

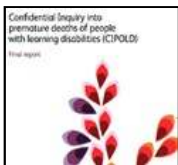
Health Action Group Health Sub-Group to the Learning Disability Partnership Board

Terms of Reference

(What we will do and how we will do it)

Version updated January 2016

Introduction



Why are we meeting?

- To identify health issues
- To think of ideas for solutions to health issues
- To agree actions to be taken
- To monitor the role of the Hospital Liaison Nurses
- To agree the training to learning disability provider staff, GP practices and NHS staff. We want to make sure the recommendations of the confidential inquiry and Duty of Care are carried out.

We are meeting to talk about how we can help to improve the health of people with learning disabilities in Gloucestershire.

We will also be talking about how we can help hospitals and doctors to work better with people with learning disabilities.

The Health Action Group will work with partners to do this.

This includes health, education, districts, providers, and the community.

The Big Plan 2010-2015 has been replaced with BBL (Building Better Lives)

We want to make sure that BBL keeps a focus on health inequalities for people with learning disabilities.

	<p>Who will run the meetings</p>
       	<p>The meetings will be chaired by Simon Shorrick and supported by Lorraine Peters</p> <p>What will happen in the meetings?</p> <p>We will continue to look at what valuing people 2001 and 2009 tells us about health</p> <p>We will talk about Health Action Planning, Health Facilitation and Person Centred Planning.</p> <p>We will invite people in to talk to the group for the second half of the meeting.</p> <p>To debate and discuss health topics on future planning of services in Gloucestershire</p> <p>To feed into and provide monitoring on local and national Learning Disabilities work</p> <p>To maintain partnership working for Learning Disabilities (This includes health, social care, statutory services, providers, and community organisations)</p>
	<p>How will the Health Action Group make sure things happen</p>
  	<p>Commitment to co-production and supporting user-led organisations.</p> <p>Work closely with the Learning Disability Joint Commissioner and Outcome Manager</p> <p>Feed into the Learning Disability Partnership Board and Building Better Lives (BBL) strategy on Learning Disability health topics and health issues</p>



Feed into and regularly check health related work:

- Transforming Care (Out of County Board)
- Confidential Inquiry
- Mortality Review



Feed our key issues in the Federation Partnership:

- Mental Health & Wellbeing Board
- Autism Spectrum Conditions Board
- Physical Disability & Sensory Impairment Board

Who will be invited to the meetings



The Health Action Group will have a quorum of 6 people. This is the number of members of the group who need to be present for any decisions to be made.



The quorum will be made up of:

- 2 people with learning disability
- 1 family carer
- 1 paid carer
- Simon Shorrick or a 2gether NHS Trust representative
- Martin Ayres or a learning disability commissioning team representative

Learning disability representative will be a deputy for the meeting.



20- 30 people – to be agreed on with advice from the Partnership Board will be invited to attend the meetings.

The Health Action Group and its members will be reviewed annually (every 12 months).



How often will we meet?

We will meet every 2 months or sooner on other occasions if necessary:



9th February 2016
 12th April 2016
 14th June 2016
 13th September 2016
 1st November 2016
 13th December 2016

We might need to be flexible and sometimes (not very often) have an extra meeting.



Where will the Health Action Group Meetings be held?

The next few meetings will be held at Gloucestershire Voices, The Manor House, 162 Barnwood Road, Gloucester GL4EJX



How will we feedback to the Partnership Board and Building Better Lives Board?

Simon Shorricks, Martin Ayres or a deputy will feedback to both boards.



Information that is presented at the Board will be easy to understand



The next partnership board meetings are in:

25th February 2016
 21st April 2016
 30th June 2016
 25th August 2016
 20th October 2016
 15th December 2016



Where will the meetings be held?

The meetings will be held at Shire Hall in Gloucester.



Rules of the Meetings

Meetings will last no longer than 2 hours



The meetings will have one 15 minute break for tea, coffee and biscuits.



We will make sure that everybody talks slowly and uses easy words



Minutes

We have agreed to write up the minutes using easy words and pictures.

Some people might like the minutes on a disc.

Who will the Health Action Group report to



The Partnership Board will report to:

- Joint Commissioning Partnership Board
- Learning Disabilities Programme Board
- Gloucestershire Health and Wellbeing Board



The Partnership Board will also feed into:

- Building Better Lives Programme Board
- Federation Partnership
- Public Health



This is to make sure the Partnership Board is:

- doing a good job
- working with the right people on joint work

	<p>Who run the Board</p>
 	<p>The Partnership Board will have an:</p> <ul style="list-style-type: none"> - independent co-chair - self-advocate co-chair - support officer <p>They will have pre-meetings, with support if needed.</p>
	<p>Who the members of the Partnership Board are</p>
  <p>NHS Gloucestershire Clinical Commissioning Group</p>      	<ul style="list-style-type: none"> • People with Learning Disabilities (self-advocates) • Carer representatives • Lead Member – Gloucestershire County Council Cabinet • Associate Director for Partnerships, Joint Commissioning & Community Services – Gloucestershire Clinical Commissioning Group (GCCG) • Director of Adult Social Care – Gloucestershire County Council (GCC) • Lead Joint Commissioner – GCC & GCCG • Learning Disability Operations Manager - GCC • Strategy & Transformation Team representative – GCC • Disabled Children and Young People Commissioning Team representative - GCC • Public Protection Bureau representative • GCCG representative • Gloucestershire Care Service (GCS) representative • 2gether Trust representative • Gloucestershire Safeguarding Adults Board (GCAB) • Department for Work & Pensions (DWP) representative

	<ul style="list-style-type: none"> • Black, Asian and Minority Ethnic (BAME) Communities representative • Voluntary & Community Sector (VCS) representative • Disability user-led organisations • Provider representative • Building Better Lives representatives <ul style="list-style-type: none"> ○ Work groups ○ Reference groups ○ Engagement strategies
	<p>We will create information that is easy to read. All presentations to the Board must be in plain English. (using the Gloucestershire Easy Read guidelines)</p> <p>We will send agendas to the Board members. This will be done 2 weeks before the meeting.</p> <p>We will send minutes out after the meeting for people to read. They will be agreed at the next meeting.</p> <p>We will keep a mailing list for members and interested people. This is to keep people updated on Learning Disability topics and events. (Information will be sent by email or post if needed)</p> <p>All information will also be put on the Board's website: www.GlosLDPB.org</p>
	<p>For more information, contact Simon Shorrick By telephone: 0800 019 3346 Or email: simon.shorrick@nhs.net</p>