

Lewisham Learning Disability Partnership Board

(Draft) Terms of Reference

1. Introduction

The Lewisham Learning Disability Partnership Board brings together senior partners from across the Health and Care System together with Experts by Experience, both people with a learning disability and family carers, to monitor and ensure the successful implementation of the Learning Disability Plan as agreed at Mayor and Cabinet on the 6th December 2023. The Plan has been co-produced by a wide range of system partners and experts by experience over the 2023 year, but it also serves as a Living Document and will be refined over the five-year period in order that in its support of people with a learning disability the borough remains focussed on the delivery of its vision that:

“Young people and adults with a learning disability living in Lewisham will have access to information and support that recognises their individual choices, creates opportunities, supports their independence and maximises their wellbeing.”

The Learning Disability Partnership Board exists to make change happen and promote actions not words.

2. Purpose

2.1 To receive quarterly reports from the five Delivery Subgroups charged with the individual action plans for improving the lives of people with a learning disability and their families, namely:

- A Good Place to Live - Lead to be confirmed
- Health & Wellbeing - To be led by SEL ICB Primary Care
- A Life with Opportunities - To be led by Lewisham Mencap
- A Sustainable Workforce - To be led by Provider Services
- Developing the local market – To be led by Integrated Commissioning

2.2 To ensure that each subgroup properly and meaningfully considers and plans for two further priorities identified in the development of the Plan:

- Support for Family Carers
- Managing Risks and Staying Safe

These are considered to be ‘cross cutting’ considerations across each of the five subgroup areas.

2.3 To ensure that the subgroups use coproduction in identifying and prioritising actions across the five years of the plan, and in particular to ensure that funding for coproduction is identified annually.

- 2.4 To take appropriate action/ make recommendations where subgroups are not delivering the plan
- 2.5 To make recommendations for future actions that should be included in the plan and note changes to actions and priorities that subgroups themselves propose
- 2.6 To identify potential sources of funding (grant or main budget) that can be used or diverted to deliver the plan
- 2.7 Make recommendations jointly on a range of matters which do not impact on the statutory responsibilities of members and their individual organisations.
- 2.8 Model and provide a mechanism for joint action for those system wide issues that have impact on people with a learning disability that would benefit from collaborative approaches. In particular to adopt an approach to making joint decisions that is grounded in the principles of co-production and collaborative working
- 2.9 Remain aware of and share any key changes to local and national policy and legislation that may impact on the work of the Partnership Board.
- 2.10 To invite and receive representations and presentations that will support Lewisham to develop the best services and support that it can for people with a learning disability and their families, including people who are eligible for funded services and also those people who are not.
- 2.11 To ensure that the Learning Disability Implementation Plan is reviewed in its entirety at least once a year and that the subgroups and their associated actions remain fit for purpose
- 2.12 To advise on new subgroups and leadership as may be required during the life of the plan
- 2.13 To ensure that an annual report on the plan is produced.

3. Decision Making

The Learning Disability Partnership Board has no overall decision-making authority for its partner agencies. However, Partners who sit on the Board will have sufficient authority to commit their own organisation(s) to supporting the delivery of certain actions and diverting, redeploying or identifying resources so that the plan can deliver the overall vision. The Board will therefore be able to significantly shape and influence the work in Lewisham.

4. Accountability

- 4.1 The Learning Disability Partnership Board will be accountable to Lewisham Health Partners through the presentation of an Annual Report on the work of the Board and its subgroups.
- 4.2 The Annual Report will also be presented to Healthier Communities Select Committee in recognition that the Council is the lead organisation for learning disability.
- 4.3 Partners will also be responsible and accountable through the reporting structures of their own organisations.

5. Meeting Schedule

- 5.1 The Partnership Board will meet quarterly. As far as possible it will sequence these meetings with the meeting schedules of the five subgroups. The subgroups themselves will meet at least quarterly, though some groups may meet more frequently.
- 5.2 An annual schedule of meetings will be agreed by the Board and shared with all partners at the beginning of each chronological year.
- 5.3 Each delivery subgroup will ensure that it sends an update action plan and high level covering report to the Partnership Board coordinator 28 days prior to the Partnership Board meeting for dissemination 21 days in advance.

6. Membership

- 6.1 The membership of the Learning Disability Partnership Board will represent the extent to which Lewisham and its partners endorse the importance of the learning disability 'agenda'. To this end, it will consist of senior officer representatives of its partner organisations.
- 6.2 Initial membership is proposed as follows:

Name	Role	Organisation
	Executive Director Community Services (Co-Chair)	LBL
	People's Parliament MP (Co-Chair)	LSU
	Place Based Director	SEL ICB (Lewisham)
	Director	LSU
	Parliament MPs x 2	LSU
	Director (Lewisham)	IMAGO
	Family Carer Representatives x3	
	Director Integrated Commissioning	LBL/ ICB

	Director of Operations for Adult Social Care	LBL
	Communities, Partnerships and Leisure	LBL
		LGT
		SEN
		ALL
		CYP
		Economy Jobs and Partnership
		Housing
		Service Provider
In attendance:		
Subgroup chairs/ members as may be required		
Assistant Director Complex Care and Learning Disability		
Others who may be invited from time to time		

6.3 Members of the Partnership Board not sitting on the Board specific to their role and organisation (i.e. Parliament MPs, Family Carers, Provider Representatives) will be elected/chosen in accordance with processes still to be determined.

6.4 Membership of board will be reviewed at least every 2 years to ensure all the necessary stakeholders are represented.

Conflicts of Interest

6.5 All members must declare any conflicts of interest or potential conflicts of interest that may impact on any discussions or decisions made at The Partnership Board.

6.6 The Co-chairs will give consideration to, and be mindful of, whether any declared conflict of interest may unduly influence the Board's discussion. They make decide the extent to which that member will be allowed to participate in the parts of the discussion and any decision that relates to that matter.

7. How the Partnership Board will operate

7.1 The Board will be in-person. Facilities to support remote access will be made available for use in extenuating circumstances and at the discretion of the Co-Chairs.

7.2 Parliament MPs who are Board members will be supported before, during and after the meeting.

7.3 Family Carers who are Board members, and who so wish, will be supported before and after the meeting.

- 7.4 The Board will support and facilitate the voices of all. To do this it will operate a 'traffic light' (red/ green/ question mark cards) system throughout.
- 7.5 Members will be mindful of language, using plain English and avoiding 'jargon' where at all possible.
- 7.6 There will be a clearly scheduled break in every meeting which will be strictly observed.

Papers and presentations

- 7.7 Reports and presentations will be accessible and use plain English. They will generally be presented in the following format:
 - Topic
 - Three main points of the presentation
 - Conclusion
 - What they would like from the Partnership Board
- 7.8 Notes of the meeting will be produced within 15 working days. They will be agreed by both Co-chairs. They will be accessible using photo symbols as well as plain English.

Quorum (the number of people required)

- 7.9 The Co-chairs must both be present.
- 7.10 There must also be at least one family carer and one Parliament MP present.
- 7.11 At least four (4) other members of the Board must be present, at least three of which will be officers of partner organisations.

8. Resources and support

- 8.1 The Partnership Board will be supported by the Integrated Commissioning Team who will support the distribution of agendas and notes.
- 8.2 The Team will also coordinate the receipt of reports from the five delivery subgroups for distribution to Board members.
- 8.3 The Team will also facilitate the submission of the Annual report to Lewisham Care Partners and to the Healthier Communities Select Committee.
- 8.4 The Council will make the Civic Suite available for Board Meetings. However, partners may also prefer to rotate location. This offer will also include tea/ coffee/ soft drinks and biscuits.
- 8.5 Adult Social Care will advise the Partnership Board each year as to how the costs relating to coproduction are to be met.

9. Review

- 9.1 These terms of reference will be reviewed every two years.

- 9.2 They may also be reviewed in response to any material developments or changes that may have a direct impact on the Board.

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