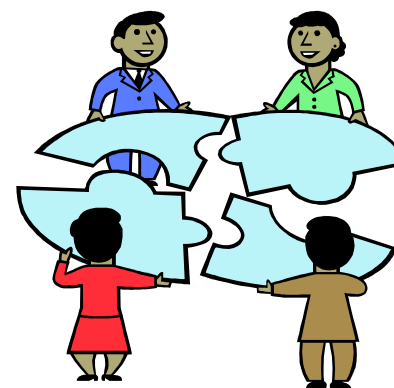




Wigan Learning Disability Partnership Board

Proposed New Structure



The Meeting



- Wednesdays, every 6wks 10.00 – 12.30,



- New members to explain who they are and what they do



- Interactive Ice-breaker at 9.45- details sent out with agenda



- Making sure everyone can hear – remind people to speak up *add to guidelines*



- All questions/comment to go through the chair *add to guidelines*



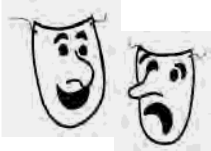
- Appointing a time keeper *add to ground rules*



The Meeting



- Small Group discussions at each meeting



- The board will be more solution focussed and creative by using activities like Forum Theatre - *More Than Words Theatre Company will demonstrate Forum Theatre at the August meeting*

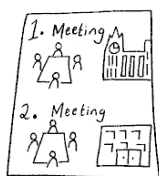


- Agendas need to be realistic and prioritised – *draw up agenda for next meeting in AOB*

Making the Meeting Accessible



- Introducing roving microphone



- Accessible minutes- **bullet points** (AS & SS)



- Commitment to using the 'meeting cards' - **at all LDPB associated meetings**



- Graffiti wall for comments **digital photo and list of comments to be posted on website**



- LARGE PRINT GUIDELINES ON WALL AS A REMINDER



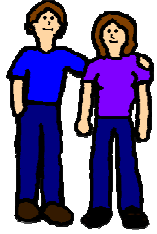
Membership

- Membership to be reviewed yearly, this is to include looking at who is not represented
- There should be more self advocate members
via contracts framework but not exclusively
- Think about how the voluntary sector is represented
via contracts framework but not exclusively
- We agreed to be flexible about the number of members but that there needed to be a proportional cross section of members



Attendance

- Representatives of projects receiving LDDF funding need to attend meetings
- If members cannot attend they should send a representative wherever possible.
- Leads or Co-leads of sub groups need to attend meetings regularly
- People should try to attend the whole meeting wherever possible
- We need a commitment from senior officers to attend meetings



Support & Information

- We need to re-visit and amend the guidelines for self advocates and self advocate supporters and circulate them **(AS, OH, JD, CW, SS)** This should help to make support more consistent
- Arrange pre-meetings and post meetings for self advocates **(AS, OH, JD, CW, SS)**
- Produce an Induction Pack for all new and existing members, which includes a DVD –**(AS, OH, JD, CW, SS)**
- Continue to explore partnership training opportunities for self advocates and their supporters **(AS, OH, JD, CW, SS)**



Accountability

(making sure things happen, who, when & how)



Update and accountability for actions agreed to take place in matters arising



LDDF funded groups/projects are to produce a brief accessible quarterly report which clearly demonstrates outcomes.



This is to include relevant financial information on how the money is being spent.

The role of the chair is really important in making sure that things happen in the way the board has agreed (who, what, when)



Accountability

(making sure things happen, who, when & how)

- The Board should ask sub groups to lead on particular projects and feedback to the board

Networking between meetings

- Produce Mini Directory of members to be circulated as an aid to networking in between meetings
- Promote awareness the board
 - mention at assessments or reviews
 - the board is to produce an annual report to demonstrate outcomes and promote achievements