

LEARNING DISABILITY PARTNERSHIP BOARD

ANNUAL REPORT 2009

Introduction

1. The Learning Disability Partnership Board is central to the planning, commissioning, delivery and performance management of services for people with a learning disability. A key task is to monitor the delivery of Valuing People Now in Dudley.
2. For the first time, the Learning Disability Partnership Board has produced an annual report on its work. The annual report is now a requirement of the Department of Health and is produced together with the Valuing People Self-Assessment, which is attached. The annual report and self-assessment bring all the information about the work of the Board together in one place. The report sets out what progress has been made during 2009 and areas where insufficient work has been done.
3. The report has been signed off by the Learning Disability Partnership Board at its meeting on 8th March, and will be presented to the Council's Health and Adult Social Care Select Committee in March 2010.
4. The report has been signed off by people with a learning disability and family carers who are members of the Partnership Board.
5. The report will also be made available to Dudley Community Partnership; Safe and Sound Partnership; Economic Development and Regeneration Partnership; Health and Wellbeing Partnership; Corporate Equality and Diversity Group; Primary Care Trust Board; Culture and Leisure Board

How does the Board work?

6. The Board is chaired by Martin Young, who has a learning disability, and Richard Carter, Assistant Director – Learning Disability and Mental Health.
7. A list of members of the Board is attached at Appendix A. The Board has full and associate members. Associate members receive papers and attend for specific items. Other agencies are also involved through sub-groups and special events. Induction is held for new and existing Board members once a year.
8. Four people with a learning disability and four carers are members of the Board, and cascade information and consult with their organisations. The people with a learning disability are supported at Board meetings by a worker from Dudley Voices for Choice, the local self-advocacy group.
9. The Board meets every two months. A pre-meeting is held by the Chairs with representatives from Dudley Voices for Choice, to go through the agenda before the main meeting.
10. Board meetings are open to the public and are advertised on the Council and Partnership Board websites. Members of the Board attend regional events, seminars, conferences etc and feed back to the Board.
11. During 2009 the Board reviewed its Terms of Reference (the revised Terms of Reference are attached at Appendix B)
12. The Board includes the following sub-groups:
 - Involving People (advocacy; communication; PCP; public information; website; complex needs)
 - Carers

- Housing
- Health
- Opportunities, jobs and learning (including day opportunities)
- Diversity and relationships (including separate groups on BME and gender/relationships)
- Keeping Safe
- Joint Commissioning Group

13. Affiliated Groups include:

- Dudley Voices for Choice
- Dudley User Forum
- Carers in Partnership
- Transition Group (via the Children's Partnership)
- The Learning Disability Provider Forum

14. The sub-groups cover the six priorities identified in the Valuing People Delivery Plan, in particular housing, health, employment and personal budgets.

What have we achieved?

15. The Board published a new Strategy for Learning Disability which was approved by the Council's Cabinet and the PCT Board in March 2009.

16. The Board has approved an Action Plan for the Strategy. The Action Plan also includes the recommendations from the Joint Review of Learning Disability Services in October 2008.

17. The Action Plan is reviewed by the Board every six months.

18. The Board was also involved in the CQC inspection of Safeguarding and received a report on the outcome of the inspection.

19. Two Reviews of the Board were carried out during 2008, the first by a group of members led by Peter Taylor who is an independent consultant, and the second by the Council's Chief Executive's team. As a result some changes have been made in the way the Board works, which incorporate much of the new Department of Health Guidance on Partnership Boards.
20. Reporting arrangements for the Board have improved. The Board now reports at six-monthly intervals to the Health and Well-being Partnership and annually to the Health and Adult Social Care Select Committee.
21. The Board has been actively engaged in the change programme for Council Day Services. The Board was consulted on the draft Cabinet report, which proposed the re-provision of two centres over the next two years and the refurbishment of the third centre to cater for people with complex needs. The report was agreed by Cabinet in September 2009 and the Board receives an update at each meeting on progress with implementing the proposals. The update includes information about the introduction of personal budgets for people with a learning disability in Dudley. The Board was also consulted about changes to the Council's charging policy.
22. The Board received an update from Judith Rumble and Beverley Slowly on their work in finding employment for people with a learning disability. 28 people are now in paid work. As part of our Volunteering Strategy we are working with the Dudley volunteer centre to increase the number of volunteering opportunities available for Dudley citizens. The employment sub-group has produced a draft employment strategy in line with 'Valuing Employment Now'; a stakeholder event will be held shortly and the Strategy will come back to the Board for approval later in 2010.

23. The Board received updates from the PCT on progress with implementing the Directed Enhanced Service for people with a learning disability. Most GP Practices in the Borough are signed up to the DES and the number of people receiving health screening has increased significantly. The next significant stage is the development of health action plans in line with the PCT's Health Access Strategy. Members of the Board have been involved in planning for the Big Health Check-up Day on 12th March.
24. The Board heard a presentation by Dr David Rose on the work of the dementia service at Ridge Hill. The Board also received a report on the implications of the Lord Bradley report.
25. The Board contributed to the annual health check of the PCT and Dudley Group of Hospitals. People from Dudley Voices for Choice have taken part in awareness raising sessions with staff at the hospital.
26. The Board has received regular updates on the transfer of funding for social care services from the PCT to the Council.
27. The Board has also received regular updates on the re-provision of Mere Road NHS campus, which will be completed by May 2010. The Board has also been informed about the successful bid to the Homes and Communities Agency for funding to build 32 housing units for people with a learning disability. A revised Housing and Support Strategy is due to be presented to the Board early in 2010-11.
28. The Partnership Board's total communication strategy was launched in October 2009. The Board has also set up its own website www.dudleyld.org, which holds Board papers and minutes, as well as details of a wide range of local services.

29. The Board held a special event on the National Carers Strategy in February 2010. The Board agreed to

- validate the target for carers' assessments for 2010-11
- validate the criteria which the Council uses to decide who gets a carers' assessment
- receive an annual report on the number of carers' assessments and reviews of carers' assessments completed and an analysis of the carers' assessments carried out during the year, showing outcomes carers are seeking

Carers have stated an overwhelming need for more access to information. As a result we have designated all our libraries as carers information points and provided staff with information to enable them to signpost carers to community information in the library and online. We are also developing an innovative and online 'Carers Aware' training programme to help staff and the wider community understand about carers, their rights and what is available to support them in Dudley.

What can we improve?

30. The work of the Board is not well known to the people of Dudley even to those who have a learning disability or parents/carers. There is much more we can do to raise our profile and increase awareness of the Valuing People Now agenda. We should develop an information strategy to publicise our work through e.g. libraries, leisure centres; GP surgeries

31. The Council has agreed efficiency savings in the budget for learning disability services in 2010-2011. It was not possible to involve the Board fully in

discussions about the savings, before they were approved by the Council's Cabinet. It may be necessary to increase the frequency and/or length of Board meetings, or to call more 'special' meetings' to ensure that the views of the Board are taken into account before important decisions are made. We can also improve the way in which financial and performance information is presented to the Board.

32. We should consider ways of involving the Board more effectively in the Transforming Social Care agenda, to include person-centred support planning and carers' impact assessments.
33. The Board does not yet involve people with multiple and profound disabilities effectively. The Board champion for complex needs was absent on maternity leave for part of the year. The Board could do more work to review services for people with complex needs and challenging behaviour, including out-of-area placements.
34. Equally, the Board does not represent very well people with a learning disability who are not receiving social care services i.e. all people with learning disabilities.
35. There are also vacancies for both a person with a learning disability and a carer from the BME community. The Board must develop its own Equalities Scheme to show how it is monitoring the impact of e.g. personal budgets on people with a learning disability and carers
36. We can do more to develop leadership for people with a learning disability and family carers to ensure they can play a full part in the work of the Board. The Board plans to review the ratio of members with a learning disability/carers early in 2010-2011.

37. The Board reviews progress with the Strategy at regular intervals but does not always set clear targets to improve performance or check whether action it has agreed has actually been completed. The Board should review its own work, as opposed to the Strategy, on an annual basis to consider whether it has met its targets and how it might work more effectively in future. Some examples might be health action plans; carers' assessments; numbers using personal budgets; housing needs in the JSNA; person-centred reviews of young people aged 14 to 19.
38. The Board's sub-groups do important work, but some are more active than others, and they do not always report regularly to the Board. We could hold more special events on important topics such as housing, health or employment. We could be more involved with projects outside our remit e.g. the local transport plan to ensure people with a learning disability are fully included.

Richard Carter
Martin Young

Co-chairs of the Learning Disability Partnership Board

Appendix A

Learning Disability Partnership Board Membership

Associate members shown in italics

Name	Organisation
Martin Young	Co-chair - Dudley Voices for Choice
Caroline Crampton	Dudley Voices for Choice
Mollie Berry	Parent/Carer
Alex Burns	Parent/Carer
Dave Buxton	Parent/Carer
Madeline Cowley	Parent/Carer
Adam Kirby	Consultant Psychiatrist
Ali Mohammed	Specialist Social Worker (BME)
Ann Parkes	Head of Service, DMBC DACHS
Carol Richardson	General Manager, Specialist health Services
Cllr David Vickers	Elected Member Champion - Dudley MBC
Donna Clifford	Mencap
Gilly Hammett	Dudley Advocacy – Complex Needs Champion
Gloria Smith	Connexions
<i>Jayne Wilkins</i>	<i>Libraries - DMBC DACHS</i>
Joanne Forbes	Housing - DMBC DACHS
John Povey	Commissioning Manager - DMBC DACHS
Karen Moore	PALS – Dudley Group of Hospitals
Kate Ochel	Dudley Voices for Choice
Lynda Nock	Dudley Advocacy
Neill Bucktin	Head of Partnership Commissioning - NHS
<i>Nina Bahia</i>	<i>Community Safety – Hate Crime Lead</i>
Paul Jaunzems	Langstone (Provider rep)
Peter Taylor	Independent Consultant
<i>Rachael Doyle</i>	<i>DMBC Leisure Services</i>

Richard Carter	Asst Director (Co Chair) DMBC DACHS
<i>Ros Partridge</i>	<i>Adult Learning - DMBC DACHS</i>
Su Roxburgh	DMBC Children's Services
Tariq Khaliq	Apna
<i>Tessa Norris</i>	<i>Director of Community Services – Dudley PCT</i>
Vicky Homer	Halas Homes (provider)

APPENDIX B

DUDLEY LEARNING DISABILITY PARTNERSHIP BOARD TERMS OF REFERENCE

What is the Learning Disability Partnership Board for?

To improve the lives of all adults with learning disabilities and their carers

The Board will:

- Oversee the implementation of Valuing People Now
- Oversee the implementation of key local plans, such as the Learning Disability Commissioning Strategy
- Share information about government policy and local proposals and developments
- Discuss proposals that will affect the lives of people with learning disabilities before decisions are made
- Feedback what the Board thinks to decision makers
- Develop links with a wide range of organisations and promote cross departmental cooperation
- Advise organisations on how to improve their services so they meet the needs of people with learning disabilities
- Ensure the needs of people with learning disabilities are included in the strategic plans of other partnerships and organisations
- Comment upon and make suggestions about budgets and expenditure via the Joint Commissioning Group
- Be responsible for the Learning Disability Development Fund
- Check that people are doing what they say they will do
- Receive reports from Board sub-groups
- Receive performance reports from key organisations (e.g. Primary Care Trust and Dudley Metropolitan Borough Council) to ensure measurable improvements are taking place

- Identify any obstacles to improvement and address them

Who are members of the Board?

The following groups play a key part in the work of the Board:

- People with learning disabilities
- Advocates (especially for people with complex needs who may find it hard to speak for themselves)
- Family carers
- Representatives of people from minority ethnic groups
- People who arrange and purchase services (“commissioners”)
- People who provide services (“providers”)

People with learning disabilities may choose to be accompanied to meetings by a non-voting support worker.

Training for Board members is arranged twice a year and Board members can ask the Joint Chairs to arrange training on specific issues.

A full list of current members is included in Appendix 1.

Who does the Board report to?

The Board reports to:

- The Regional Performance Board
- The Local Strategic Partnership
- The Health and Wellbeing Select Committee

The Board produces an Annual Report, which is freely available. It is shared with the groups listed above and:

- The Primary Care Trust Board
- Dudley Community Partnership
- Safe and Sound Partnership
- Economic Development and Regeneration Partnership
- Health and Wellbeing Partnership
- Corporate Equality and Diversity Group
- Heritage, Culture and Leisure Partnership

Board members are expected to share information with, and find out the opinions of, their organisations.

How does the Board carry out its work?

The Board has a great deal of work to do. It does this through:

- Board meetings
- Sub-groups
- Special events

Board Meetings:

- There are two Joint Chairs. One nominated by Dudley Voices for Choice and the second is a senior officer of the Council (to be clarified)
- The Board meets at least six times a year
- The dates of meetings are agreed and publicised well before the beginning of the year
- An additional extraordinary meeting may be called, with the agreement of the Joint Chairs
- A "forward planner" makes sure that important decisions come to the Board in good time.
- The agenda is agreed by the Joint Chairs
- Any Board member may suggest an item for the agenda
- Board papers are to be produced in an accessible format
- Board papers are sent out in good time so that everyone has the chance to read and discuss them. (If, exceptionally, this is not possible, extra time will be allowed at the meeting to allow for this).
- At the start of each meeting, members read "Making Meetings Easier"
- "Declarations of Interest" will be a standing item on the Board agenda. A Board member should tell the Board if there is a "conflict of interest". For example, the Board member may have a financial interest in an

organisation being discussed or may have a relative who works for the organisation. Where there is a conflict of interest, the Board member may not vote on any decision relating to that matter

- The Board will try to seek agreement by consensus. Where this is not possible, members will vote on matters where agreement is not clear or where the views of the Board need to be emphasised.
- Minutes of the meeting record the views of Board members and agreed actions.
- Agreed actions are checked at the next meeting. A method for monitoring longer term outcomes is to be produced
- Attendance is also recorded and an annual summary of attendance produced.
- Confidential items are recorded separately. Otherwise minutes are public documents.

1. Board Sub-Groups:

The Board sets up sub-groups from time to time to help with the workload and focus on specific subjects. Currently, there are sub-groups working on the following areas:

- Involving People (including advocacy; communication; person centred planning; public information and website)
- Carers
- Housing
- Health
- Opportunities, Jobs and Learning (including day opportunities and employment)
- Diversity and Relationships (including separate groups on BME and gender relationships)
- Keeping Safe
- Joint Commissioning Group

Sub-groups report to the Board on an agreed basis and in accordance with the Forward Planner

There are also independent groups, such as Dudley Voices for Choice, Dudley User Forum, Carers Forum, and the Provider Forum, which provide very important input to the Board. It is up to these organisations to decide what the term of office of the representatives they elect to the Board should be.

2. Special Events:

The Board may, from time to time, organise special events to enable more time to be spent on a particular issue and more people to be involved in discussions.

Sharing Information:

- The Board's meetings are open to members of the public (except when confidential items are being discussed).
- Normally, only Board members may take part in discussions, but the Chairs may invite non-members to contribute. Only Board members may contribute to decisions.
- Important Board papers, and the minutes of the most recent 3 meetings are posted on our website (www.dudleyld.com)
- The Dudley Voices for Choice newsletter will also include relevant information.

