

Learning Disability APG

TERMS OF REFERENCE

1. PURPOSE

1.1 The *Learning Disability APG* will ensure the efficient and effective joint planning of agreed health and social care services for *learning disability*, thereby contributing to the continued implementation and monitoring of the Health Social Care & Wellbeing Strategy.

2. OBJECTIVES

2.1 JOINT WORKING:

2.1.1 To facilitate effective joint working by engaging with relevant stakeholders in the statutory, voluntary and private sectors across *learning disability services*.

2.2 IMPLEMENTING THE HEALTH SOCIAL CARE AND WELL-BEING STRATEGY:

2.2.1 To develop an action plan or implementation plan based on the objectives contained within the *learning disability services* strategy strand of the Health Social Care and Well-Being Strategy and present this to the SCG.

2.2.2 To develop, support, direct and monitor Joint Operational Groups to implement objectives or specific projects where appropriate.

2.2.3 To foster links with other relevant APGs to increase awareness of cross-cutting issues; in this instance

- *Carers APG*
- *Carers Forum*
- *Mental Health APG*
- *Learning Disability APG*

2.2.4 To contribute to the development of other APGs action plans or implementation plans where there are known cross-cutting issues; in this instance

- *Carers Strategy*

2.3 STRATEGIC DEVELOPMENT & COMMISSIONING:

2.3.1 To make links between the objectives contained in the relevant strategies which apply to *learning disability services* in this instance:

- *Learning Disability Joint Commissioning Strategy 2005-2008*

2.3.2 The *Learning Disability APG* will provide the Strategic Commissioning Group (SCG) with evidence of changing need in the *learning disability service area*.

2.3.3 To determine how well current services meet the needs of *learning disability service service users* and to advise the SCG accordingly.

2.3.4 To make evidence-based recommendations for short, medium and long-term sustained improvement and service development to the SCG.

2.3.5 To coordinate the submission of joint bids for funding of relevant services, including the Flexibilities Special Grant.

2.3.6 To inform the SCG on progress made on the objectives contained in their *Learning Disability Commissioning Strategy Action Plan*.

2.3.7 To inform the SCG on any challenges or delays in progressing particular objectives or projects.

2.3.8 To receive instructions from the SCG.

2.3.9 To provide progress reports as requested by the SCG and contribute towards the development of Annual Report of the Health, Social Care and Well-Being Strategy.

2.6 PUBLIC CONSULTATION AND SERVICE USER INVOLVEMENT:

2.6.1 To ensure that appropriate consultation is undertaken with relevant stakeholders; in this instance

- *Cardiff People First*
- *Learning Disability Forum*
- *Parents Federation*

2.6.2 To develop a service user forum or other mechanism, which enables the *Learning Disability APG* to consult effectively with *service users and carers*.

3. MEMBERSHIP

List

Denise Moriarty (Chair)

Service Manager, Cardiff Council

Anna Mogie	Cardiff LHB
Sue Lloyd Selby	Commissioning Manager, Cardiff Council
Fiona Conlon	Move on Co-ordinator
Wyndham Williams	Parents Federation
John Cushen	Parents Federation
Brian Thomas	Making Our Voice Heard
Dr Catherine Kerby	CHC
Ian Ferris	Bro Morgannwg NHS Trust
Conny Carnuth	Cardiff Council Health Partnership
Ashley Harris	Cardiff People First
Kate Young	LD Wales
Ron Woods	LD Forum
Pauline Young	LD Forum
Carol Parker	Cardiff County Council
Linda Pritchard	VAC
Sam Harry	Supporting People

4. METHOD OF OPERATION

- 4.1** The *Learning Disability APG* shall elect a Chair.
- 4.2** The Chair will represent the *Learning Disability APG* at SCG meetings.
- 4.3** Meetings shall be on a *monthly*, aligned when appropriate, to inform the meetings of the SCG.
- 4.4** Only in exceptional circumstances, shall a member of the group, nominate a deputy to attend in their place. Where such an exception occurs, the member shall brief the nominated deputy adequately, and delegate decision making powers where possible.
- 4.5** Agenda items can be put forward by any member of the *Learning Disability APG* , by e-mailing the Chair 5 working days prior to the next meeting.
- 4.6** Papers for presentation shall be submitted by e-mail to the Chair 5 working days prior to the next meeting.
- 4.7** Feedback from the *Learning Disability Procurement Board and joint operational task group* should be a standing agenda item at each meeting.
- 4.8** Feedback from *Service User Involvement Group* should be a standing agenda item at each meeting.
- 4.9** Expert input shall be co-opted where necessary.

5. REPORTING ARRANGEMENTS

5.1 Each member of the *Learning Disability APG* shall take responsibility for briefing appropriate individuals and groups within their own organisations, departments or service areas.

5.2 Feedback from all APGs shall be a standing item on the SCG agenda.

5.3 The named APG Chair shall attend SCG meetings and feed back to the group.

5.4 SCG feedback shall be a standing item on the agenda of the *Learning Disability APG*.

6. REVIEW OF TERMS OF REFERENCE

6.1 The *Learning Disability APG* terms of reference shall be reviewed annually.