

## 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

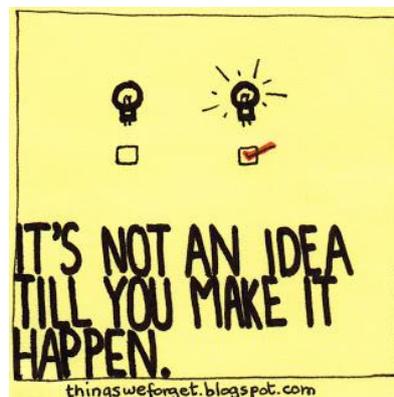
- **To influence decisions:**

It is ok to doubt  
what you have  
been taught to  
believe.



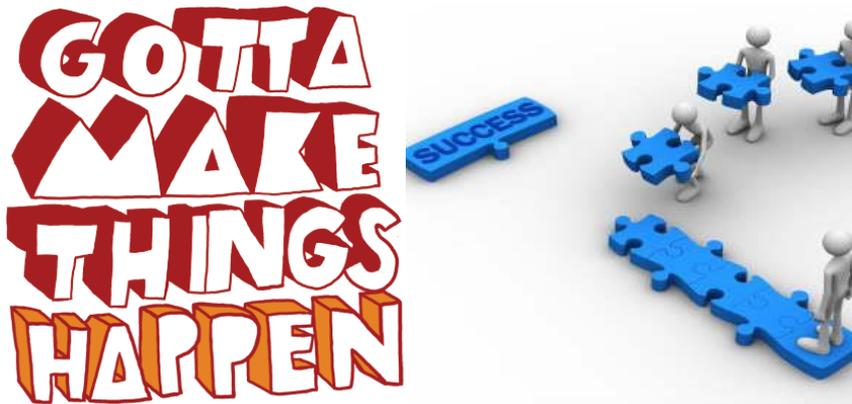
- Bring together people with lots of experience and knowledge and work together to bring change
- Make sure other people think about how they affect people with Learning Disabilities and their families
- Have a say in what the Learning Disability budget is spent on

- **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

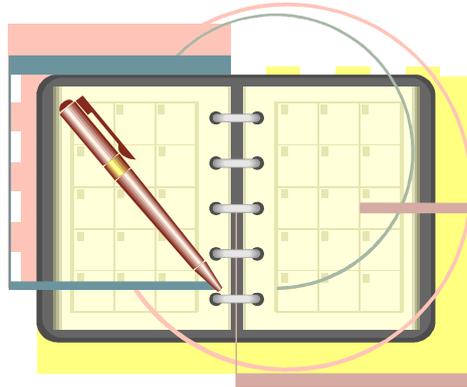
### We understand that:

- 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