



ROYAL BOROUGH OF  
**WINDSOR &  
MAIDENHEAD**  
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**Royal Borough of  
Windsor & Maidenhead**











**For People with Learning Disabilities**

# **Terms of Reference**

**Updated and Finalised by Board members on**

**20<sup>th</sup> February 2024**

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1



## Why We Meet

### To work together

The Board works to improve the lives and safety of people with Learning Disabilities in RBWM.

We share up-to-date information on local and national issues and events.

The Board is a place to discuss and learn about the services available in the Borough.

### Our Target

The aim of the LDPB is to improve the lives of people with learning disabilities. Our members work together as equal partners to make sure adults with learning disabilities, their families and carers have their views heard.

### What we do

- We work to make sure the views of people with learning disabilities are heard by local services.
- Ensure people with learning disabilities know and understand their rights.

# People 1st



Accessible  
Information  
Standard



- Ensure people who provide services make them available to people with learning disabilities and make them easy to use.
- Tell services what people want, and how to make things better.
- Help services to make decisions on how best to support those with a learning disability.
- Keep people up to date with local issues affecting people with learning disabilities, their families, and carers.
- Challenge services when things are not right and do not support those with learning disabilities, their families and carers.
- Actively work with and speak with services who support those with learning disabilities, their families and carers.
- Work together to tell people in RBWM that the LDPB is a group to help services to become more inclusive and user friendly for those with a Learning Disability.



## Planning

The Board will encourage and support members to speak out.

Everyone's view will be heard and is equally important, so everyone can take part in decision-making.

Support will be given to help everyone take part and contribute to the LDPB.

This includes pre-meetings with members of the Speaking Out group and the Hear Our Voice group.

## Communication

We will listen to and support the needs of adults with a learning disability, their families, and carers.

We will use everyday words, easy read presentations, speak clearly and be jargon free.

Where possible speakers will be invited to meet with the Speaking Out group ahead of the big LDPB meetings.

2.

## Where we meet



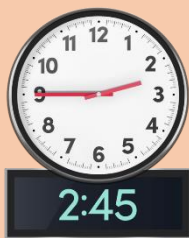
### Location

Meetings currently take place online via zoom.



### Time

The Speaking Out group will meet at 1:30pm before the start of the main meeting to prepare.



to

The main meeting will start at 1:45pm and finish at 2:45pm

The meeting is currently scheduled for about 1 hour.

### How many times in the year will we meet?

**6 meetings** are held in the year: **January, March, May, July, September, and November.**

### Additional meetings include,

A review of the Terms of Reference in October. Other meetings can be held if necessary.



3.

### Who are our members?



The Board is open to anyone who is interested in making sure adults with a learning disability have their needs met and views heard in RBWM.

The Speaking Out Group and the Hear Our Voice Group are adults with a learning disability. The groups aim to speak up on behalf of all adults with a learning disability living within RBWM.

Professionals from health, social care, and other people working within the community.

The Speaking Out Group will meet with Caroline to discuss the plan and talking points for upcoming meetings the week before the LDPB and in-between meetings.

4.

### Who runs the meetings?



The Board will appoint two co-chairs. One co-Chair should be an adult with a learning disability.

**Anyone on the Board can volunteer to be co-Chair** and if needed members will vote for their choice.

The LDPB for RBWM is coordinated by The Advocacy People

LDPB Officer: Caroline Waites

[Caroline.waites@theadvocacypeople.org.uk](mailto:Caroline.waites@theadvocacypeople.org.uk)

5.

### Speakers- Who will be invited to speak at meetings?

#### We will invite Guest Speakers:

To talk about their services and any changes that will affect adults with learning disabilities, their families, and carers.

Services should use the skills of the partnership board members to improve how they work with people with learning disabilities.

Speakers will be asked to meet with the Speaking Out group and provide easy read slides no later than **the Monday of the week before the meeting**.



6.

### Reporting of minutes and who will receive them.

#### Reporting

Minutes of each meeting will be sent to all Members after the meeting.

The meeting plan will be sent out approximately 2 weeks before a meeting.

People who have actions from a meeting will complete these and report back at the next meeting. Updates on actions can also be sent direct to the LDPB Officer







A hard copy of the minutes can be requested from the LDPB Officer for the Board, who also keeps the mailing list of members. This is so people can be kept up to date with information from the Board.

Information will be sent via email, or post if requested.

7.

### Ensuring meetings are accessible to all.

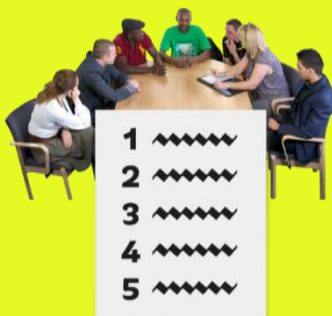


We collaborate with ✗

We work with ✓

Personalisation ✗

The person has a choice over their care and support. ✓



Information will be created in an easy read format.

All members should speak clearly, slowly and listen to others.

Information should be clear and easy to understand.

Use everyday words.

No Jargon

Pictures will be used to help understanding.

The plan for the meeting will be clear and easy to understand in an easy read format.



Speakers should explain the main points and difficult words during their presentations.

The Co-chairs will help to manage the pace and ask for words to be simplified if they come up.

8.

## More Information



## Golden Rules

• **Treat everyone with respect.**

• **If people want to, they can use flashcards or raise their hand when they want to speak during meetings or do not understand something.**



• **Turn off or put mobile phones on silent during the meetings**



**Put microphone on mute when you are not speaking.**

**If you need any more information, please contact** Caroline Waites, the LDPB Officer  
[Caroline.waites@theadvocacypeople.org.uk](mailto:Caroline.waites@theadvocacypeople.org.uk)

