

**DEPARTMENT OF ADULT SERVICES**  
**LEARNING DISABILITY PARTNERSHIP BOARD**  
**ACTION PLAN 2010-11**

<b>Department of Adult Services Control Panel</b>		
<b>Document Title</b>	Learning Disability Partnership Board Action Plan	
<b>Purpose</b>		
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1	8 September 2010	First draft to be shown to Family Forum 14 Sept
2	9 September 2010	Additions/edits made by Angela Seddon
3	14 September 2010	Additional action point - Section 3 – Bridget Whittell
4	20 September 2010	Further edits made by BDW inc some feedback from Family Forum
5	1 December 2010	Further edits made by BDW: responsible officer changes; timescale adjustments; addition of Relationships & Sexuality guidelines launch
6	26 January 2011	Responsible officer amendments made by Anthony Mohammed

**LEARNING DISABILITY PARTNERSHIP BOARD – ACTION PLAN 2010-11**

<b>THEME</b>	<b>TASK</b>	<b>RESPONSIBLE OFFICER(S)</b>	<b>ACTIONS AND OUTCOMES REQUIRED</b>	<b>TIMESCALES</b>
<b>1. Partnership Board Arrangements</b>	1.1 Review Board governance and membership	Angela Seddon	Board governance, terms of reference and membership (including election of Chair) reviewed and approved by the Board. Elect new Co-Chair	By end Dec 2010
<b>2. Budget for services for people with learning disabilities</b>	2.1 Net budget figures across health and social care for 2010-11 agreed	Louise Sutton	Net budget figures available with anticipated spend breakdown	By end Nov 2010
	2.2 Efficiency savings expected from LD budget during 2010-11	Louise Sutton	Expected efficiency savings from LD budget achieved by the end of the financial year.	By end Mar 2011
	2.3 Preparation for end of LDDF funding	all LDPB sub group leads	Sustainability plans, alternative funding sources identified and/or exit strategies agreed for all initiatives currently funded by LDDF monies	By end Dec 2010
<b>3. Health of people with learning disabilities</b>	3.1 Ensure completion and submission of LD Health Self Assessment 2010	Peter Harrison	Health Assessment completed, checked and approved by LDPB, Family Forum and Self Advocate representatives	By end Sept 2010
	3.2 Address any local areas of concern in relation to the Healthcare Commission investigations, 'Healthcare For All' and Ombudsman Report 'Six Lives'	Peter Harrison	Review effectiveness of the systems in place for understanding and meeting the full range of needs of people with learning disabilities. Report and governance process agreed and in place	By end Dec 2010

			confirming process to ensure recommendations are being met.	
	3.3 Review activities of Hospital Liaison Service	Margaret Jolley	Attendance at Family Forum to discuss issues raised. Issues addressed and resolved.	By end Nov 2010
	3.4 Improve involvement of family members and self advocates in planning LD health services at a strategic level.	Peter Harrison	Discussions with Family Forum and self advocates about what improvements are needed to increase involvement in planning LD health services	By end Dec 2010
	3.4 Participation in 'Getting It Right' Campaign	Peter Harrison	All relevant Health partners have agreed and signed up to the 'Getting it Right' Charter	By end Dec 2010

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4. <b>Where people live</b>	4.1 Further develop innovative, value for money independent living options for people with learning disabilities	Steve Sargent	From opportunities and options already identified, explore how some of these can work in Wigan in a more flexible way, including piloting viable options such as Keyring and Housemates.	By end Mar 2011 and ongoing
	4.2 Stimulation of the provider market around housing options for people with learning disabilities	Steve Sargent	Improvement in number of housing options available for people with learning disabilities provided by private and voluntary sector. Ensure criteria specified by providers are flexible and inclusive enough Increase in number of people supported to live independently (572 09/10)	By end Mar 2011 and ongoing
5. <b>Provider Market</b>	5.1 Stimulation of the provider market to provide more choice to meet a diverse range of needs and fill identified gaps, eg for people with autistic spectrum conditions	Sally Hobbs	Encouragement of innovation in provision in voluntary and private sector. Researching examples of successful and popular provision elsewhere. Consultation with family members and self advocates over what provision is needed. Commissioning of provision to provide more choice and meet identified gaps.	By end Mar 2011 and ongoing
	5.2 Ensure equality and diversity needs are met by existing service providers	Paul Macken	Request all service providers to carry out an Equality Impact Assessment as part of their contractual obligations	By end Mar 2011 and ongoing

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6. <b>Employment</b>	6.1 Develop, promote and improve learning and employment opportunities (including unpaid voluntary work) available for adults with learning disabilities of working age	Anthony Mohammed	Increase number of people with learning disabilities in paid employment or voluntary work. Provide evidence of progress against Valued in Employment and Valued in Public. Increase number of micro social enterprise self employment opportunities	By end Mar 2011 and ongoing
	6.2 Identify sustainability options for Supported Employment and Transition Project (aimed at young people aged 16-19 with learning disabilities)	Mark Glover	Explore joint working links with Learning and Employment Service and Supported Employment Service. Explore joint working links with CYPS and young people's Connexions service. Seek alternative funding to sustain and maintain employment services for people with learning disabilities	By end Mar 2011
7. <b>Advocacy and leadership</b>	7.1 Continue to support existing LD advocacy initiatives, particularly with achieving independent and ULO status	Bridget Whittell	Support groups to secure alternative funding to enable existing advocacy initiatives to continue beyond Mar 2011. This includes circles of support, crisis advocacy, More Than Words and Wigan & Leigh People First. Carry out evaluation of existing advocacy initiatives to determine effectiveness, outcomes and support/ resources required in future.	By end Mar 2011 and ongoing

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	7.2 In line with findings of LD advocacy audit and scoping exercise, continue to develop advocacy provision for people with learning disabilities	Bridget Whittell	Report findings from scoping exercise to LDPB. Seek support from commissioners re funding for further LD advocacy development. Ensure advocacy included as part of Council-wide information and advice review	By Feb 2011  By Feb 2011
	7.3 Ensure equality and diversity needs are met within current advocacy provision	LD Advocacy Sub Group	Equality Impact Assessment to be completed for LD Advocacy Sub Group and by all existing LD advocacy initiatives	By Dec 2010
<b>8. Family carers</b>	8.1 Improve involvement and participation of Family Forum in planning and decision making process	Angela Seddon	Discuss with Family Forum how they would like to be involved and what changes are needed to make this happen, including what support is required.	By Nov 2010
	8.2 Continue to develop and provide support to family carers looking after people with learning disabilities.	Iris Sumner	Ensure carers assessments carried out and range of support, respite, information publicised and accessed. Encourage use of Carers Centre Ensure support for family members looking after people with learning disabilities embedded in updated Carers Strategy	Ongoing

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9. <b>Parents with learning disabilities</b>	9.1 Ensure support (including advocacy) for parents with learning disabilities is available and embedded in policy and practice	Bridget Hollingsworth	Roll out training for new Relationships and Sexuality Policy and Good Practice Guidelines which includes advice re support for parents with learning disabilities. Research effectiveness of initiatives such as 'Mum's Aloud' and explore potential for delivering locally.	By Nov 2010 and ongoing  By Feb 2011
10. <b>Transition</b>	10.1 Review activities and processes involved in transition for young people aged 13-25	Transition Sub Group	Discuss issues and concerns raised by Family Forum and find ways to address these. Identify ways to improve the involvement and participation of family members in transition planning.	By end Dec 2010
	10.2 Improve partnership working links between CYPS (Connexions) and Adult Services.	Anthony Mohammed/Sue Astbury	Explore options for closer working relationships and links with Adult Services Learning & Employment Service.	By Dec 2010
	10.3 Ensure person centred reviews are taking place for young people in transition.	Bridget Hollingsworth	Review and check accuracy of numbers reported for self assessment. Identify and achieve target number of reviews to take place during 2010-11. Track and report positive outcomes achieved.	By end Mar 2011

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	10.4 Explore options for continuing to develop and improve transition process and future life prospects/opportunities for young people with learning disabilities	Anthony Mohammed / Bridget Hollingsworth	Use evidence from initiatives such as 'Getting a Life' and how Wigan can replicate good practice. Consult with family members, self advocates and young people.	By end Feb 2011
<b>11. Personalisation</b>	11.1 Work in partnership to reach agreed definition re support plans and person centred plans. Develop co-ordinated approach to support planning / PCP Reviews.	Bridget Hollingsworth / Personalisation Sub Group	Discuss issues with family members and at Personalisation Sub Group. Identify solutions to improve current policy and practice.	By Dec 2010 and ongoing
	11.2 Improve involvement and participation of Family Forum to take the personalisation agenda forward in partnership.	Bridget Hollingsworth / Bridget Whittell	Discuss with Family Forum how they would like to be involved and what changes are needed to make this happen, including what support is required. Ensure adequate family member representation on Personalisation sub group.	By Dec 2010
	11.3 Finalise 'customer journey' personalisation diagram	Louise Sutton	Discuss revised draft with family members and self advocates. Feedback any further comments/views of family members and self advocates to Transforming Social Care Board.	By end Nov 2010

	11.4 Ensure all staff involved in support planning and PCP Review receive adequate training.	Bridget Hollingsworth	Identify who needs training and provide training.	By end Mar 2011
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<b>12. Workforce development</b>	12.1 Update workforce development plan	Ann Westhead	Review and refresh draft workforce development plan and circulate amongst LDPB members for comment/approval	By end Mar 2011
	12.2 Ensure adequate learning disability awareness and personalisation training available for all staff supporting people with learning disabilities.	Sam Tierney	Identify training needs for all staff, including external provider staff	Ongoing
<b>13. Hate crime</b>	13.1 Provide opportunity for the Partnership Board to discuss the Cross-Government Hate Crime Action Plan launched in September 2009.	Angela Seddon	Put on LDPB Agenda for discussion	By end Mar 2011
	13.2 Monitor and review number of disability hate crimes reported locally.	Angela Seddon	Positively promote and encourage people to report incidents	Ongoing

<b>14. Quality Assurance and Monitoring</b>	14.1 Establish more formal mechanisms and ways to include family members and self advocates in strategic decision making re quality assurance and monitoring.	Louise Sutton	Consult with family members and self advocates. Decide whether a Quality sub group needs to be re-established and what it's role would be. Agree final year monitoring and evaluation process for all initiatives funded through LDDF and outcomes achieved.	By end Dec 2010
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	14.2 Agree on process for reporting relevant issues raised at Adult Safeguarding Board.	Bridget Hollingsworth	Discuss with LDPB members most appropriate way of bringing issues raised at Adult Safeguarding Board to the attention of the Partnership Board	By end Dec 2010
	14.3 Ensure equality and diversity needs are met by all LD services	Paul Macken	Present and explain new user-friendly Equality Impact Assessment template at LDPB meeting. Circulate template and guidance notes. Start to track completion by sub groups and all LD services/initiatives.	August 2010  Ongoing
	14.4 Finalise, launch, circulate and promote Relationships & Sexuality Good Practice Guidelines	Louise Sutton / Anthony Mohammed	Organise formal launch Prepare and provide training Circulate guidelines Promote Guidelines regionally and nationally as example of good practice (promoted at NW Leads event Nov 2010)	Nov/Dec 2010
<b>15. Commissioning</b>	15.1 Ensure future commissioning of	Anthony Mohammed /	Engage and consult with family members and self advocates	Ongoing

	services and support is in accordance with the Commissioning Strategy, personalisation and within available budget	Sally Hobbs	(two consultation sessions have already taken place this year). Systematically gather and use information in support plans/PCPs. Invest in prevention/community connecting initiatives where there is a successful evidence base. Invest in re-ablement and other initiatives promoting independence. Develop and promote social enterprise, brokerage, ULOs that are independent from public funding.	
	15.2 Involve family members and self advocates in the development of strategies produced by Universal Services, eg prevention / social inclusion / engagement / carers' strategy.	Anthony Mohammed / Bridget Whittell	Discuss with family members and self advocates how they would like to be involved and what support is required. Ensure adequate family member / self advocate representation on strategy working groups.	Ongoing
<b>16. Future plans and targets</b>	16.1 Agree this Action Plan as the local delivery plan for 2010-11 and where relevant set numerical targets.	Louise Sutton / LDPB	Identify and include numerical targets against: <ul style="list-style-type: none"> <li>• Health</li> <li>• Employment</li> <li>• Where people live</li> <li>• Advocacy</li> </ul>	December 2010

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