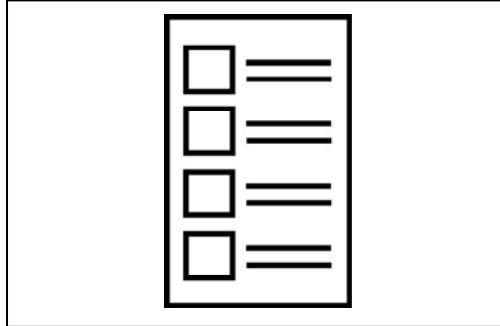


Leicester City Learning Disability Partnership Board



Minutes



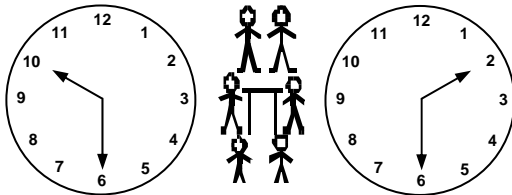
Lord Mayor's Tea Room Town Hall

September 2009

M	T	T	F	S	S	
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Thursday 3 September 2009

10.30am to 2.30pm



Leicester Disability Information Communication Network
[www . LDICN . org . uk](http://www.LDICN.org.uk)

Have you signed in recently?

There is an area on the forum for the Learning Disability Partnership Board to talk to each other.
 There is an area on the forum for people from the working groups to talk to each other too!

Some of the pictures used in the Partnership Board minutes, have been taken from the Leicester Symbols Project, Through the Maze, and Change Picture Bank, ([www . changepeople.co.uk](http://www.changepeople.co.uk))

If you would like the minutes in bigger print, on tape, or in a different language please call: 0116 252 6936



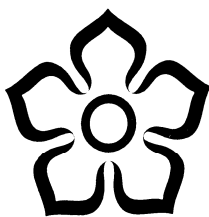
1. Welcome and introductions

Chair Councillor Rory Palmer welcomed everybody.

Everybody said their names and what they do.

- **Councillor Rory Palmer (Chair)**
Lead for Adults and Older People, Members Services
- **Mahendra Pattni (Co-Chair)**
Representing People with Learning Disabilities
- **David Mason**
Service Director (temporary), Learning Disabilities Service, Leicester City Council
- **Laura Clifford**
Advocacy Empowerment Worker, Mencap
- **Bindya Mistry**
Advocacy Empowerment Worker, Mencap
- **Rebecca Allen**
Local Leader, Mencap Advocacy Project
- **Ranjit Singh**
Local Leader, Mencap Advocacy Project
- **Leon Jeffers**
Local Leaders, Mencap Advocacy Project
- **Anne Grant**
Local Leader, Mencap Advocacy Project
- **Aaron Keen**
Values Project Manager, Voluntary Action Leicester
- **Andrea Hoyland**
Values Employment Officer, Voluntary Action Leicester

- **Jim McCallum**
Volunteering Manager, Voluntary Action Leicester
- **Sam**
Youth, Voluntary Action Leicester
- **Srikant**
Youth, Voluntary Action Leicester
- **Helen Brown**
Speech and Language Therapist, Leicestershire Partnership NHS Trust
- **Marcus Callaghan**
Commissioning Manager, NHS Leicester City
- **Jules Galbraith**
Locality General Manager, Leicestershire Partnership NHS Trust
- **Laura Burdon**
Lead Health Facilitator, NHS Leicester City
- **Jean Morgan**
Family Carer
- **Sue Wilson**
Regional Health and Person Centred Planning lead, East Midlands NHS and Department of Health
- **Trish Branson**
Service Manager, Learning Disabilities, Leicester City Council
- **Yasmin Surti**
Planning and Service Development Officer, Learning Disabilities, Leicester City Council
- **Shamima Sidat**
Valuing People Support Assistant, Leicester City Council
- **Shamima Essat**
Valuing People Support Assistant, Leicester City Council



Leicester
City Council

Council

- **Grace Mistry (minutes)**
Valuing People Support Worker, Leicester City Council
- **Donna Bishop**
Valuing People Support Assistant, Leicester City Council
- **Akbar Sameja**
Planning and Commissioning Officer, Leicester City Council
- **Caroline Jackson**
Revenues and Benefits Manager, Leicester City Council
- **Janis Warren**
Removing Barriers Head of Service, Children & Young People's Services, Leicester City Council
- **Norman Golding**
Project Manager for Accessible Leicester, Leicester City Council
- **Councillor Iqbal Desai**
Members Services, Leicester City Council
- **Councillor Dale Keeling**
Members Services, Leicester City Council
- **Claire Patel**
Team Manager, Advance Housing and Support
- **Mel Burgess**
Team leader, Advance Housing and Support



2. Apologies

(People who could not come to the meeting)

- **Carole Shelton**
Person Centred Planning Co-ordinator, Leicester City Council

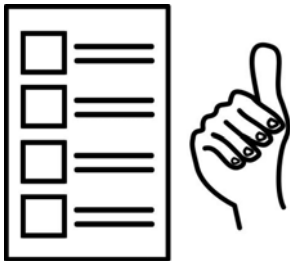


- **Justin Hammond**
Project Manager, Leicester Disability Information Communication Network, Leicester City Council
- **Deb Perry**
Promoting Independence Service Manager, Leicester City Council
- **Ann Standley**
Westgate School
- **Barry Blakeman**
Deputy Head, Netherhall School
- **Nicola Hobbs**
Head of Commissioning, Adults and Community, Leicester City Council
- **Jo Burke**
Carers Participation Officer, Leicester City Council
- **Ansaar**
- **Jane Parr**
Lead Speech and Language Therapist, Leicestershire Partnership NHS Trust, and lead for the Communication Sub-group
- **Sam Little**
Children's Commissioning Manager, Primary Care Trust
- **Meena Ackbarally**
Assistant Director of Mental Health and Learning Disabilities, Primary Care Trust
- **Julia Kew**
Lead Health Facilitator, NHS Leicester City
- **Sonia Barroso**
Remploy
- **Steph Chapman**
Chair of Carers Action Group, and Family Carer





- **Glenn Jones**
Team Manager, Young People's Residential Home
- **Stan Brown**
Family Carer
- **Sian Margetts**
Curriculum area manager, Leicester College



3. Minutes of the last meeting (18 June 2009)

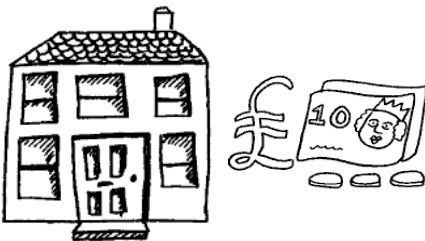
- 3.1 We checked the actions from the last meeting.
- 3.2 Action 1 – Trish Branson and Justin Hammond were to meet with the NHS bosses to talk about employing people with learning disabilities. Trish and Justin have met with the NHS bosses and have talked about employment. The progress is positive.



Action 2 – Julia is to give a presentation on the Big Health Check. Julia was not at the Partnership Board but Laura Burton will do the presentation. Laura is the new Health Facilitator.



- 3.3 Action 3 – Caroline Jackson is to report on the improvements made to the Housing and Council Tax Benefits service. Caroline will do this later on.



- 3.4 Item 4.1: We agreed to talk about the Special Olympics near the end of the meeting.

- 3.5 Action 4 – Pat Taylor was to invite Jane Parr to the Disabled Children's Programme Board to talk about communication.

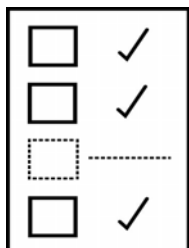
Neither Pat nor Jane was at the meeting. Yasmin will follow up.

Action 1 – Pat to invite Jane to the Disabled Children's Programme Board to talk about communication

- 3.6 Action 5 - Carole Shelton was to prepare a presentation on Mencap's Keeping Safe campaign.

This will take place at November's Partnership Board.

Action 2 - Carole to do a presentation about the Mencap's 'keeping safe' at the next Partnership Board



4. Matters Arising

- 4.1 Item 12.5 should read: 'Another idea is to look at new pathways into Health and Social Care services.'



5. We Think

- 5.1 Rebecca Allen, Donna Bishop and Ranjit Singh read the We Think report.

- 5.2 We Think have a few ideas on how to make the Partnership Board better. These were to do with:
- having open seats at the meeting for other people with learning disabilities to get involved
 - the agenda
 - the venue



- 5.3 Councillor Palmer said that these ideas can be explored so that changes can be made to the meeting. Suggestions can then be brought to the next Partnership Board meeting.

- 5.4 Yasmin asked if she could attend We Think. Councillor Rory also said he would like to attend.



6. Carers Action Group

- 6.1 On behalf of the Carers Action Group, Yasmin fed back to the group on what they have been involved in.

- 6.2 The Carers Action Group met with Enham. Enham is the new organisation that helps people manage their direct payments. Good links with them have been made.

6.3 Steph Chapman and Esme Walsh meet with the Prime Minister Delivery Unit about Personalisation and carers issues.

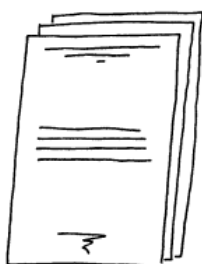
6.4 Steph has been to a Personalisation and carers conference.

6.5 At the Big Health day, 16 Carers attended.

6.6 Aaron Keen came to the Carers Action Group. Aaron was able to talk about the work of the Values Project and Travel Training.



6.7 Steph is involved in the 'Making Health Short Breaks Happen group'. They are looking at ways of increasing the Short Breaks options. Steph and Mina Patel re also involved in the City Short Breaks Group.



6.8 The new government green paper by 'Care Support Independence' will have big implications on carers. Steph has been involved in the consultation.

7. Big Health Check

7.1 Laura Burdon, the new Health Facilitator, presented instead of Julia Kew.

7.2 Laura gave feedback from the Big Health Day.

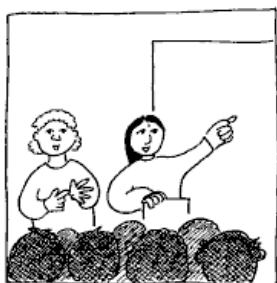
7.3 There were 50 people who attended the Big Health Day. There were many service users and families/carers.

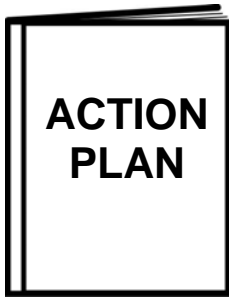
7.4 There were 4 target areas that were looked at.

7.5 They have looked at all the feedback and what people would like improving in the Health service.

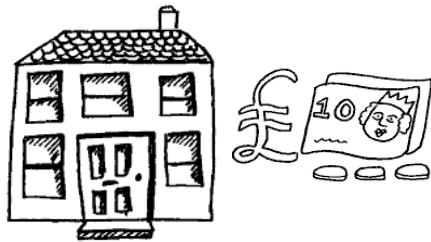
7.6 There was some positive feedback too.

7.7 An action plan will now be written based on all the results.



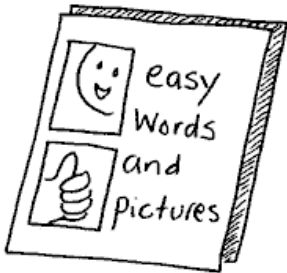


- 7.8 Trish asked who will be making the action plan.
- 7.9 There will be another event for everyone who came to the Big Health Day. There everyone will be able to contribute to the action plan. Everyone will be able to agree on it.
- 7.10 Sue Wilson said that we all should be checking if the action plans is working. The Strategic Health Authority checks the action plan. But the Partnership Board also has a responsibility to check the action plan.



8 Housing Benefit and Council Tax Benefit

- 8.1 Caroline reported on the work that has been done to improve the Housing Benefit and Council Tax Benefit forms.
- 8.2 At the moment the forms are 40 pages long!
- 8.3 The Revenues and Benefits Service met with We Think to make the forms easy read. They have also made an easy read information booklet.
- 8.4 They had a lot to consider when making the easy read forms. They especially had to consider the government rules.
- 8.5 A draft version of the form and information booklet has been made.
- 8.6 The form was shown to the Benefit Community Group. They really liked it and would like all forms to be in this style.
- 8.7 They will still get opinions form We Think. After any more changes are made, the Marketing team will produce a final copy.
- 8.8 After 6 months they will look at the form again to see if there are further improvements that can be made.



8.9 Caroline gave a big thank you to We Think for all their help.



8.10 Yasmin suggested that Caroline uses the symbols from Change Picture Bank. Yasmin also suggested that Caroline go to the Easy-write group.

8.11 Akbar asked when the closing date for the consultation is for the draft version of the form. Akbar also wanted to know if the form could be circulated to the providers for their opinions.

8.12 Caroline said that the consultation is till the end of September. Caroline agreed to have the providers look at the form. Caroline will email it through to Akbar.



8.13 Councillor Palmer said that the work being done on the form is fantastic. Councillor Palmer feels it should be shared across the Council. It is great to see We think and the Partnership Board driving positive change. This work deserves to get a high profile. Everybody involved should be proud.

8.14 Ranjit and Ann shared concerns they have on how much money people have especially in light of the recession.

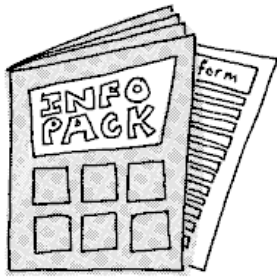
8.15 Councillor Palmer said that the Housing Benefit and Council Tax Benefit forms will help make sure people are getting the benefits they are entitled too. Maybe in the future we could look at the effects the economy is having on people with learning disabilities.

8.16 Jules Galbraith would also like to see the work on these benefits forms shared across the county. Links can be made.

9. Accessible Leicester

9.1 Norman Golding is the Project Manager for Accessible Leicester. He talked about the new 'Accessible Leicester' guide.





- 9.2 Accessible Leicester is a new access and information guide for disabled people in Leicester.
- 9.3 This will be a first for Leicester.
- 9.4 At the moment the guide is still work in progress. Norman was happy to take away ideas and comments from the Partnership Board.



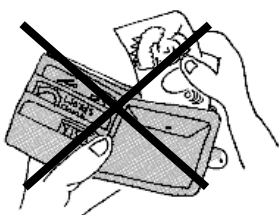
- 9.5 There is a need in Leicester for full and direct information on services and facilities in Leicester. So this guide is something that will bring all information together in a corporate manner.
- 9.6 Norman has spent a lot of time with other authorities who have a similar guide in their city. Other cities in that have a guide is Birmingham, Derby and Mansfield. Norman has been getting a lot of ideas from them.



- 9.7 Derby has had a guide for 12 years. Norman has seen it being used by people on a day-to-day basis.
- 9.8 This guide is not limited to disabled people only. Other people who would find it useful are the elderly, people with learning disabilities, carers, mothers with pushchairs.



- 9.9 The guide will have 2 main sections.
- 9.10 One of the sections will be a directory for the city centre. It will contain accessibility details, such as parking, toilets, and shops. This will help people plan their day.
- 9.11 The other part to the guide is a section on services and facilities in the whole city of Leicester. This will include information on Health services, leisure and sports, employment, education, public transport, and specialised disability groups.



- 9.12 This guide will be free.
- 9.13 It is being supported by local businesses and the City Council departments.



9.14 Norman said that all comments so far have been positive and everyone has been supportive.

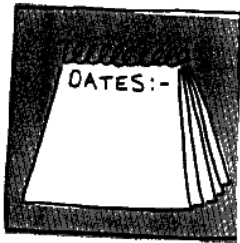
9.15 Colleges and retail shops also want to be involved. They know it will be a good way of promoting their services.

9.16 This guide will have a link to the One Leicester website and the City Council website.



9.17 The guide will be distributed through the City Council customer services, the Tourist information, libraries, colleges and universities, the Job Centre, and hospitals and medical practices.

9.18 The guide should be available from the end of January 2010.



9.19 The guide will be for 2 years: 2010 to 2011.

9.20 Norman brought Birmingham's guide to show the group. The Leicester guide will look similar to theirs. Norman is taking the best bits from all the guides to use in the Leicester guide.

9.21 Ann Grant told Norman about the need for more Changing Places toilets.

9.22 Norman said that the toilets are a high priority. The need for more toilets is being dealt with.

9.23 Yasmin also said that Paul Leonard Williams, who is an access officer, is working with Norman on the Changing Places issue.

9.24 Sue Wilson asked if people with learning disabilities have been involved in making the guide. Sue also asked what if people can't read.

9.25 There will be stickers in shop windows where disabled people can go and get help and information.

Norman would like the guide to be as user-friendly as possible.

Norman is happy to get many opinions and ideas from people with learning disabilities here at the



Partnership Board, or by contacting him afterwards.



9.26 Helen Brown also said that there is a lot to consider in terms of accessibility. There are people who have visual difficulties and other vulnerable people.

9.27 Norman said there will be contact information in the guide where people can get further assistance.

9.28 Rebecca Allen invited Norman to We Think. Norman accepted the invitation.

9.29 Norman said he has been taking on board all views and comments. He wants the guide to be logical and interactive, but also user-friendly.

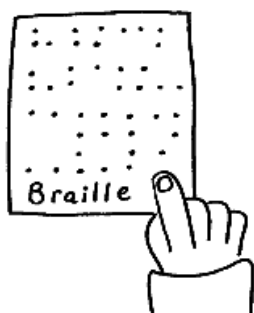


9.30 Councillor Palmer asked if other Councillors have been involved. This is something that some Councillors have been looking into. They would probably want to be involved. This work could be something that could go through the Cabinet process.

9.31 Norman said that he has been working with the Heads of Service and they have all been supportive.

9.32 Councillor Palmer said he will be in touch with Norman about involving Councillors.

9.33 Rebecca asked if there will be a guide in Braille.



9.34 Norman said that Vista will produce another section of the guide for people who are visually impaired. It will be A4 in size. It will be large font and have pictures.

They are still looking into the idea of having a Braille guide.

9.35 Norman also said that the guide will be available on a CD.

9.36 Sue Wilson stated that it is a legal requirement for all information to be accessible.



10. The Cornwall Report

10.1 The Cornwall Report is a report about NHS staff who are caring for people with learning disabilities in Health Homes.

10.2 The Cornwall Report and another report on Sutton and Merton said the quality of care isn't very good.

10.3 The NHS Campus Report is a report about closing Health homes and improving lives.

10.4 These reports are about Health Homes. But we need to be looking at whether people are safe in all kinds of homes. We also need to see people are getting quality services.

10.5 We should ask the Leicestershire Partnership Trust and the Primary Care Trust to come back to the Partnership Board to tell us what they are doing to make people safe in the homes.

10.6 We should be looking at what is being done now, not just in the future. This is a duty of the Partnership Board.

10.7 We should put this issue back on the agenda.

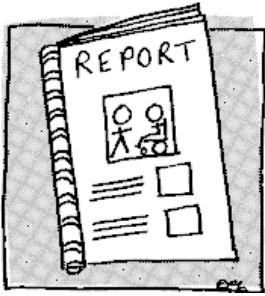
10.8 Trish Branson agreed that we should be doing this. Trish suggested that some people could get together outside of the Partnership Board to discuss this.

10.9 There needs to be a plan for Health Homes. But the same plan could be used for other services such as Residential Care, and Supported Living.

10.10 The Leicestershire Partnership Trust does review itself on their care standards. They report to the Primary Care Trust.

10.11 The Partnership Board, the Leicestershire Partnership Trust and the Primary Care Trust all have a responsibility.





10.12 Sue Wilson also said that we can make complaints as a Partnership Board. She also said we should also look at the Six Lives Report which is about the Local Authority mistakes.

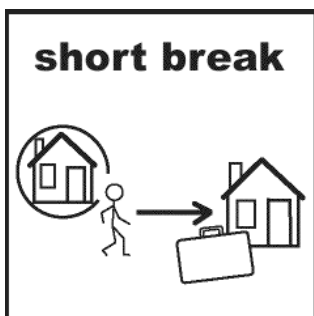
10.13 Jules Galbraith said that the Leicestershire Partnership Trust would be happy to report to the Partnership Board on quality standards.

10.14 Donna said that this is good in light of Valuing People Now.

10.15 David Mason said that we need to be collecting information on a regular basis. This information needs to be made meaningful.

**Action 3 – Meeting to take place between the Primary Care Trust and the Partnership Board members. Councillor Palmer to be involved too
Feedback to take place at the next Partnership Board**

10.16 Jim McCallum also suggested having a Learning Disability focus group where opinions can be voiced.



11. Short Breaks

11.1 Yasmin Surti updated the group on the work done on Short Breaks.

11.2 Short Breaks used to be called 'respite'. It is when a service user has a break from their family or carers. This might be for a day or overnight.

11.3 The Short Breaks group have been looking at whether they are meeting the needs of people in all the different communities in Leicester.

11.4 Yasmin met with We Think to talk about short Breaks. They said they would like to do more in the evenings and weekends.

11.5 We would like to be able to give more choice for people.



11.6 Yesterday (Wednesday 2nd September) there was a Short Breaks workshop for carers. There they also discussed emergency Short Breaks.



11.7 There will be a plan written up. Yasmin will come back to the Partnership Board with more information.

11.8 Ranjit asked what types of Short Breaks are available.



11.9 At the moment there are: overnight stays; the Adult Placement service – which is now called ‘Shared Lives’; and flexible respite by MacIntyre – which is for a few hours a week.

11.10 This information will be on the Learning Disability Information and Communication Network website after the website has been updated.

11.11 Srikant asked about residential homes for young people. Yasmin said they are considering the needs of young people.

11.12 Marcus explained that at the moment there is limited choice for people with healthcare needs. We want to try and increase the options.



12. Money

12.1 David Mason told us about the types of things the government wants is to spend the money doing. The government wants us to do things that will make Valuing People Now happen.

12.2 The Leicester City Council and the Primary Care Trust have to follow the guidance from the government on how we should spend money.

12.3 But we also want people with learning disabilities and parents/carers to have a say. We need to think about what is important for Leicester.



12.4 There was £317,000 at the beginning of the year.

£9,000 went into the One Leicester Plan. So we then had £308,000 to spend on the Learning Disabilities service.

12.5 The money is part of the Area Based Grant.

12.6 David talked about how most of the money is being spent.



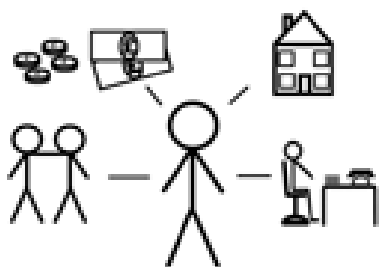
12.7 The Partnership Board was asked for more ideas on how we can spend the money. There is some money that has been put aside for Values Travel Training, making the Health Services better, and an advocacy support for users and carers at Beaumanor House.

12.8 If anyone has any other ideas they can contact Yasmin Surti. Yasmin will be creating a simple form for any ideas. We will then discuss all the ideas.



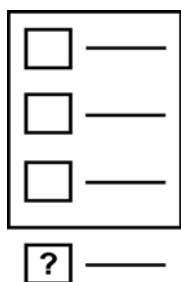
12.9 There is £10,000 left of the Learning Disability Development Fund to spend by April 2010.

12.10 Sue Wilson asked about the Area Based Grant. The Area Based Grant will go into all areas of the council. It will be used for service development that is in line with the wishes of service users.



12.11 Sue suggested looking at our Big Plan for ideas on what to spend the money on. For example, housing and person centred planning.

12.12 Yasmin is making a template so that anyone can forward any ideas.



13. Anything else?

13.1 **Special Olympics:** Trish stated that the Special Olympics were 'absolutely fantastic!'

The Partnership Board worked really hard to ensure the people with learning disabilities were involved.



Jim McCallum looked after 1500 volunteers. 8% of these volunteers were people with Learning disabilities.

There were 2,700 athletes from all over the country, plus their coaches.
There were 7,000 family members.

The Special Olympic team worked with transport services, colleges and universities and many other companies.



Leicester is known to be diverse, but not only in terms of culture. Diversity is from all the strands.

Sheila Lock, the Chief Executive of Leicester City Council has been receiving letters saying that Leicester has been the best place for the games, both in 1989 and 2009.

The Chief Executive of the Special Olympics Great Britain has also said Leicester has been the best. They would like us to be involved in the 2011 International Olympics.

Gordon Brown also had come to see the Special Olympics.

The question for us all now is 'what now?' We need to continue supporting people with learning disabilities to be involved in sports.

In November, Steve Humphries will be coming to the Partnership Board.

Action 4 – Steve Humphries to talk about the Special Olympics legacy at the next Partnership Board



The Special Olympics legacy also has an effect on employment.

Donna was thanked for her contribution to the Special Olympics. Donna received a letter from the Chief Executive of the Special Olympics Great Britain.

Donna said that she is pleased with herself and all that she did. This experience enabled her to be out of the day care centres.

Donna expressed her thanks to Trish, as well as to Teresa Dalby and Steve Humphries.

Jim McCallum said that Voluntary Action Leicester are carrying on the legacy by creating more sporting opportunities for people with learning disabilities.

Ranjit said that he would like the legacy to continue.

Srikant said that he and Sam were volunteers. They thought it was great. They would like it to come back in the future.

Councillor Palmer stated that we need to drive forward with the legacy work. Councillor Palmer thanked everyone at the Partnership Board on behalf of the City Council.



13.2 Trish told the Board that on Monday (7th September), Shamima Essat, Yasmin Surti and herself are going to London for a 'Getting a job workshop'.

Ann Williams, who is the National Director of Learning Disabilities, has invited them to do a presentation on behalf of Leicester City.

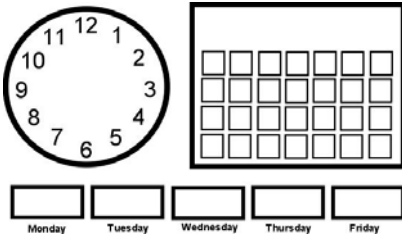
They will be talking about how Leicester City are employing people with learning disabilities.

14. Dates for future meetings in 2009:

26 November 2009

Time: 10.30am to 2.30pm

Venue: Lord Mayor's Tea Room, Town Hall



Actions

	Action	Who	By when
1	Pat to invite Jane to the Disabled Children's Programme Board to talk about communication	Pat Taylor	
2	Carole to do a presentation about the Mencap's 'keeping safe' at the next Partnership Board	Carole Shelton	26 November
3	Meeting to take place between the Primary Care Trust and the Partnership Board members. Councillor Palmer to be involved too Feedback to take place at the next Partnership Board		26 November
4	Steve Humphries to talk about the Special Olympics legacy at the next Partnership Board	Steve Humphries	26 November