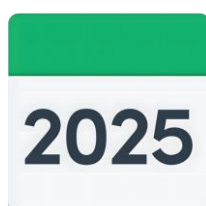
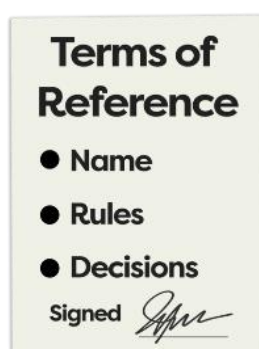


Planning Together

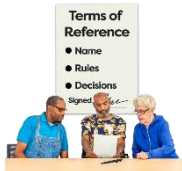
Camden Learning Disability Partnership Board

Terms of Reference





Planning Together is the Learning Disability Partnership Board



A **Terms of Reference** is our group agreement about why we meet and how we run the meeting

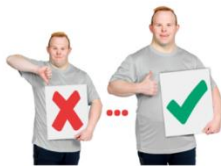
Our goals



- Talk to lots of different people and help make sure everyone's voice is heard



- to make all decisions together.



- To make services and support better for adults with learning disabilities and their carers.



- To make sure we focus on peoples strengths, skills and abilities when planning support.



- To share information and meet new people



- To make sure Planning Together makes a difference
- We do this by focussing on what we agreed in the Big Plan and checking progress in the Work Plan.

How do we tell people about Planning Together?



- Synergy - the learning disability experts by experience group - will visit different places to tell people about Planning Together



- Everyone will encourage people with a Learning Disability, friends, family and carers to attend.



- People who run services will be asked to tell the people they support about planning together



- A video and leaflets will be made by Synergy to tell people about the meeting and each agenda.



- The video link and leaflets should be shared regularly.



- They should let people know they do not have to attend the whole meeting.

Who do we invite to Planning Together

It is important that all people in Camden who can make change for people with learning disabilities and their carers are part of Planning Together. Key people to attend are:



- Health and Adult Social Care representatives from Camden Learning Disability Service (CLDS), and Children and Young People with Disabilities service (CYPDS)



- Advocacy and user involvement



- People using services known to CLDS – diversity will reflect the local LD population.



- Family and Carers/representatives



- People who spend government money to provide services (Commissioning)



- The support services we pay for in Camden – for example community support, supported living, camden carers, greenwood centre for independent living



- Other organisations may be invited if they support people with LD in Camden.



- We will keep checking who comes to the meeting. We want to make sure the right people are there to help Planning Together meet its goals.



New people should let us know in advance if they would like to attend so we can plan ahead

How will we run the meetings?



- The meeting will be co-chaired by Head of CLDS and one Synergy representative



- It will be every 3 months



- It will be on a Wednesday



- It will be 3 hours long – from 10am to 1pm



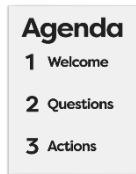
- There will be 2 breaks (10 minutes each)



- It will be held at the Greenwood Centre



- Speakers - Agenda ideas will be shared in each meeting.



- The final agenda will be agreed at the agenda setting meeting.



- All information will be in easy read and plain English



- All information will be put on [Planning Together website](#)

Working Together Groups



- sometimes smaller groups will be set up outside of planning together to work on different projects



- they will be for a set amount of time



- Planning together will agreed if a group is needed and what it will look at



- co-chairs and members for the working group will be agreed when a project is decided.



- only basic action points will be noted by the chair as needed



- The group will feedback at the Planning Together

Who does different things for planning together?

Commissioning & learning disability experts by experience will:

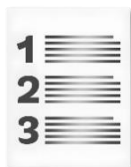


- Book the room (including table for jargon buster)
- Print information
- arrange and pay for drinks and snacks
- and co-ordinate guests on the day

learning disability experts by experience will:



- Speak with people using services to let them know Planning Together, including people with profound and multiple learning disabilities



- To keep a record of who attends for people using services, families, carer.



- To arrange co-chairs and to make sure they are prepared for the meetings.



There will be an Expert by Experience co-chair role description



Small group chairs – To make sure everyone gets a fair chance to speak in small group work.



Working Group chair - To make sure meetings are set up and noted as needed. To report back at Planning Together.



Co-Chairs –

To manage the meeting, make sure everything is covered, and people get a chance to have their say.



To ask people to vote when needed and count up



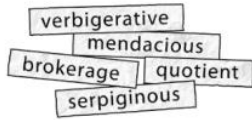
To make sure people do what they said they would do.



To make sure people follow the **rules**. There will be a video of the rules



If either of the co-chairs are off they should ask someone to cover.



Jargon Buster - To make sure people are speaking in an accessible way.



Accessible
Information
Standard

Accessible Information Officer - To provide easy read support. All information sent to Accessible Information Officer for help must be in plain English and sent 3 weeks before to the meeting.



Commissioning –

- To arrange and send out invites.
- To write up and circulate meeting information,
- Arrange speakers and take minutes

Making decisions



A decision can only be made if there is a someone attending from

- Adult Social Care
- Health
- Commissioning
- service users
- carers.

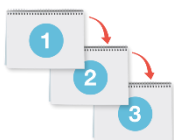


If any of these groups are not able to attend, they must send a someone else in their place = or a decision cannot be made.

Big Plan & work plan



- Big goals will be agreed in **The Big Plan**



- steps to get to the goals will be in a **work plan**. These can be worked on over time, perhaps as part of working groups.



- Updates will be shared with Planning Together when real progress has been made towards the goals.



- The **work plan** will be updated every year telling everyone what the board has done that year - and plans for future years.



- It will include feedback from people with a learning disability and carers. It will be placed on the website.

Review



- The Terms of Reference will be reviewed every 18 months. Next review April 2027.