Lancashire Learning Disability Partnership Board

held on 7 September 2016 at 10.00 am

Cabinet Room C, County Hall, Preston

Meeting Notes from an Extraordinary Meeting

Introductions

People who came to the meeting

Fabian Craig-Wilson	County Councillor, Lancashire County Council
Mark O'Farrell	SAIL
James Hughes	REACT
Louise Calvert	SAIL Director
Amanda Topps	Community Engagement Officer, Lancashire County Council
Peter Green	Integrate (Preston and Chorley) Ltd
Claire Whittle	Voice for All
John Whitehead	Brothers of Charity, Voice for All

Ellen Smith	Commissioning Manager, Lancashire County Council
David Wood	REACT and SAIL
Richard Woods	REACT
Stephen Smith	REACT Project Worker
Natalie Vranjes	REACT
Elaine Craddock	Lancashire Adult Learning
Donna Woodcock	Spire Care Co-ordinator
Pat Afflick	Integrate, Preston
Judy Coupe	Minute Taker, Lancashire County Council

Apologies

People who could not come to the meeting

Mark Shackleton	REACT
Charlotte Hammond	Head of Service, Learning Disability and Autism, Lancashire County Council
Lynette Ashton	PIMD Champion and Family Carer
Bethan H	Family Carer

Welcome

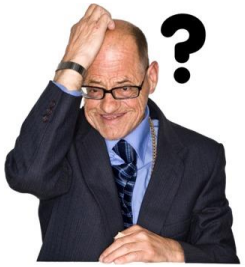
Introductions, Apologies and Who will be the Timekeeper?

Fabian welcomed everyone to this extraordinary meeting to review the Partnership Board.

Everyone said who they were and what they had been doing during the summer break.

Ground Rules

A reminder of the ground rules was given.



Extra ground rules were discussed and agreed by a vote.

1. The 5 minute rule – this was to ensure people did not talk for too long. The chair or timekeeper had the opportunity to remind people when their time was nearly up but also to make a decision to allow some extra time if it was felt it was needed.

2. There is no such thing as a silly question.

3. Only one person to speak at one time.

Minutes of the meeting held on 20 July 2016

These minutes will be reviewed at the Partnership Board meeting on 21 September 2016.

Review of the Board

Group work was done in three groups which had a good mix of self-advocates, providers, stakeholders and representation from Lancashire County Council.

Feedback received prior to the meeting – What's working well.

Please see the information attached to these minutes.

Feedback given at the meeting – What's working well

- The meeting provided a great opportunity for all to co-produce and work together, i.e. self-advocates; family carers; support staff; provider representatives; commissioners and all other partners
- Gives people a voice
- Provides a platform for self-advocates to have a voice about their concerns
- Self-advocates work as a team, get the work done and report back to the Board

- Self-advocates have made a positive impact
- Self-advocates have gained confidence, can join in discussions and give presentations
- Self-advocates have been empowered
- Request that all self-advocates should be invited to the meeting

- A pre-partnership board meeting allowed the chance to look at the agenda and to discuss the issues
- Provides a dialogue between self-advocates and providers

- Guest speakers – variety of subjects and topics of interest
- The Board has a lot of regular attenders

- Good organisation and communication, i.e. emails with minutes; agenda; information etc.
- Everything is easy read

- People want to attend
- People are friendly
- County Hall is a good venue, easy to travel to and provides good refreshments

Feedback received prior to the meeting – What's not working well

Please see the information attached to these minutes.

Feedback given at the meeting – What's not working well

Suggestions were given about how to improve the meeting

- Half an hour to be given at the beginning of the meeting to network and catch up.
- The 5 minute rule should help to allow all matters on the agenda

- The meeting felt rushed at times
- The agenda tried to cover too much information with too many items
- Presentations should be kept short to allow time for questions and answers
- The meeting was too long

- For all areas/agencies to have a representative at the meetings, for example Health, Social Care, Shared Lives and Black, Asian and Minority Ethnic representatives
- Representatives to attend from all areas of Lancashire.
- Someone thought that sometimes providers can take over

Each group gave their two top comments:

- Presentations to be for 10 minutes to allow time for questions and answers. If the presentation was going to be too long it should be covered over two meetings.
- To keep to the 5 minute rule

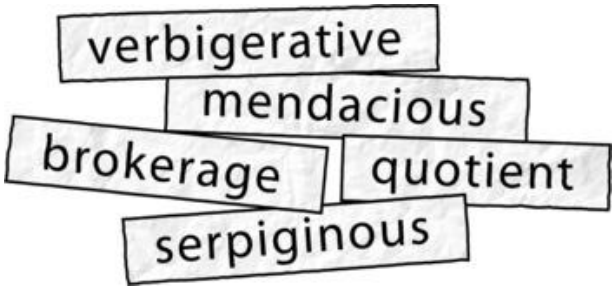
- More representation from organisations, especially Health and Social Care
- Time keeping to be improved

- More time at the beginning of the meeting to arrive, settle and network
- Less agenda items

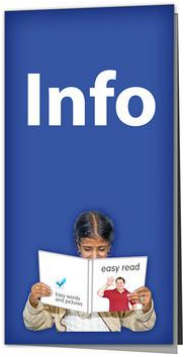
Ideas to Improve the Meeting

Please see the information attached to these minutes.

The three groups looked at the ideas on the sheet and gave the following feedback:



- Glossary of terms (what words mean) to be put out on each table
- To consider booking a break out room as well
- 15 minute break every hour and a half



- Fewer agenda items and shorter meetings
- All presentations to be in easy read
- Good mix of people on each table

- Opening and closing round

- Comments box to be provided at the meeting. Otherwise people can leave their comments with the minute taker. Comments to be recorded in the minutes.

Discussion took place about how issues can be taken away from the meeting a wider discussion.

Self-advocates had a pre-partnership board meeting to discuss the topics which were going to be discussed at the Board meeting.

Consideration will be given to allow time at the Providers' meeting to give feedback.

Amanda requested any presentations were sent to her so she could send them out before the meeting.

Unfortunately presentations were not always received with enough time to circulate prior to the meeting and were not always in an easy read version.

1?

2?

3?

4?

Meeting Options

Further group work was done to look at Partnership Board meeting options.

- **Option One** – whole day meeting held every two months. For example from 10.30 am to 3.30 pm with one hour for lunch.
- **Option Two** – half day meeting every two months
- **Option Three** – shorter meetings and to meet more often. To meet every month or six weeks for two to two and half hours.
- **Option four** – have you got an idea for another option?

After discussion a vote was taken:

Option one – six votes
Option two – one vote
Option three – nine votes
Option four – no-one offered another option

The majority of people voted for option three.

All agreed to trial four meetings to take place every six weeks.

All agreed to have less standard items.

All agreed to hold pre-planning meetings prior to each Board meeting and invite all self-advocates.

All agreed to try the closing round and the comments box.

Partnership Board Priorities

Each year a review of the Board's priorities takes place and in the past has taken a whole meeting.

It was decided to discuss the Board's priorities when the Self-Assessment Framework information was received later in the year.

A vote was taken to have a day of celebration as part of the annual review to look at what has been achieved. This would be an extra meeting and an open invitation given to everyone who worked in learning disabilities.

All agreed to hold a day of celebration**.**

Any other Business

None

Closing Round

Everyone thought the meeting had been very positive and a lot of work had been covered. Self-advocates worked professionally and their contribution was very much appreciated.

Providers thought the meeting had been run very well and at a good pace. They will take lessons learnt to share with their organisation.

Fabian thanked everyone for attending and for their contribution. The meeting had been productive and positive.

Next Meeting

21 September 2016
9.45 am for a 10.00 am start

Cabinet Room D
County Hall
Preston

The theme is Hate Crime and Keeping Safe