



Terms of Reference for the Isle of Wight Learning Disability Partnership Group

This booklet says what we will do and how we will try to do it

What is our Partnership Group for?

- **To work together to make things better for people with a Learning Disability:**

- Improve quality of life for people with a Learning Disability
- Make sure that people with a Learning Disability have the same opportunities as everyone else.

- **To help everyone who is involved to have their say:**

- Give people a chance to have a voice and ask questions
- Represent people with Learning Disabilities and their families, to try and answer their questions and put forward ideas
- Tell the Isle of Wight Council and NHS how we think things can be made better

- **To share information:**

- Find out what is happening on the Island and throughout the country
- Find out about future plans
- Share and talk about ideas
- Discuss important things

- **To influence decisions:**

- Bring together people with lots of experience and knowledge and work together to bring change
- Make sure other people think about how they affect people with Learning Disabilities and their families
- Have a say in what the Learning Disability budget is spent on

- **To make things happen:**

- Make sure that what's promised nationally, to make things better for people with a Learning Disability on the Isle of Wight, are actually happening
- Hold local services to account, support and challenge them
- To find out what the main things are that affect people with a Learning Disability on the Isle of Wight

- **How does the Group make sure this happens?**

- At our meetings we will:**

- Check things get done by the people who say they will do them
 - Find out if changes have made a difference for people
 - Get to know what is happening and share information
 - Help everyone who is involved to have their say

- Between meetings we will:**

- Make sure there are plans leading to actions
 - Consult member groups for special topics

- **How will we make decisions?**

- We will have information at meetings that can be easily understood
 - We will talk about issues and be clear about the things that need decisions
 - We will have a vote when people do not agree with each other
 - When we make decisions to do something we will check it has really been done

- **We will check:**

- That the quality of people's lives is improving
 - How well people with Learning Disabilities and their families are involved
 - That people are doing the jobs they have said they will do
 - Whether we are achieving our aims

- **How will we check how we are doing?**

- Talking to people
 - Having clearly noted and agreed actions

- Naming someone to do the job
- Having good feedback from our affiliated groups
- Keeping accurate Partnership Group minutes
 - **How is our voice heard?**
- The Partnership Group works with People Matter IW
- Through the Isle of Wight Health and Wellbeing Board

How will we communicate with people?

- Things that say what the Partnership Group is doing will go on the People Matter IW website and will be put in their newsletters
- Through the notes from our meetings
- Tell them what is happening in services
- Consult with people about what is good and what is bad

Partnership Group Meetings

Who chairs the Group?

- The Chair and Vice-Chair will be elected by the members
- Either the Chair or Vice-Chair must be a person with a Learning Disability supported as necessary

Who are the members of the Group?

- People with a Learning Disability
- Family Carers
- Representatives of voluntary sector organisations,
- Representatives of younger people and older families
- Commissioning Manager for Learning Disabilities (IW Council)
- Commissioning Manager for Learning Disabilities (NHS CCG)

We might also invite specialists or other professionals to talk with us and answer questions

How often do we come to meetings?

- All members of the Partnership Group should try to come to each meeting
- If you cannot attend please send your apologies
- Meetings will take place 5 times a year
- Workshops will be held for special topics

How do we behave at meetings?

We will:

- Listen to others
- Respect other people and be polite
- Give everyone a chance to talk and be heard
- Join in
- Speak in a way that means everyone can understand

We understand that:

- It's OK to challenge or question people
- There is no such thing as a silly question

We will not:

- Use big or complicated words or jargon

Agendas and minutes

Agendas and minutes will go out at least one week before the meeting. This will include an easy read version of both.

- Reminders about Action Points will be sent out well in advance
- There should be enough time on the agenda for each item
- All presentations to the Group must be in plain English