What is the Learning Disability Partnership Board in Surrey?

The Government in 2001 asked that Partnership Boards were set up 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?

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

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

2.3 To make sure we have plans for change and that change is happening.

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

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

2.6 To promote Valuing People.
3. Who will be members of the Partnership Board?

3.1 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 – Clinical Commissioning Groups and NHS Trusts
- Chair and Co-Chair of the Local Valuing People Groups
- Surrey Police
- Voluntary Organisations

3.2 Surrey is a large county, so there are 4 Valuing People groups that have been made for everyone to have a say at a local level. The Chairs and Co-Chairs from these groups and another member of the local group will sit on the Partnership Board.
4. How the Partnership Board will run?

**Chairs:**

4.1 A Surrey County Councillor will Co-Chair the Partnership Board. The other Co-Chair will be a person with a learning disability who has been elected from the Partnership Board or Local Valuing People Groups.

4.2 If the County Councillor cannot attend the meeting, the meeting will be Co-Chaired by a Senior Manager of Surrey County Council.

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:**

4.3 The meetings will be held every other month, on the first Thursday of the month from 9.30am – 12.30am.
5. Format of Meetings

**Agenda of the meeting:**

5.1 The agenda of the meetings will be sent out 7 days before the meeting. It will be sent out electronically unless someone has informed the Engagement Officer that they would like a hard copy sent to them in the post.

The meeting will run as follows:

- Coffee and Teas
- Welcome and Ice Breaker

**Part 1**
- Reminder of what was talked about at last meeting
- Recent news items – National, Regional, County and Local
- Topic Presentation

**Coffee and Tea Break**

**Part 2**
- Topic presentation
- Group discussion on presentations
- Feedback from discussion groups
- Any Other Business
- End of Meeting

5.2 The Board will follow Surrey County Council’s Equal Opportunity Policy. The Board will use plain English and the communication cards.
6. Papers and Presentations to the Partnership Board

6.1 Papers and presentations to the Board will be in easy to read/view format. The presentations and papers need to be sent to the Engagement Officer 10 days before the meeting, so they can be sent with the agenda.

7. Requests/Petitions to Partnership Board

7.1 If you would like to gain an opinion or approval from the Board, this request should be written to the Co-Chair. They must provide a statement.

7.2 After the presentation on the reasons for gaining approval from the Board, the Chair of the Board will provide a response.

8. Meeting Minutes

8.1 Notes will be taken at the meeting and an Easy Read version will be sent out within 15 working days. The Minutes will be available on the Surrey Partnership Board website: www.surreypb.org
9. Request to attend Partnership Board

9.1 Meetings will be held in public and requests to observe the meeting should be made to the Co-Chairs or Engagement Officer. Due to size of meeting room, observers will be limited to 4 per meeting.

10. Responsibilities of Members of Board

10.1 Members of the Board will be invited to the meeting.

10.2 Each member will represent a stakeholder group. They have the responsibility to communicate and share information to the Board and from the Board to the group they represent.

10.3 There should be equal representation of members across the 4 Local Valuing People Groups. The members will include family carers, voluntary organisations, provider organisations, health services and Surrey County Council.

10.4 Members must attend 3 out of the 6 meetings. If any of the Chairs of the Valuing People Groups cannot attend the meeting, then they should send their apologies and someone from their Valuing People Group to provide feedback and updates.
11. Elections of Members

11.1 Valuing People Group Chairs can stand for 2 years and be re-elected.
11.2 The person with a learning disability Co-Chair will be elected every 2 years.
11.3 The Chair and the Engagement Officer will look at membership every 2 years to ensure the right stakeholders are represented.

12. How many people needed for the meeting to go ahead (Quorum)?

12.1 There must be 10 members of the Partnership Board at the meeting in order for the meeting to go ahead. For decisions to be made there must be 15 members. These must include:
- A Chair or deputy Chair,
- 2 Valuing People Group Chairs
- A person with a learning disability
- A carer representative

13. Events

13.1 The Partnership Board will provide information at events to raise awareness about involving people with learning disabilities.
14. **Work Plan**

14.1 The work plan will be updated yearly telling everyone what the board and Valuing People Groups will do and have done throughout the year. It will include feedback from people who use services and carers. It will be placed on the website.

15. **Managing the Agenda**

15.1 The Engagement Officer will meet the Co-Chairs, Chairs of the Valuing People Groups regularly to review the Partnership Board Agenda and work plan.

16. **Making things Happen**

16.1 To make sure that the recommendations from the Partnership Board are heard and the changes that need to made also happen.
16.2 The Engagement Officer will meet with the Learning Disability Commissioning Managers bi-monthly to talk about the Partnership Board progress.

17. Supporting People with a Learning Disability

17.1 People with a learning disability will be helped at the meeting by:
- Getting ready for the meetings.
- Having people to support at the meeting to make sure they have a voice.
- Making sure simple language is used – no jargon.
- Having support after the meeting to talk through topics and for them to have a influence in shaping services.

18. Making things Happen

18.1 Family carers will be able to tell people about the important work they do.
19. Sub Groups of the Partnership Board

19.1 Specific sub groups may be set up to do work on behalf of the Partnership Board and help make changes happen. Any sub groups must report back to the Partnership Board regularly. Local Valuing People Groups can also form action groups to help make change happen locally.

20. Concerns and Complaints

20.1 The Local Valuing People Group Chairs should investigate concerns and complaints about Valuing People process and feedback to the Chairs of the Partnership Board.

21. Other Responsibilities

The Engagement Officer should:
- Provide information requested by the Department of Health.
- Update the Surrey PB website pages about learning disability issues.
- Update the Partnership Board and Valuing People Groups on key legislation.
- Make sure people with learning disabilities and family carers are supported and know about important events.
- Promote the Learning Disability Partnership Board and Local Valuing People Groups.
How will we make sure that the things the Partnership Board does are needed locally?

Surrey is a very large county which has:
- One Local Authority.
- 5 Clinical Commissioning Groups.
- 11 District and Borough Councils.
- Over 250 provider organisations.
- It is estimated that there are 21,000 people in Surrey that have a learning disability and which just under 4,000 people are known to Surrey County Council.

It would be very difficult for everyone to come to the Partnership Board, therefore the Local Valuing People Groups are a way for people to have a say locally.

The Chair and the Co-Chair of the Valuing People Groups will attend the Partnership Board. There will be 4 Local Valuing People Groups that will cover different parts of Surrey:
East Surrey
- Reigate and Banstead
- Tandridge

North West Surrey
- Runnymede
- Spelthorne
- Woking

South West Surrey
- Guildford and Waverley
- Surrey Heath

Mid Surrey
- Epsom and Ewell
- Mole Valley
- Elmbridge
What are the aims of the Valuing People Groups?

1. To make sure that services for people with a learning disability and families are developed locally with people with a learning disability and families.

2.2 To provide local information to the Partnership Board.

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

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

2.6 To promote Valuing People.
How will the Groups work?

The local groups will include important members from the local area who can make change happen. They should be committed to improving the lives of people with a learning disability.

People with a learning disability and family carers must be included in the Local Valuing People Groups. Individuals in the groups must following the terms of reference and rules of the group.

The groups will meet every other month.

The groups will decide what to talk about at their meetings and invite speakers on key topics of interest. The Chairs of the group will also feedback what has happened at Partnership Board and tell the Partnership Board what the views of people are locally.

In order to make a decision at the meeting you must attend the group regularly.
The meeting minutes of the Local Valuing People Groups will be sent out to all members and put on the Surrey Learning Disability Partnership Board Website – www.surreypb.org.uk

The membership of the Local Valuing People Groups will be looked at yearly by the Chair and group.

The Engagement Officer and the Chairs of the Valuing People Groups will meet regularly to talk about agendas and feedback what is happening locally and nationally.
Contacting the Surrey Learning Disability Partnership Board and Local Valuing People Groups:

Sarah Linington  
Engagement Officer  
Adult Social Care  
Surrey County Council

Email: sarah.linington@surreycc.gov.uk

Telephone: 01483 518880

Mobile: 0781 6077122

Write: Surrey County Council, Room 34, County Hall, Penrhyn Road, Kingston upon Thames, KT1 2DN

Website: www.surreypb.org.uk