



EAST RIDING
OF YORKSHIRE COUNCIL

East Riding
Learning Disability
Partnership Board
Terms of Reference
(rules for the group)



September 2020



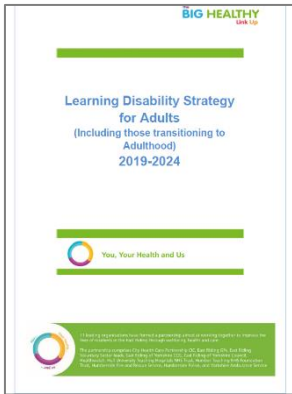
What are we here for?

- To give people with a learning disability who live and work in East Riding a voice
- To share information and ideas that will help to improve the lives of people with a learning disability and family carers



What do we want to do?

1. Work together to make changes happen for people with a learning disability living and working in East Riding
2. Look at what matters most to people with a learning disability
3. Work together with the Autism Partnership Board to make the big plan work
4. To make sure people with a learning disability have a voice and lead change
5. To listen and to act
6. To inform and empower the wider community about what the Learning Disability Partnership Board is working on



East Riding Big Plan

We want to work on areas that are important to people with a learning disability and their family carers.

This includes:

- Community life
- Housing
- Employment
- Health
- Criminal Justice
- Transport
- Transition to adulthood



How will we do this?

- There will be regular meetings for people to come together to move forward what the Board want to do
- Everyone will be treated as an equal, respected and listened to
- The Board will include:
 - People with a learning disability
 - family carers
 - Council representatives
 - NHS representatives
 - Voluntary and community groups/organisations



- Employment
- Criminal justice system
- Advocacy

These people will be the regular Board Members.

We will have themed meetings where speakers/experts are invited.



We will think about inclusion – digital inclusion and what the barriers are. We will do our best to make sure that people can be involved.





If you cannot come to a meeting you should let the Chair or Co-chair know in good time.

If you cannot come, then somebody who can make decisions and bring ideas, should come instead of you.

People with a learning disability, families and carers will have an open invitation to visit any Board meeting.

If people want to attend they must book a place, this means that we will know how many people are attending.



How will the meetings work?

East Riding of Yorkshire Council have asked Inclusion North to support the Learning Disability Partnership Board.

The meetings will be co-chaired by a person with a learning disability or a family carer with lived experience.

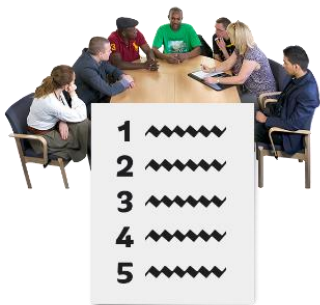


The dates and times of the meetings and where they will be held will be arranged in plenty of time.

The purpose of the Board will be made clear so that everyone can get involved and support the work.

We will do this by:

- Flyers
- Letters
- Phone calls
- Emails
- Social Media
- Sending text messages

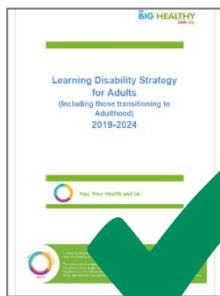


Who is responsible for running the Learning Disability Partnership Board?

Inclusion North will help with running the Board. This will include:

- Chairing the meetings
- Communication with Board Members
- Taking action when matters have been shared by the Board Members
- Helping the Board to link with other key people

East Riding of Yorkshire Council will be part of the Board; they will work with people and other organisations to make changes happen.



The Partnership Board task groups.

The Task Groups bring together a wider group of professionals and people with lived experience including people with a learning disability and family carers.

They will work together to help make the East Riding Learning Disability Plan happen.

The Task Groups report to the Partnership Board.



What are the rules of the Board?

Being a good Board Member means that we will:

- Respect each other's views
- Speak one at a time and not interrupt
- Mobile phones will be on silent
- No swearing at each other
- Confidentiality – what we say in the room stays in the room
- Listen to each other
- Use the red and green cards
- There should always be at least a 10-minute break at Board meetings



Respect

People will be encouraged to speak up, share their views and ideas.

To make this happen Co-Chairs will manage the meeting so that one person speaks at a time, they are listened to and what is said is then thought about.



Co-chairs:

There will be 2 Co-Chairs of the Board, they will make sure the aims of the Board are achieved.



People will be voted by the Board to these positions and will hold them for 1 year.



How the meetings work

Meetings will take place every month. At the moment because of Covid 19 the meetings will take place on ZOOM.





Face to face meetings will start again when it is safe to do so.

Co-chairs will be responsible for making sure that there is agenda.

The Board will decide at the end of each meeting what needs to be included on the agenda for next time.

Inclusion North will send out the agenda to Board members 2 weeks before the meeting.

People can ask for other information to be put on the agenda under 'Any Other Business'.

	<p>1. Notes/Action</p> <p>The actions will include:</p> <ul style="list-style-type: none"> - What action needs to be taken - Who is going to do it? - Date it will be done by
	<p>2. Presentations</p> <p>Anyone presenting at the Board will need to follow the rules for accessible information.</p> <p>Presentations need to be in an easy read format, sent in advance and time limited.</p>
	<p>3. Decision Making</p> <p>Only members of the Board will vote on decisions needing to be taken.</p> <p>Visitors, guest speakers etc. will not have a vote.</p>
	<p>4. Guests</p> <p>The Board will invite people and organisations who can provide information and support for the 'topic' area being discussed at the meeting.</p>



5. Review

The rules for the Board are only a guide and can be reviewed or added to by the Board at any time.

The rules should be reviewed every year at the same time a Co-Chairs is voted to make sure they are still what is needed.