




Terms of reference: the role and purpose of the National Learning Disability Board

| | |
|---|---|
| | <p>This paper is about updating what the Board does and who comes to it.</p> |
|  | <p>The main change is that the Board will have a clear <u>work plan</u>.</p> <p>This will say what needs to happen to make things better for people with learning disabilities.</p> |
|  | <p>The Board will keep track of actions in the work plan.</p> <p>This will include health and care, and also things like employment and justice.</p> |
|  | <p>The Board will include people with learning disabilities, family carers and other key stakeholders.</p> |
| | <p>Ministers fully support the Board's work.</p> <p>Alistair Burt MP (Minister for Community and Social Care) will come to the Board for the most important discussions.</p> <p>The Board will be co-chaired by a senior civil servant and a self-advocate.</p> |

National Learning Disability Board

Terms of Reference

(What does the Board do?)

1. The National Learning Disability Board is there to:
 - agree a clear work plan to improve the health and wellbeing of people with learning disabilities, including actions and ways to measure success
 - make sure that all the members of the Board, including the Department of Health and their key partners in the NHS and local government, are doing what they have said they will do
 - make sure they are doing this in the right way including co-producing work with people who have learning disabilities, family carers and service providers and other experts to create a decision or product which works for all
 - make sure that there are not big gaps in what should be happening to improve the health and lives of people with learning disabilities and agree on what should be done if there are and who should do it, looking at the big picture for people with learning disabilities and leading change for them
 - this will include important pieces of work in other parts of Government which could make a difference to the health and wellbeing of people with a learning disability. This includes: housing, changes to benefits, education and jobs.
2. The National Learning Disability Board includes people with learning disabilities, family carers and other key stakeholders so that they can provide expertise by experience and say what progress they see is or isn't happening, where there are problems or gaps and new actions or plans are needed and suggest new plans or say what they think about any new plans other Board members are suggesting.
3. All members of the National Learning Disability Board will also be responsible for leading different pieces of work which the Board discusses.
4. The main Government Departments who may come to speak to the Board are:
 - Department of Health (health and social care)
 - Department for Work and Pensions (benefits and employment)
 - Department for Communities and Local Government (housing and local government)
 - Department for Education (children, young people and transition)

- Department for Business, Innovation and Skills (apprenticeships, employment, traineeships and additional support)
 - Office of Disability Issues (disability)
5. To make sure that the National Learning Disability Board hears from all the main groups who have an interest in learning disabilities, the Board includes:
- People with a learning disability (from the National Forum of People with Learning Disabilities and from Mencap)
 - Family Carers (from the National Valuing Families Forum)
 - A representative of service providers
 - Delivery partners including the Association of Directors of Adult Social Services, Local Government Association (LGA), NHS England and the Care Quality Commission (CQC)
 - Learning Disability organisations (Mencap)
 - Royal Colleges and other professionals (LD Professional Senate)

Equality

6. The National Learning Disability Board will help to make sure that policy is done fairly for everyone and in line with the law (the public sector Equality Duty).

Conflict of Interests

7. Board members will make sure that if members of the Board have an interest in work the Board talks about, they tell the Department of Health. This includes situations where someone might earn some money from their involvement. The Department will keep a record of this. This is to protect people and make sure everything is done fairly.

What does a Board Member do?

8. All Board members act together to improve the lives of people with learning disabilities. Board members will do this by:
- using their expertise and influence to design and deliver actions/ programmes of work, and update the Board on progress
 - acting as a champion for learning disabilities within their organisations/ amongst those they represent
 - making sure that they tell their organisation what happened at the Board and sharing key messages about what has been agreed
 - asking each other if they are doing what they agreed

- suggesting important things to discuss at meetings;
 - sharing their views at meetings openly, honestly and respectfully;
 - letting other Board members know if they don't agree, saying why and suggesting how things could be done differently.
9. All Board members are equally important and everyone should be listened to. In line with the principles of co-production, all members should be treated and valued as equal partners. All Board members are responsible for making sure they make adjustments so that Board members with a learning disability are included. This means making sure papers are available before the meeting (if possible 2 weeks ahead) and in easy read.

What does the Department of Health (DH) do?

10. DH is in charge of looking after the whole health and care system and making sure the parts work together. DH also decides national policy on health and adult social care. DH arranges meetings and papers for the National Learning Disability Board.

Being Open

11. All Board papers and meeting notes will be available through the gov.uk website.

How Often

12. The Board will meet three times a year.

Terms of Reference last reviewed: May 2016

Next review due: July 2017