

Learning Disability Partnership Board & Valuing People Group



Terms of Reference



What the Partnership will do and how it will do it

1. 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.



2. 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.



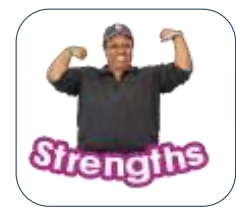
To make sure we have plans for change and that change is happening to tackle inequality.



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.

3. 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 – Clinical Commissioning Groups and NHS Trusts
- Chair and Co-Chair of the Local Valuing People Groups
- Voluntary Organisations
- Members of Surrey People's Group
- Provider Representatives

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:

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 or Valuing People groups.

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 5 meetings a year. The time of the meetings will be from 10.15am to 1.00pm.



5. Format of Meetings



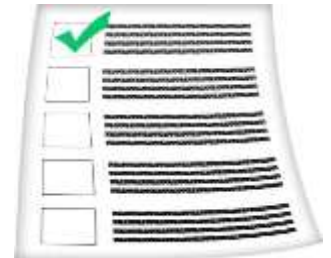
Agenda of the meeting:

The agenda of the meetings will be sent out 2 weeks before the meeting.

It will be sent out electronically 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
- Report from Valuing People groups



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



6. Papers and Presentations to the Partnership Board

Papers and Presentations to the Board will be in easy read format. The presentations and papers need to be sent to the Engagement and Partnership Officer 12 days before the meeting so they can be sent with the agenda.



7. 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.



8. Meeting Minutes

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: [Partnership Board Website](#)



9. 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.



10. Responsibilities of Members of Board

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.

There should be equal representation of members across the 4 local Valuing People Groups.



Members must attend 3 out of the 6 meetings. If the Chair of the Valuing People cannot attend the meeting, they should send their apologies and ask someone from their Valuing People group to provide feedback and updates



11. Elections of Members

Valuing People chairs can stand for 2 years and be re-elected

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.



12. 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,
- 2 Valuing People Group chairs
- Person with a learning disability
- Carer representative



13. Work Plan

The work plan will be updated yearly telling everyone what the board and Valuing People Groups have, will do and have done throughout the year. It will include feedback from people with a learning disability and carers. It will be placed on the website.



14. 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 and Valuing People Groups regularly to review the Partnership Board agenda and work plan.



15. 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



16. Concerns and Complaints

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

Local Valuing People Groups



Terms of Reference



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.
- Two integrated care boards (ICBs) – Frimley Health and Care ICB and Surrey Heartlands Health and Care Partnership ICB.
- Three NHS Trusts – Frimley Health NHS Foundation Trust, Surrey and Sussex Healthcare NHS Trust and Surrey and Borders Partnership NHS Foundation Trust.
- 5 district hospitals.
- 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, of which just under 4,000 people are known to Surrey County Council. It will be very difficult for everyone to come to the partnership board therefore the 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 four 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?



To make sure that for people with a learning disability and families have a voice and help develop their local communities to be inclusive.



To provide local information to the Partnership Board and from the Board to their networks.



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.



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

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. People in the groups must following the terms of reference and rules of the group.

The groups will meet regularly throughout the year.



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.

The meeting minutes of the [Valuing People groups](#) will be published on the learning disability and autism hub and members will be informed when minutes go up by email including a link.



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

The Engagement and Partnership Officer and the Chairs of the Valuing people group will meet regularly to talk about agendas and feedback what is happening locally and nationally.



Reviewed and agreed by the Learning Disability Partnership Board
January 2024.