

What the Learning Disability Partnership Group is about

1. What is the group for?

- To work together to improve support and services for people with Learning Disabilities who live in Cardiff and the Vale of Glamorgan or were brought up here, and their carers.
- It is a meeting for people to work together about health, social care and well being for adults with a learning disability.
- They tell the Learning Disability Implementation Group (LDIG) what they are talking about. This is so the LDIG can make plans. The LDIG also tell the Learning Disability Partnership Group what they have talked about
- They get together to make sure all the plans are working.

2. How we communicate

- We do not use jargon in meetings but where we have to use a technical term it is explained.
- Any documents are written in plain English, and when possible in Easy Read.
- When we use acronyms they are always expanded and explained.

3. What does the group want?

- We want all the important people to come to the meetings. The important people are: people with a learning disability, carers, Councils, local health boards; voluntary organizations; private businesses. The group will tell people who make decisions what is important.
- We want to work with people who offer services for people with a learning disability. We want to talk to everyone so we can work together to make services better.
- This is how we are part of making decisions.

Learning Disability Partnership Group	This group has people from the Councils, Health Board, and who represent groups of those who support and provide services to people with learning disabilities.
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Learning Disability Implementation Group	This group makes sure things happen. It has a 3 year plan.
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Learning Disability Partnership Board	This is for senior management from the Councils and Health Board, they oversee the other groups.
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Cardiff & Vale Senior Leadership Group	This is a meeting that is informed about lots of different topics, including learning disabilities
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Cardiff & Vale Regional Partnership Board	This is a meeting that is informed about lots of different topics, including learning disabilities and includes Councillors and the Chair of the UHB.

- We want to work closely with the Learning Disabilities Implementation Group (LDIG), so we can help them to make services better.

4. Working together

- The LDPG members will work together to help adults with a learning disability achieve their goals.
- The LDPG will:
 - Work together so that services can share things and save money.
 - Make sure that people with a learning disability, and carers, are part of making plans.
 - Have a meeting to help people work together.
 - Have plans to work together.
 - Have members chosen from different places that work for people with a learning disability.
 - Talk to people who run services that are not specially for people with a learning disability.
 - Talk to other people sometimes.
 - Talk to other partnership groups.

5. Who is part of the group?

- Members will include:
 - Local Authority Representatives
 - Cardiff and Vale University Health Board Representative
 - Swansea Bay University Health Board Representative
 - Representatives from Advocacy, Social Enterprise, Day Services, Supported Living, Residential Care, Domiciliary Care providers.
 - Service Users
 - Carers Representative.
 - Other people we ask.
- All members feed back to the people they represent.
- When members are unable to attend a meeting they will provide information to the Chair by email ahead of the meeting or will delegate to another person to represent instead of them.

6. How does the group work?

- The members vote for a Chairperson.
- Elections are every 3 years unless members decide to do it sooner.
- The Chairperson will represent the LDPG at other meetings.
- There should be at least 4 meetings every year.
- When there is an emergency, a member can get someone to stand in for them. If they do, they have to make sure the person standing in knows all about the meeting.
- If a member wants to talk about something at the meeting they have to email the Chairperson at least 28 days before the meeting. If it is later than that, it is up to the Chairperson if we talk about it.
- If there is any paperwork to talk about, it has to be emailed to the Chairperson at least 28 days before the meeting.
- The minutes will be provided by members on a rota basis, unless there is a volunteer.

- The Chairperson will make sure papers are sent out at least 21 days before the meeting.
- If we need to talk to an expert, we will ask someone to come in.
- The Chairperson will talk to other groups about working together.
- The group can set up subgroups to look at specific things. Members of subgroup members can be other people who we represent on the group, as well as group members.

7. What we do about plans that go a long way into the future

- The group will take part in making local plans that go a long way into the future. So learning disability services have good results. They will:
 - Make a workplan every year.
 - Find out information to go in other plans.
 - Find out what people with a learning disability need.
 - Find out if people need anything they aren't getting.
 - Be part of writing the Learning Disability Commissioning Strategy, by being part of developing the strategy. The Commissioning Strategy is a document that shows the priorities for where any money should be spent.
 - Make plans if we are asked anything else.
 - Make sure people with a learning disability, and carers, take part in making plans that go a long way into the future.
 - Help organisations to plan together.
 - Help make plans for other services where it affects people with a learning disability.
 - Help organisations get funding when we can.
- We can have an emergency extra meeting if it is needed.

8. Is everything working well?

- Who does what
 - The group will tell the Learning Disability Implementation Group (LDIG) what we think is important.
 - The group will send reports to the Chair about what has gone well, and any problems. The group will make sure a member of the LDPG does any reports about anything needed.
 - The group will tell the LDIG what we are doing.
 - After each meeting the Chairperson will make a list about the important things to tell the LDIG.

- **Feedback**
Members of the group feed back to their people.
The Chairperson will feed back to other groups and meetings.
The Chairperson will tell the meeting what happened at those other meetings.
- **Checking what we've done**
The group will plan how to check what we have done.
When we have checked, we will make reports.
Every year we will check our workplan and make any changes we need.

9. Making sure people with a learning disability take part in plans and give their opinion

- Make sure people with a learning disability get heard. Make sure planners listen.
- Use the best ways to get people with a learning disability, and carers, involved.
- Find out if there are places where people aren't being involved. Do something about it.
- Work out good ways of telling people with a learning disability, and carers, about what is going on.
- Find people from the group to go to events where they can tell people what is going on.

10. Sub groups

- **Task and Finish Groups**
People from the group will be on small groups to make plans about things. The small groups will last for a short time and be told what they should do.

11. Being fair to everyone

- **The group will:**
Make sure everything we do is fair to everyone.
Find out who is treated unfairly. We will do this by doing Equality Impact Assessments which make sure no one is treated unfairly.

Equality impact assessments look at the areas which by law people cannot be treated differently about:

- Disability, including many people with mental health conditions.
- Age
- Race
- Whether a person is lesbian, gay or bisexual
- Gender
- When a person has changed their sex, religion or belief. This includes people who don't have a religion or belief.
- Women having a baby or women just after they have had a baby.

12. Is this document still right?

- We will look at this paper at least every 2 years. Sooner if we need to.