

# Leicester City Learning Disability Partnership Board



## What People Do Group



### Committee Room 2, Town Hall

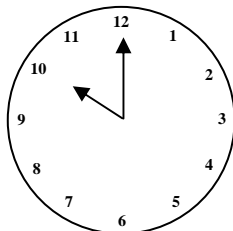
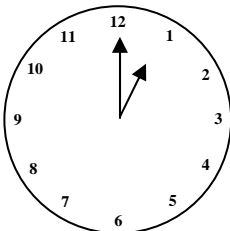
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## Minutes

August 2009						
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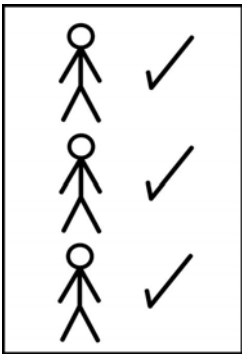
### Thursday 6 August 2009

10.00am – 1.00pm



## 1. Welcome and Introductions

Sam Holliday chaired the meeting.  
Everybody said their names and what they do.

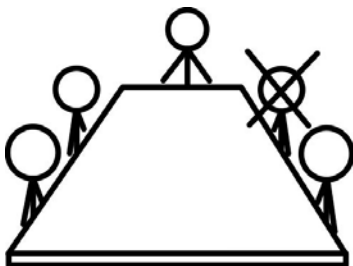


### People at the meeting

- **Sam Holliday** – Senior Practitioner, Learning Disabilities, Leicester City Council
- **Shamima Sidat** - Valuing People Support Assistant, Leicester City Council
- **Ruksana Jagot** – Senior Community Librarian, Central Lending Library
- **Aaron Keen** – Values Manager, Voluntary Action Leicester
- **Peter Penfold** – Person Centred Planning Assistant, Leicester City Council
- **Grace Mistry** - Valuing People Support Worker, Leicester City Council
- **Adam Rawat** – Assistant, Information Systems
- **Donna Bishop** – Valuing People Support Assistant, Leicester City Council
- **Jo Burke** – Carers Participation Officer, Leicester City Council
- **Steph Chapman** – Family carer

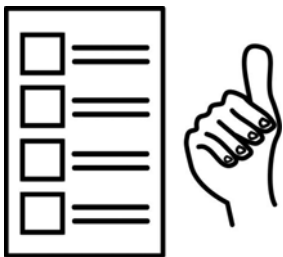
## 2. Apologies

People who could not come to the meeting



- **Gill Cameron** - Team Manager, Workforce Development Unit
- **Andrena Porter** - Leicestershire Partnership NHS Trust

- **Peter Kazakevics** - Vista
- **David Cooper** – Representing people with learning disabilities.
- **David Brown** - Person Centred Planning Assistant, Leicester City Council
- **Carole Shelton** – Person Centred Planning Co-ordinator, Leicester City Council
- **Trish Branson** – Service Manager, Learning Disabilities, Leicester City Council
- **Yasmin Surti** – Planning and Service Development Officer, Leicester City Council
- **Sukhi Basra** – Information Systems Officer, Leicester City Council
- **Lou Brown** – Team Manager, Learning Disabilities, Leicester City Council
- **Esme Walsh** – Parent Carer
- **Mencap**
- **Jo Brown** – Acting Team Manager, Learning Disabilities, Leicester City Council
- **Pauline Calow** – Carer



### **3/4 Minutes of the last meeting (4 June) and matters arising**

3.1 Action 1 to be carried over to the next meeting.

**Action 1 – Trish to speak to Adult Learning to find out who will be the representative at this meeting**

3.2 Action 2: Jo Burke has sent an email to the group requesting articles for the carers newsletter. The deadline for the next newsletter is 13<sup>th</sup> August. There is still a need for more people to write



articles. Articles can be submitted by anyone generic or by learning disabilities officers.

An idea was that a range of articles could be stored for future newsletters. Good news stories would particularly be useful. Shamima Essat could help by keeping an archive of articles that can be used anytime.



- 3.3 Point 3.6: Sam has the costing for purchasing portable toilets. This information has been passed on to Yasmin.  
Steph suggested partnership working with Children's services.  
We talked about what the Partnership Board thought about this.

**Action 2 – Trish to ask the Partnership Board about a portable toilet**

We also talked about who would maintain the toilet and the cost of maintaining it.



- 3.4 Point 3.10 to 3.20: Donna was on Citizen's Eye. Values were also interviewed for John Coster's radio show. Carole is writing an article for their newsletter.

- 3.5 Point 3.19: Ruksana mentioned Mencap information boards have been at the libraries recently.

- 3.6 Actions 3, 4 and 5 to be carried over to the next meeting.

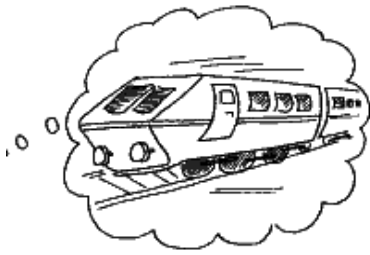
**Action 3 – Carole to think of different themes for the day for the radio show**

**Action 4 - Any ideas for the community radio station are to go to Yasmin.**

**Action 5 – Yasmin, Sukhi and John Coster to meet to discuss ideas for the community radio station**



- 3.7 Action 6 to be carried to the next meeting.  
**Action 6 - Carole to email Trish the information about the bus/train pass**  
**Trish to inform those who make the passes**



We talked about this issue more. Bus passes can be used on trains as well. However, it does not say at the back of the card that the card can be used on trains. The wording needs to be changed. When We Think went to Nottingham there was a problem as the train inspector did not allow them to use the cards. A complaint needs to be made about this.

Lynsey from Mencap was going to complain but she has now left. Steph agreed to follow this up.

**Action 7 - Steph to put in a complaint to the train company**

**Steph to also get a letter from the train company stating that the card can be used on the train as well**



3.8 Action 7 is to be carried over to the next meeting.

**Action 8 – Trish to speak to Sian Margetts about the ‘Moving On’ course at Leicester College**

3.9 Action 8: Carole may have contacted Frankie Williams but we do not know the decision that has been made. This action will be carried over to the next meeting.

**Action 9 - Carole to talk to Frankie Williams about Person Centred Planning for those doing the ‘Moving On’ course at Leicester College**

3.10 Actions 9 and 10 to be carried over to the next meeting.

**Action 10 – Yasmin and Trish to meet with Sian Margetts and the Learning Skills Council to talk about funding**



**Action 11 -Trish to speak to Justin about how we are to support people on benefits to keep up with national changes**



3.11 Actions 11 and 12: My Time questionnaires were sent to Leicester College. There have been many people who have returned the questionnaires.

3.12 Action 13: Grace has done some research on the internet for any information on Keep Safe. Grace found nothing reported recently. But the stories



Grace did find were all positive and talked highly of Keep Safe.

Steph suggested looking at the Choice Forum.

Ruksana said that libraries are interested in becoming a Keep Safe area.



3.13 Action 14: Grace sent the group the directory template. So far there hasn't been any contribution. Grace will send it out again.

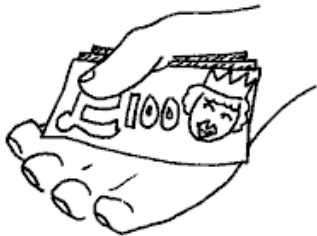
**Action 12 – Grace to send the directory template to the group**

3.14 Action 15: we were not sure if Lou has been able to invite a social worker to the meeting.

We discussed this further. Some members felt that social workers are too busy to come to meetings. Some members felt that it is important to have a social worker representative.

We agreed that we should still invite a social worker.

**Action 13 – David Brown to email Jane Forte to ask if there is any particular reason why social workers can not attend the What People Do meeting. David can also invite again a social worker to attend.**



3.15 Action 16 and 17 to be carried over to the next meeting.

**Action 14 – Trish to email the manager at Mencap about Individual Budgets**

**Action 15 – Trish to talk to Jonathan Hill from the Transformation team about Individual Budgets**

3.16 Point 5.81: it was suggested that Lynsey invites Jonathan Hill to We Think. Steph will follow this up along with David Cooper.

**Action 16 – Steph and David Cooper to invite Jonathan Hill to We Think**

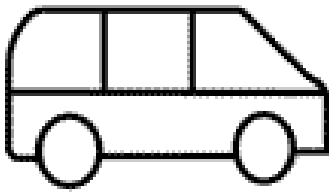
3.17 Action 18: Ruksana has invited 2 people from museums to come to this meeting. They are Ranjan Saujani and Lata Allman.

3.18 Action 19: Grace has emailed the action plan to the group.

3.19 Action 20: information on Grapevine has been sent out to the group.

3.20 Action 21 will be carried over to the next meeting.  
**Action 17 - Lou to speak to Esther Vickers from the National Autistic Society about their befriending scheme**

## 5. Update



### Transport

5.1 Sam reported back on what they did at the last Transport Working Group meeting.

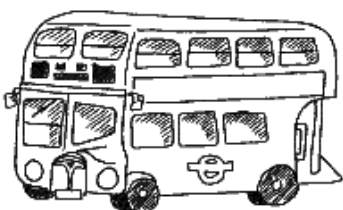
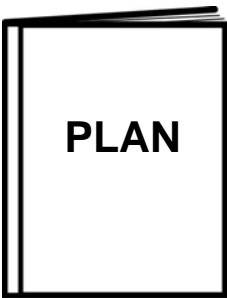
5.2 They talked about the Transport Action Plan. There were 3 action plans which they felt was too many. This was because there used to be 2 transport meetings. But because the same people were going to both the meetings they decided to have just 1 meeting.

5.3 They made a few changes to the action plan.

5.4 They also looked at the Terms of Reference (rules) for the group. They made a few changes to that. One thing that the Terms of Reference stated was that the group will meet every 6 weeks. The group suggested that a meeting every 3 months would be better. This needs to be agreed by the Chair and Co-chair of the group.

5.5 Peter mentioned point 5.1 from the previous minutes. This stated that the bus companies will support the Special Olympics. Peter said that he had to walk to Slater Street to watch the bowls. He did not receive any special support with the buses.

5.6 Steph felt the bus companies should receive a letter from the Partnership Board thanking them for their work. However there are many people



who contributed to the Special Olympics that there are too many people to thank!

A thank you to all could be made verbally.

- 5.7 The Transport group need to think about how they can continue to work positively with bus companies.

**Action 18 – Grace to put work with bus companies on the agenda for the next Transport Working Group meeting**



## Learning

- 5.8 There was no one at the meeting who could feed back on learning.

## Employment

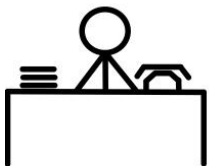
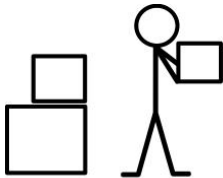
- 5.9 Steph reported back on what they talked about at the last Employment meeting.

- 5.10 Justin attended the Regional Programme Board. There Justin had talked about the number of people we need to get into employment. He also talked about the barriers that stop people getting a job. These barriers include parents and carers, and also benefits.

- 5.11 The new National Employment Strategy is out. Copies are available from Shamima Essat. It is also available online.

**Action 19 – Grace to send the group the web link for the National Employment strategy**

There will be a regional launch on 7<sup>th</sup> October at Trent Vineyard in Nottingham. Phil Hope who is the employment minister and minister for the East midlands, will be attending. Any issues on employment can be raised to him.





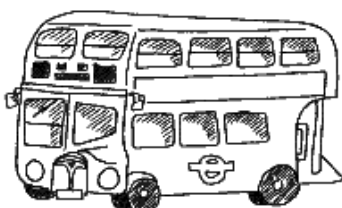
## Social, Leisure and Hobbies Group

- 5.12 Pauline Uliasz is organising the next evening activity. It will be a walk in Abbey Park. It will take place on Wednesday 26<sup>th</sup> August.
- 5.13 It is important that we promote the evening activities through various newsletters, such as the carers newsletter, Mencap and Values.



## Values

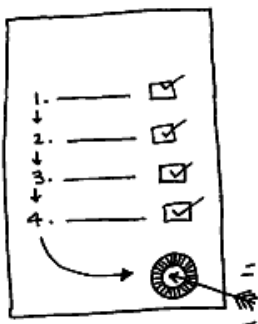
- 5.14 Aaron gave a report to the group on Values.
- 5.15 Values work with 2 different age groups: young people aged 15-25, and adults.
- 5.16 For young people Values provide activities for them to try.  
For adults Values help them to get employment, access to Individual Budgets, volunteering, and Travel Training.
- 5.17 Voluntary Action Leicester have recently appointed a deputy manager.
- 5.18 The target Values have on the number of people to get into paid work has increased to 60 (from 52).
- 5.19 Values have also appointed a new employment worker who will work full time. They will help people with learning disabilities in the employment process, such as help with CV's.
- 5.20 Roy Knight who used to do this work has changed roles.
- 5.21 3 more support workers have been appointed to help support people in transitions.
- 5.22 At the last Partnership Board it was agreed to continue to fund Travel Training.



- 5.23 Aaron has worked out a budget for Travel Training for 10 people. Aaron has passed this on to Yasmin.
- 5.24 Values are currently developing a volunteering training program. It will help people understand how to volunteer, how to use the volunteering centre at Voluntary Action Leicester, etc.
- 5.25 Aaron explained that to be a part of Values is through social worker referral. But for the youth part of Values anyone with a learning disability can join.
- 5.26 Steph suggested having an organisational chart for Values.

**Action 20 – Aaron to send a Values organisational chart to the group**

- 5.27 Steph mentioned that she is going to the Leicester Centre for Integrated Living where she intends to raise awareness of learning disabilities.
- 5.28 It was suggested that when any member is not able to attend the meeting and therefore not able to report on their area, they should give a report to Grace who could then feedback at the meeting on their behalf. It was suggested that this rule be added to the Terms of Reference.



**6. Key Priorities Action Plan**

- 6.1 Whenever the individual sub-groups have made changes to their action plans, they must also update the key priorities action plan.
- 6.2 We talked about the actions that relate to the Special Olympics. We agreed that Special Olympics can be kept on the action plan but as a 'what now' strategy or 'moving on from the Special Olympics'. There could maybe be a separate heading titled 'Special Olympics legacy'.



6.3 Steph volunteered to make the amendments to the action plan.

**Action 21 – Steph to amend the action plan and send to Grace**

6.4 The action plan will then need to be agreed by Trish.

6.5 We decided to have Special Olympics legacy as an agenda item at the next meeting.

**Action 22 – Grace to put Special Olympics legacy as an agenda item for the next meeting**



## **7. Learning Disabilities Information and Communication Network website**

7.1 Adam showed a presentation on the new learning disabilities information and communication network website.

7.2 The new website will be going live in a couple of weeks.

7.3 Adam and Shamima Essat have been helping Sukhi Basra on the website.

7.4 We thought about what else could go on the website.

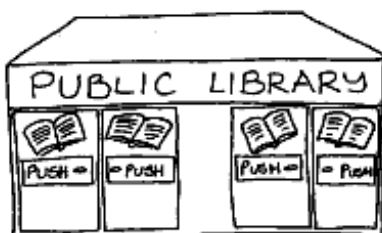
7.5 It was suggested that Values could have its own page.

7.6 Steph also has a list of useful websites, such as Enham that can be added.

7.7 The Regional Programme Board could also have its own page.

7.8 Steph also suggested having training sessions for the website at libraries. There is a group that currently go to Beaumont Leys library every Fridays. This would be a good opportunity to teach them how to use the website.

**Action 23 – Ruksana to arrange training sessions for the new website at libraries**



- 7.9 Training sessions could also be held where there are computers, such as Hastings Road Day Centre, Beaumanor House, Fosse Neighbourhood Centre.



## 8. Involving people with learning disabilities in service planning

- 8.1 An email was circulated about a request by 2 Regional Forum representatives. They want to know how well the East Midlands Regional Forum are involving people with learning disabilities.

- 8.2 The East Midlands Regional Forum is where people with learning disabilities can find out information on what's going on in the learning disabilities service. They can also give their opinions on issues.

- 8.3 We talked about the fact that there are people with learning disabilities who can speak up for themselves and can state their concerns etc. But then there are people who cannot speak up for themselves or people whose first language is not English.



- 8.4 We talked about the need to improve communication and how we can better gather people's opinions.

- 8.5 More people need to know about the Regional Forum. It needs to be re-advertised so that more people can go and contribute.

- 8.6 We need to find out about paid support workers. There is the ongoing issue about money.

- 8.7 Peter suggested applying for a lottery grant. Or we could apply for other grants that would meet what we want to do.



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## 9. Anything else?

- 9.1 The Safeguarding Adults Standards are being given to the different service areas.

We looked through the standards. These standards are to let people with learning disabilities know that they can get help and support.



- 9.2 A new government green paper has just been released. It is called 'Shaping the future of Care Together'. It talks about how care services will be funded.

It was suggested that a separate meeting be arranged to discuss this further. The meeting will be with Values, Mencap, carers, and What people do group.

Feedback on this green paper needs to be in by 13<sup>th</sup> November.

### Action 24 – Aaron to arrange a meeting with Karen Harland from Mencap

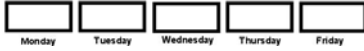
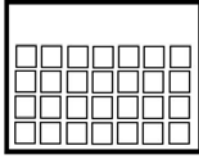


- 9.3 All agreed that the Special Olympics were 'fantastic'.  
Thanks go out to the many people who contributed.

Donna received a special medal as a thank you.

Steph suggested having a formal thank you go out to everyone through the Partnership Board.

Sam suggested sharing good news stories from the Special Olympics on the Learning Disability Information and Communication website.



## 10. Dates of 2009 meetings

**1 October** - Room 1, 8<sup>th</sup> Floor, B-Block, New Walk Centre

**3 December** - Room 1, 8<sup>th</sup> Floor, B-Block, New Walk Centre

**Time:** 10 am to 1 pm

Leicester Disability Information  
Communication Network

[www.LDICN.org.uk](http://www.LDICN.org.uk)

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## Actions

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2. **Trish to ask the Partnership Board about a portable toilet**
3. **Carole to think of different themes for the day for the radio show**
4. **Any ideas for the community radio station are to go to Yasmin.**
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6. **Carole to email Trish the information about the bus/train pass  
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8. **Trish to speak to Sian Margetts about the 'Moving On' course at Leicester College**

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