

**Cover Sheet Learning Disabilities Programme Board Papers**

**Report to**  
**Learning Disabilities Programme Board Meeting**

**Date of meeting**  
4 July 2013

**Attachment number**

LDPB (13)17

**Title of paper**

Learning Disability Programme Board – Draft Terms of Reference (Revised)  
(What the Programme Board does)

**Summary**

This paper sets out what the Learning Disability Programme Board does and the role of the Board member.

**Action required / recommendation**

FOR DECISION

LDPB members are asked to:

- say if you agree with the terms of reference or would like to suggest changes

## Learning Disability Programme Board

### Draft Terms of Reference (Revised) (What the Programme Board does)

1. The Learning Disability Programme Board is there to:
  - check what is happening on the main pieces of work the Department of Health and their key partners, including in the NHS and local government, have said they will do to improve the health and wellbeing of people with learning disabilities
  - make sure that there are not big gaps in what should be happening across health and care services to improve the health and lives of people with learning disabilities
  - check on what is happening on important pieces of work in other parts of Government which could make a difference to the health and wellbeing of people with a learning disability. This could include: housing, changes to benefits, education and jobs
2. The Learning Disability Programme Board includes people with learning disabilities, family carers and other key stakeholders so that they can say what progress they think is happening, where there are problems and say what they think about any new plans.
3. Since the publication of the Department of Health Review final report *Transforming care: A national response to Winterbourne View* in December 2012 a very important task of the Programme Board will be to check delivery of the programme for change set out in the DH Review of Winterbourne View final report. The programme for change was also shown in the Concordat or agreement which has been signed by many delivery partners including members of the Programme Board.
4. The Programme Board will check delivery by:

- (i) Asking delivery partners if they are doing what they agreed to do as part of the programme of change. They include: NHS England, Clinical Commissioning Groups (CCGs), the Care Quality Commission (CQC) and local government and a representative of the Professional Senate;
  - (ii) Checking progress against milestones
  - (iii) Monitoring the risks to things happening;
  - (iv) Making sure that information about what is happening is open and that the annual reports on progress happen. These will be published in Parliament.
5. As well as the Winterbourne View programme for change, the Programme Board will continue to have a very important role in making sure that the other work takes place in the Department of Health which they have said they will do with the NHS, local government and others to improve the health and wellbeing of people with learning disabilities and their families. At the moment this means looking particularly at stopping people with learning disabilities dying earlier than they should.
6. The Programme Board will also look at work that other Government Departments are doing that will affect the health and wellbeing outcomes of people with learning disabilities and their families. This may include things like benefits, jobs and choice about where (and with whom) people live. The main Government Departments who come to speak to the Board works are:
- Department of Health (health and social care)
  - Department of Works and Pensions (benefits and employment)
  - Department for Communities and Local Government (housing)
  - Department for Education (transition)
  - Department for Business Innovation and Skills (apprenticeships, employment)
  - Office of Disability Issues (disability)
- Not all of these Departments will speak at every Programme Board meeting.

7. To make sure that the Learning Disability Programme Board hears from all the main groups who have an interest in learning disabilities, the Board includes:

- People with a learning disability (from the National Forum of People with Learning Disabilities and from Mencap)
- Family Carers (from the National Valuing Families Forum)
- Delivery partners (Association of Directors of Adult Social Services, Local Government Association (LGA), NHS England, CQC, the Joint Improvement Team)
- Learning Disability organisations (Mencap)
- Royal Colleges and other professionals (LD Professional Senate)

### **Equality**

8. The Learning Disability Programme Board will help to make sure that policy is done fairly for everyone and in line with the law (the public sector Equality Duty).

### **Conflict of Interests**

9. Board members will make sure that if they have an interest in work the Board talks about, they tell the Department of Health. This includes situations where someone might earn some money from their involvement. The Department will keep a record of this. This is to protect people and make sure everything is done fairly.

### **What does a Board Member do?**

10. All Board members act together to improve the lives of people with learning disabilities. The Programme Board members will do this by:

- (i) asking delivery partners if they are doing what they agreed in priority programmes, including the Winterbourne View programme for change and on tackling early deaths;
- (ii) suggesting important things to discuss at meetings;
- (iii) sharing their views at meetings openly, honestly and respectfully;

(iv) Letting other Board members know if they don't agree, saying why and suggesting how things could be done differently.

11. All Board members are equally important and everyone should be listened to. All Programme Board members are responsible for making sure they make adjustments so that Board members with a learning disability are included.

12. Programme Board members are responsible for making sure that they tell their organisation what happens at the Board and what has been agreed.

**What does the Department of Health (DH) do?**

13. DH is in charge of looking after the whole health and care system and making sure the parts work together. DH also decides national policy on health and adult social care. DH arranges meetings and papers for the Learning Disability Programme Board. DH is responsible for making sure we know what is happening on the main things people said they would do after Winterbourne View. Key tasks for DH in the Winterbourne View programme for change are shown in the Concordat and final report.

**Being Open**

14. All Board papers and meeting notes will be put onto the DH website.

June 2013