

## TERMS OF REFERENCE

### Norfolk Learning Disability Partnership

#### 1. What is the Norfolk Learning Disability Partnership (LDP)?

The LDP is a group of people coming together for a purpose. This group's purpose is to allow people with learning disabilities to be heard and to be able to put forward their views and coproduce a Norfolk learning disability strategy this then helps improve the lives of people with learning disabilities and their family/carers in Norfolk. Members of the group lend their time, skill and resources to the LDP to help it achieve its goals.

The partnership has different groups within it, including the Board and 5 locality groups.

#### 2. Who is on the Board and what do they do?

The Board is made up of a wide range of people from different backgrounds, including professionals working in healthcare, social care, education, people with learning disabilities, family/carers and many others. They meet every three months.

The Board uses the Learning Disability Strategy *My Life, My Ambition, My Future*. Which identifies areas for improvement in Norfolk, to plan out its work.

The Board aims to impact its partners to improve their services for adults with learning disabilities and their family/carers. It also raises awareness of learning disabilities within the community to improve understanding.

### 3. What are the Locality Groups?

The Locality groups are a public meeting that looks at the issues people with learning disabilities face in their area, they look at the issues the families experience too. There may be a speaker who gives information to attendees or the LDP may ask for views on something specific, like housing or money. The groups then report issues to the LDP, which the board then looks at ways to try to fix them. The locality groups are held every three months in each area, you do not have to be a member to attend but we do ask that they follow our coproduction principles when attending (these can be found at the bottom of the Terms of Reference document).

There are 5 locality groups in Norfolk. The different groups are:

- East Norfolk
- North Norfolk and Broadland
- Norwich
- South Norfolk
- West Norfolk

#### **4. What are the responsibilities of the LDP?**

The Partnership is Responsible for

- Using the principles of coproduction throughout its work.
- To annually review the LDP priorities.
- The Board will provide an update of its work to the locality groups. This will also be done by updating the LDP website and through a newsletter.
- The Board will listen to recommendations from the locality groups
- Representatives of the Board will carry out a wellbeing check at the end of every meeting to identify what worked well and what can be improved on.
- To monitor and influence wider partners' contribution to deliver the priorities of the local learning disability strategy.

#### **5. Who does the LDP report to?**

- The Locality groups report to the Board at each board meeting.
- The Board writes a report for the Health and Wellbeing Board annually to inform them of the progress made on the Learning Disability Strategy.
- The Board also reports to its wider membership and the public through the locality groups, newsletter and website.

## Norfolk Learning Disability Partnership Coproduction Principles

### What is Coproduction?

Coproduction ensures that views from the people who will be affected most by decisions are included right from the start. This means that when a big decision is being made, such as new residential housing being built, people who may use it can share their views and make sure that it works well. We follow 5 Coproduction Principles in everything we do, which are:

- **Value every member**

Everyone is considered equal. No one person or group is more important than any other person or group.

- **Accessibility**

Everyone has the same opportunity to take full part in an activity in the way that suits them best. This could include physical access but also clear, accessible information free from jargon.

- **Respect**

Where there is disagreement between members, they will challenge each other's viewpoint respectfully. Members will first seek to understand through listening to what another member is expressing and then confirm that understanding. Members understand that we are all working together to make things better.

- **Working Together**

All members will come together at the earliest opportunity to find shared solutions to problems, defining realistic goals and working together from the start to the end of a project. All members contribute to a project in a meaningful way.

- **Confidentiality**

There may sometimes be issues around confidentiality and information sharing, such as members receiving information that should not be shared outside the group. When confidential information cannot be provided a reason will be given.