

Wokingham  
Learning Disability  
Partnership Board

# How the Board Works

## THE WOKINGHAM LEARNING DISABILITY PARTNERSHIP BOARD

A group of people who meet to look at the issues for people with learning disabilities, their families and supporters in Wokingham.

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## THE AIM OF THE PARTNERSHIP BOARD

To make better lives for people with learning disabilities and their families in Wokingham, by:

- Having a strong partnership between people and groups involved with learning disability (stakeholders), and wider community groups
- Working together to make sure we get the best value for the resources (time and money etc) we have.
- Carrying out consultation, research and other projects
- Making sure people with learning disabilities and their carers are fully involved and joint owners of the Partnership Board
- Giving advice to the Council and Primary Care Trust about priorities (most important things), preferences (what people want) and need.



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## OUR VISION

The Wokingham Learning Disability Partnership Board will be the body through which planning for services and supports for people with learning disabilities happen

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## PLANNING FOR THE PARTNERSHIP BOARD

Every year the Core Group gets together to set out the business plan for the Partnership Board for the coming year. We usually do this as a PATH, which sets out goals and a timeframe.

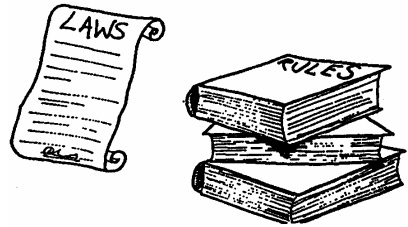
The Sub Groups fill out a Keeping Track Report once a year. Which checks how well they are getting on against what Valuing People says and sets out the group's goals for the year.

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## STATUS OF THE PARTNERSHIP BOARD

The Partnership Board is **NOT** set up by law.

- It has no budget
- It can't make others follow decisions



But it...

- Can advise
- Can represent the views of people
- Should be taken seriously by budget holders and decision makers
- Is able to campaign to make things better (e.g. writing letters)
- Helps people work together

In the future we are seriously thinking about becoming independent. This means we will have a bank account, be able to hold the LDDF money, have an office, employ staff...be an organisation in our own right!

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## LEARNING DISABILITY DEVELOPMENT FUND (LDDF)

LDDF is a pot of money from central government that is used to make Valuing People happen locally. The money comes in two parts, capital and revenue. The Council looks after the money for us but Partnership Board decides how the LDDF is spent.



## HOW THE PARTNERSHIP BOARD MEETS...

There are 4 types of regular Partnership Board meeting – **core group meeting**, the **big meeting**, **self advocate workshops** and **sub group meetings**

### 1. Core Group Meeting

A smaller group of people from all the different learning disability groups, who do the day to day business of the Partnership Board. These people will tell the members of the Big Meeting about the smaller decisions they make. They will make recommendations about the big decisions that need to be made, for a vote at the Big Meeting. (See section on decision-making)



### 2. Big Meeting

This meeting is made up of people from all groups and organisations who are involved with people with learning disabilities.



### 3. Self-Advocacy Workshops

This meeting is for people with learning disabilities. The group focus on one or two main issues at a time. This group's job is to make sure that the Big Meeting listens to the things that are important to people with a learning disability in Wokingham.



### 4. Sub Groups of the Partnership Board

There are Work Groups for all of the main objectives of Valuing People. They have the job of leading the work of one particular part of Valuing People. The Work Groups report to the Partnership Board. The Sub Groups have a separate chair, called the "Work Group Lead". There are 14 work groups.



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## DECISION MAKING

Most decisions at Core Group or the Big Meeting can be taken by a vote (for example show of hands, dot vote etc). One person gets one vote. A simple majority (the most popular decision) is carried. For very big decisions at least  $\frac{3}{4}$  or 75% of the people present must agree.

Sometimes decisions are not easy, it is usually the role of the core group to find out all the information and present the options to the big meeting so that everyone can be involved in these decisions. This may also include time spent at the self-advocate workshop.

The Core Group make small decisions, but any big decisions go to the Big Meeting.

Examples of smaller decisions:

- Writing letters on behalf of the Partnership Board
- Responding to Valuing People pieces of work
- Day to day business (setting the agenda, planning work, getting information together)

Examples of bigger decisions:

- How we meet as a Partnership Board
- Plans or consultations that will have a big impact on people with a learning disability
- Who makes up the core group

The LDDF is different, in that the decisions about which groups or people get the money is made by the Core Group then shared at the Big Meeting.

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## MEMBERSHIP

The Core Group, Big Meeting and Sub Groups are made up of people from the key groups involved in learning disability (for example self advocates, family carers, voluntary groups, providers and statutory services like the council and primary care trust)

- Membership of the big meeting is open (anyone can come who has a genuine interest in learning disability).
- At present, membership of the core group is made up of:
  - 3 people with a learning disability
  - 2 family carers
  - 3 people from the council
  - 4 people from voluntary groups
  - 1 councillor
  - 1 person from the primary care trust
  - 2 providers

The chair's term will last for a maximum of 3 years. After that there is an election at the big meeting for the new co chairs. The old co-chairs have the option of staying on the core group (this is called an ex-officio).

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### HOW OFTEN AND HOW LONG ARE THE MEETING?

The Core Group meets every 6 weeks for 3 hours.

The Big Meeting happens every 8 weeks for 2 hours.

The Self Advocate Workshop meets about a week before the Big Meeting for 2 hours.

The Partnership Board will also hold a Celebration Event and an Annual General Meeting once a year.

The Sub Groups have to meet regularly. Exactly how often is decided by the lead and sub-group members.



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### MEETING STYLES

Partnership Board Meetings are run in an inclusive business style. This means we sit around a table, the co-chairs or group leads make sure people stick to the ground rules and we try and involve everyone.

We have traffic light cards which we use to show when we want to talk, take a break or don't understand.

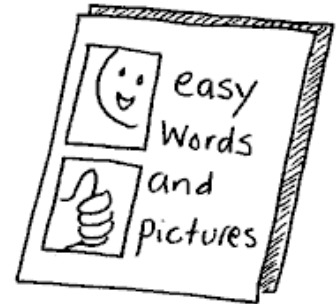
Valuing People is all about working together – all groups must make every effort to include everyone in their meetings, especially people with a learning disability.



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## MEETING MINUTES

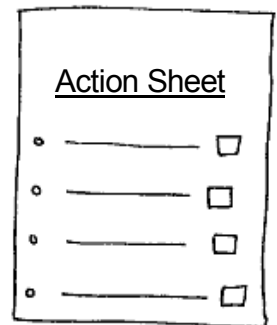
All notes from meetings should be sent out as soon as possible and be easy to read.



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## ACTION SHEET

At the core group and big meeting we record any actions on the action sheet. We record what needs to be done, who needs to do it and by when.



At the start of each meeting we go through the action sheet. If the person doesn't complete their action by the deadline there is a forfeit!

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## AGENDA

The agendas for the Big Meeting and Core Group agendas will say if the item is for:

- Discussion (to talk about)
- Action (a decision should be made and everyone should agree)
- Presentation (sharing information)



The agenda for the Big Meeting is agreed at the Core Group meeting.

If you want to put something on the agenda you should tell Jodie.

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## COMMUNICATIONS

The Partnership Board also keeps in touch with its wider membership through:

- **What's Going On Guide** – this has an update from the core group, information about training, national news and projects.
- **Newsletter** – comes out 4 times a year. It gives people information about things that the Partnership Board has done or is doing.
- **Website** - [www.wokinghampartnershipboard.org](http://www.wokinghampartnershipboard.org) is one place that you can go to, to get all the above information as well minutes from meetings and updates from the sub groups.

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