitled to be reimbursed for any reasonable expenses, as agreed in the expense Reimbursement Protocol. This protocol covers reimbursement for travel costs and the cost of replacement care.
- All other expenses incurred in relation to involvement with the work of the Partnership

Board will be considered on an individual basis.

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Agendas and minutes



- All papers will go out 2 weeks (meeting rules) before the meeting. This will give people time to read them.
- Papers will be available in Welsh if requested by any board member.
- All papers will be produced in line with Total Communication Standards
- There will be enough time on the agenda for each item
- All presentations to the Board will meet the meeting rules.
- If they are needed, language and British Sign Language (BSL) interpreters will be arranged before meetings
- Minutes will be written in plain language. They will use size 14 font and have pictures to make them easier to understand.
- Minutes will be sent out quickly – within 10 working days - so that people can give feedback



- Agendas and minutes from the meeting will go on the LD Website so people can find out what we have talked about

The Partnership Board's Terms of Reference

- The Partnership Board will review and update its Terms of Reference on a yearly basis

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Pembrokeshire Learning Disabilities Partnership Board

Key Words

Advice	Information and helpful suggestions
Agencies	Organisations and groups
Influence	Help to make change
National Policies	Plans that aim to make a difference for the whole of Wales
Partners	Other people the Board will work with, such as local and national organisations and groups
Representatives	A person who shares the views and opinions of others
Strategy	A plan for action
Sub-Groups	Smaller teams of people who will work together on smaller projects
Terms of Reference	What the Board will do and how it will do it
Voting	Making a choice, or deciding on something

Pembrokeshire Learning Disabilities Partnership Board

Key Pembrokeshire Partnerships

Partnership Name	What do they do?	Who are the members?
Pembrokeshire Public Service Board	This partnership works together to improve the quality of life and wellbeing of people in Pembrokeshire.	<ul style="list-style-type: none"> • Pembrokeshire County Council • Dyfed Powys Police • Hywel Dda University Health Board • PAVS • Welsh Government • Milford Haven Port Authority • Natural Resources Wales • Pembrokeshire Coast national Park Authority • Mid and West Wales Fire and Rescue Service
Pembrokeshire Health, Social Care and Wellbeing Commissioning Partnership Board	This board works together to help people live long and happy lives by making improvements to Health and Social Care Services	<ul style="list-style-type: none"> • Pembrokeshire County Council • Hywel Dda University Health Board • PAVS • Mid and West Wales Collaborative

<p>Pembrokeshire Voices for Equality</p>	<p>This board works together to promote equality and diversity and fight discrimination</p>	<ul style="list-style-type: none">• Pembrokeshire County Council• Dyfed Powys Police• Hywel Dda University Health Board• Mid and West Wales Fire and Rescue Service• Pembrokeshire College• Snowdrops• Pembrokeshire People First• Pembrokeshire Access Group• 50+ Forum
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