

# Learning Disability Partnership Board Minutes

Meeting held on Tuesday 23 October 2018

12.30-3.30pm

Hall, Kingston Quaker Centre

| <b>Attendees:</b>   |     |   |     |
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| Stephen Bitti – Healthwatch Kingston<br>Chief Officer (Chair)   | SB  | Katie Bessent, Peer Advocate, Involve<br>(Co-Chair)             | KB  |
| Laila Awda – Healthwatch Kingston<br>Projects and Outreach Officer<br>(minutes)                       | LA  | Peter Hodges, Chair, Kingston Mencap                            | PH  |
| Marie McDonald, Parent of person<br>who has a Learning Disability                                     | MMc | Jackie Batten, Involve  | JB  |
| Sally Connor, Kingston Hospital   | SC  | Jonathan Brown, Royal Borough of<br>Kingston                    | JBr |
| Elizabeth Brandill-Pepper, Learning<br>Disability Services Commissioner,<br>Royal Borough of Kingston | EB  | Fionnuala Ryan, Involve   | FR  |
| Tonia Michaelides, Managing<br>Director, Kingston and Richmond<br>Clinical Commissioning Group        | TM  | Stephen Taylor, Adult Social Care,<br>Royal Borough of Kingston | ST  |
| Michelle Murray, Senior<br>Commissioning Officer, Royal<br>Borough of Kingston                        | MM  | Alison Chivers, Partnership Manager,<br>Job Centre Plus         | AC  |
| Gill Wood, sibling of person who has<br>a Learning Disability   | GW  | Sunita Ozrovech, LD team, Your<br>Healthcare                    | SO  |
| Letitia Okwabi, Social Care, Sessions<br>House  | LO  |   |     |

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| <p><b>1.</b></p> <p>1.1</p> <p>1.2</p> <p>1.3</p>            | <p><b>Welcome and introductions:</b></p> <p>The Chair (SB) and Co-Chair (KB) welcomed everyone to the meeting and thanked them for attending. Everyone in the meeting introduced themselves and shared something that we didn't know about them with the group.</p> <p>Apologies were noted from Chris Jones, Warren Day, Mario Christodoulou, Fergus Keegan, Robert Henderson, Sarah Lawton and Julia Travers.</p> <p>KB and SB talked through the meeting guidelines, including cards for the meeting members to hold up.</p>  | <p>Action required by</p>                                      |
| <p><b>2.</b></p> <p>2.1</p> <p>2.2</p> <p>2.3</p> <p>2.4</p> | <p><b>Importance of this work:</b></p> <p>The meeting thanked Healthwatch Kingston and Involve for restarting the Learning Disability Partnership Board.</p> <p>AC spoke about the Disability Confident Employer scheme. AC said that the Job Centre Plus is doing a lot to support people who have a learning disability into employment. She asks all employers to look at if they are Disability Confident Employers. AC can be contacted to help people to do this. AC will send information to the group about this. An action was made for everyone to check if they are Disability Confident Employers.</p> <p>TM gave an update, explaining that supporting people who have a learning disability to have better services and help reduce early mortality is a top priority for the Kingston Clinical Commissioning Group.</p> <p>There was a discussion around who else should be invited to the Learning Disability Partnership Board meetings. SB said he was happy for others to make suggestions. An action was made for all attendees to email the names of who they would like considered to <a href="mailto:stephen@healthwatchkingston.org.uk">stephen@healthwatchkingston.org.uk</a></p> | <p>Action required by</p> <p>2.2 ALL</p> <p>2.4 ALL<br/>SB</p> |
| <p><b>3.</b></p> <p>3.1</p>                                  | <p><b>Where we are now?</b></p> <p>EB gave an update on progress made on the All Age Learning Disability strategy. The 'where are we now' documents were handed out and talked</p>   | <p>Action required by</p>                                      |

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|     | <p>through. EB explained that the Learning Disability Partnership Board is here to independently hold the NHS, Council, and anyone else involved in delivery of the strategy, to account.</p>  |            |
| 3.2 | <p>EB explained how working with people who have a Learning Disability will work alongside Kingston Coordinated Care (and Connected Kingston): a. The Learning Disability Partnership Board may want to challenge Connected Kingston in 6 months' time to look at people who have a Learning Disability as their next group to focus on (currently their focus group is the frail elderly); b. Peer advocates have been working with people from Connected Kingston to make sure their website is accessible.</p>  |            |
| 3.3 | <p>TM expressed that the Learning Disability Partnership Board has a role in making sure the right conversations happen and to make sure providers think about Learning Disabilities in work that they do and not separate it.</p>   |            |
| 3.4 | <p>There was a suggestion to set up sub groups of this meeting to progress parts of the key areas of work. The Healthwatch Kingston team will be in touch about this.</p>  | 3.4 LA, SB |
| 3.5 | <p>KB gave an update on the work of the Peer Advocates from Involve. The Peer Advocates listen to people who have a Learning Disability, ask them what they think, make sure the views of people who have a Learning Disability are heard, and share their views with decision makers. They also help to include the views of people who have a Learning Disability in interviews, sit with people as they are having interviews, help develop EasyRead and interview materials. They give training on and convert documents to EasyRead and can do this for anyone who needs it, currently at no charge. KB explained some of the future plans for Involve.</p> |            |
| 3.6 | <p>AC invited KB to a meeting for Job Centre Plus staff. AC and KB will organise dates for this to happen.</p>   | 3.6 AC, KB |

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| <p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p> | <p><b>Meeting Terms of Reference</b></p> <p>There was a discussion about the ToR and the next agenda items.</p> <p>SB to work with the Peer Advocates to make the paragraph about the aims of the Learning Disability Partnership Board EasyRead, which currently is:<br/> <b>“To ensure that there is a governance and assurance structure in place that provides people with learning disabilities and their families with an opportunity to: Shape and inform strategic priorities, hold delivery partners to account, to ensure there is a governance and assurance”</b>.<br/>                 The statement also needs to have a part in it about championing the rights of people whom have a Learning Disability and being a platform to share and inspire.</p> <p>The meeting agreed that the aims on the Learning Disability Partnership Board should be put up when we come to these meetings. LA to send a copy of these with meeting slides and minutes.</p> <p>The group discussed and agreed that there should be cover sheets in EasyRead for each document that comes to the Learning Disability Partnership Board. Each cover sheet is to answer the following questions:</p> <ul style="list-style-type: none"> <li>• What is the title of the document? (Title)</li> <li>• What is the document about? (Short description)</li> <li>• Who is the lead on the document? (Name, Role and Organisation)</li> <li>• What are the contact details for the lead on the document? (Telephone and email)</li> <li>• What are the key points of the document? (High-level)</li> <li>• What is the Board being asked? (Focused)</li> <li>• When will an update come back to the Board? (Specific)</li> </ul> <p>LA to circulate the Terms of Reference documents – ALL to feedback comments so that the Learning Disability Partnership Board can agree these at next meeting.</p> | <p>Action required by</p> <p>4.2 SB, KB</p> <p>4.3 LA, SB</p> <p>4.5 LA</p> |
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| 4.6       | <p>The Learning Disability Partnership Board spoke about communications and agreed all organisations can use their own channels. There will also be a sub group set up to look at communications. GW would like to be on this sub group. An email will be sent to ask who is interested. All to send on to their organisations.</p>   | 4.6 LA<br>ALL  |
| <b>5.</b> | <p><b>Next Meetings – dates and venues</b></p>  | Action         |
| 5.1       | <p>The group agreed to 6 Learning Disability Partnership Board meetings each year. It was explained that this year they have been planned monthly to fit them all in by the end of the year, but next year they will run two monthly. The group agreed that each year there will be 6 meetings will be run as 4 more formal meetings and 2 community events to have more outreach and engagement. One of the events could be Job Centre Plus focused.</p> | required<br>by |
| 5.2       | <p>It was agreed that the venue for the community meetings should be in locations and times that work for a range of people. AC said that the Job Centre has a meeting room, SC suggested Kingston Hospital and PH suggested Searchlight for possible venues.</p>   |                |
| 5.3       | <p><b>The dates for the next meetings (currently set shown below) were discussed. It was agreed that Healthwatch Kingston would review and confirm changes required:</b></p> <p>Tuesday 20 November 12.30-3.30pm<br/>                 Tuesday 18 December 12.30-3.30pm<br/>                 Tuesday 22 January 12.30-3.30pm<br/>                 Tuesday 19 Feb 12.30-3.30pm<br/>                 Tuesday 19 March 12.30-3.30pm</p>                       | 5.3 LA,<br>SB  |