

Learning Disability Partnership Board

Terms of Reference



What the Partnership will do and how it will do it

What is the Learning Disability Partnership Board in Surrey?

The Government in 2001 asked that Partnership Boards were setup across the country to make sure that the White Paper “Valuing People: A New Strategy for Learning Disability for the 21st Century” was put into action.

The board in Surrey is made up of a group of people who are committed to working together to make the lives of people with a learning disability in Surrey better.



What are the aims of the Partnership Board?



To make sure services for people with learning disability in Surrey are the right services and that they work properly.



To influence, talk about and make recommendations on plans in Surrey and nationally so that people with learning disabilities are supported.



To make sure we have plans for change and that change is happening to tackle inequality.



To pass information to everyone about the development of services and make sure people know what is happening and what they have to do.



To work together to share information from and to organisations/groups that members represent and wider networks.



To ensure a strength-based approach, focusing on skills and abilities when planning support.

Who will be members of the Partnership Board?

It is important that all key people (stakeholders), who can bring about change, in Surrey are members of the Partnership Board.

The stakeholders will include:

- people with learning disabilities
family carers
- Surrey County Council
- health organisations
- voluntary Organisations
- members of Surrey People's Group
- provider representatives



How will the Partnership Board run?

Chairs:

2 people will work together to chair the Partnership Board.

1 will be a person with a learning disability who has been elected from the Partnership Board.

The other will be the Head of Commissioning for Disabilities.



If the Head of Commissioning cannot attend the meeting, the meeting will be co-chaired by a Senior Commissioning Manager.

If the person with a learning disability co-chair cannot attend the meeting, then a member of the Partnership Board with a learning disability can co-chair the meeting on their behalf.

Times:

The meetings will be 6 meetings a year. The time of the meetings will be from 10.00am to 12.30pm.



Format of Meetings

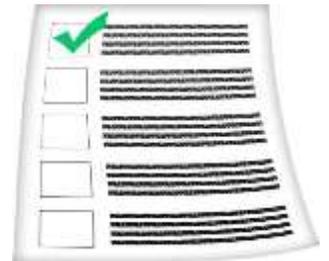
Agenda of the meeting:

The agenda of the meetings will be sent out 1 week before the meeting. It will be sent out by email unless someone has informed the Engagement and Partnership Officer that they would like a hard copy sent to them in the post.



The meeting will usually include:

- 2 topics / areas of work
- experts by experience



The Board will follow Surrey County Council's Equal Opportunity Policy .



Papers and Presentations to the Partnership Board

Papers and Presentations to the Board will be in easy read format. The presentations and papers must be sent to the Engagement and Partnership Officer 7 days before the meeting so they can be sent with the agenda.



Requests to the Partnership Board

If you would like to gain an opinion or approval from the Board, you should contact the [Engagement and Partnership Officer](#) who will talk to the co-chairs.



Meeting Minutes

Notes will be taken at the meeting and an easy read version will be sent out within 20 working days. The minutes will be available on the [Surrey Partnership Board website](#).



Request to attend Partnership Board

Meetings will be held in public and requests to observe the meeting should be made to the co-chairs through the Engagement and Partnership Officer. Observers will be limited to 4 per meeting.



Responsibilities of Board Members

Members of the Board will be invited to the meeting.

Each member will represent a stakeholder group and must share information with them and the Board.

Members must attend 3 out of the 6 meetings.



Sorry I cannot attend the meeting...



Elections of Members

The person with a learning disability co-chair will be elected every 2 years.

The chair and the Engagement and Partnership Officer will look at membership every 2 years to ensure the right stakeholders are represented.



People needed for the meeting to go ahead

There must be 10 members of the Partnership Board at the meeting for the meeting to go ahead. These must include:

- chair or deputy chair
- person with a learning disability
- carer representative



Work Plan

The work plan will be updated every year telling everyone what the board has done that year and plans for future years. It will include feedback from people with a learning disability and carers. It will be placed on the website.



Managing the Agenda

The Engagement and Partnership Officer will set the agenda depending on the work plan. The Engagement and Partnership Officer will meet the co-chairs of the Board regularly to review the Partnership Board agenda and work plan.



Supporting People with a Learning Disability

People with a learning disability will be helped at the meeting by:

- getting ready for the meetings
- having a clear agenda
- offering the chance to talk about agenda items before the meeting
- use of communication cards
- providing breaks
- sending out presentations in easy read before the meetings
- providing support at the meeting to make sure they have a voice
- making sure simple language is used – no jargon
- leaving time between slides to think and for questions
- having support after the meeting to talk through topics



Concerns and Complaints

Any concerns or complaints will be investigated by the chairs of the Partnership Board.

Email: disabilitycomms@surreycc.gov.uk

Reviewed and agreed by the Learning Disability Partnership Board
January 2025.