



Leicestershire Learning Disabilities Partnership Board

Action Plan 2009-2010



At the Partnership Board Awayday in December 2008 we chose 8 important things to work on for the next 3 years.

We have a working group for each of the 8 important things.


Each of the working groups will write an action plan each year.

We have some actions for the whole Partnership Board as well.

This action plan includes the plans from each group plus the actions for the Board for 2009-2010



Partnership Board actions

What will we do?	How will we do it?	Who will do it?	When will we do it by?	How will we know when it's done?
<p>Make sure everyone knows about Valuing People Now</p> 	<p>Make a presentation, a display, a leaflet and a CD to use on the computer to tell people all about Valuing People Now.</p>	<p>Valuing People team</p>	<p>September 2009</p>	<p>We will have good, easy words information to help tell everyone about Valuing People Now</p>
	<p>Take the presentation to lots of different meetings and groups</p>	<p>Sue Disley Valuing People team Partnership Board representatives</p>	<p>April 2010</p>	<p>We will have a list of presentations we have done. Lots of groups and meetings will know about Valuing People Now</p>
	<p>Take the display to lots of different places and events</p>	<p>Valuing People team</p>	<p>April 2010</p>	<p>Lots of people will have seen the display</p>
	<p>Take the leaflet to hand out at meetings and events</p>	<p>Sue Disley Valuing People team</p>	<p>April 2010</p>	<p>Lots of people will have key information about Valuing People Now</p>
	<p>Send the CD to lots of groups and services</p>	<p>Valuing People team</p>	<p>April 2010</p>	<p>Services will have easy to use information about Valuing People Now</p>



Partnership Board actions

What will we do?	How will we do it?	Who will do it?	When will we do it by?	How will we know when it's done?
Make sure we have a really good Partnership Board	Decide who we need to be Partnership Board members	Partnership Board	January – March 2010	We will know who we need at the Partnership Board to get the work done
	Get any new Board members we have decided we need	Alison Little Sue Disley	March 2010	We will have any new Partnership Board members we have agreed we need
	Have a good role description for Partnership Board members (a list of the things they should do)	Alison Little Partnership Board	January 2010	All Board members will know what they have to do and will have signed to say they will do it
	Be clear about the job the Steering Group will do.	Alison Little Partnership Board	March 2010	The Steering Group will know what their job is



Partnership Board actions

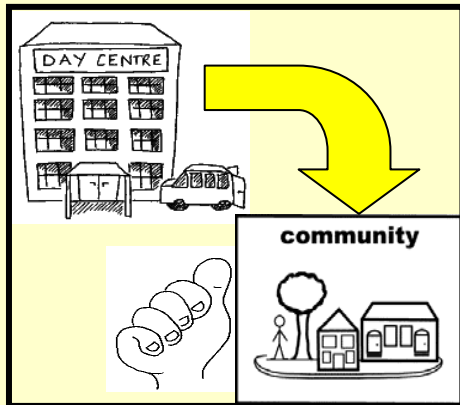
What will we do?	How will we do it?	Who will do it?	When will we do it by?	How will we know when it's done?
Make sure we have a really good Partnership Board	Agree a good way to check we are making a difference	Partnership Board Locality Group representatives Advocacy Group representatives	December 2009	Partnership Board and each working group will know how they can check they are making a difference
	Use the Department of Health guide "Good Learning Disability Partnership Boards"	Partnership Board Steering Group Valuing People team Adult Social Care and Health	March 2010	We will have agreed the things in the guide that will help to make our Partnership Board better. We will have a plan to do these things
	Have a good annual report to send to Partnership Board members and the Regional Board	Partnership Board Working groups Keeley Smith Alison Little	March 2010	We will have a good annual report, signed by the self-advocates and carers.



What people do in the days and evenings and at weekends

The person who leads this group is Tony Howlett 01 16 260 4660

tony.howlett@leics.gov.uk



The group had been working on 2 important things

- Making sure that there is more Person Centred Planning
- Supporting people to be more independent and to think about work

There are small working groups which are looking at these things

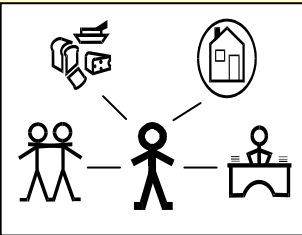


What people do in the days and evenings and at weekends

What will we do?	How will we do it?	Who will do it?	When will we do it by?	How will we know when it's done?
<p>Make sure that everyone who wants one can have a good person centred plan that helps make their life better</p> <div style="text-align: center; margin-top: 20px;"> </div>	Decide what we mean by a good person centred plan	The subgroup Valuing People team Adult Social Care	July 2009	We will all know what we will see in a good person centred plan
	Make a simple form to check how many people using Community Opportunities Services have a good person centred plan	Simon Dalby	July 2009	We will have a simple form that can be used by the Community Opportunities services to check how many people have a good person centred plan
	Use the form to check how many people have got a good person centred plan	The subgroup Community Opportunities services Adult Social Care	August 2009	We will know how many people in the Community Opportunities services have a good person centred plan

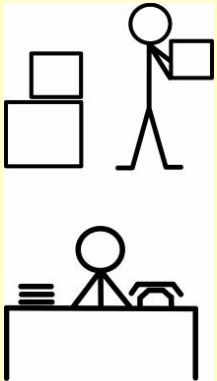


What people do in the days and evenings and at weekends

What will we do?	How will we do it?	Who will do it?	When will we do it by?	How will we know when it's done?
<p>Make sure that everyone who wants one can have a good person centred plan that helps make their life better</p> 	<p>Look at what we have learned from checking how many people have a good person centred plan. Work out what support and information staff need to help make sure everyone who wants one, can have a good person centred plan.</p>	<p>The subgroup Simon Dalby Valuing People team Community Opportunities services Adult Social Care</p>	<p>March 2010</p>	<p>We know what support and information staff need to make sure everyone can have a person centred plan. We will make sure staff have this support and information.</p>
	<p>Make sure all Adult Social Care learning disabilities staff are trained to do person centred reviews and have a resource pack</p>	<p>Person Centred Planning Team Adult Social Care</p>	<p>March 2010</p>	<p>All Adult Social care learning disabilities staff will be trained to do person centred reviews and will have a resource pack</p>

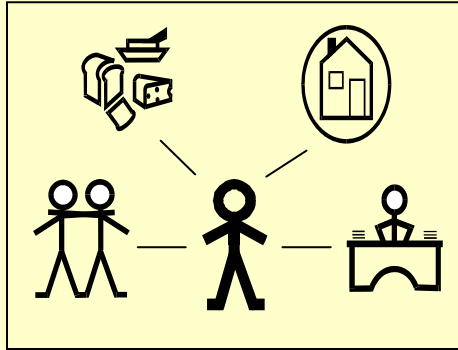


What people do in the days and evenings and at weekends

What will we do?	How will we do it?	Who will do it?	When will we do it by?	How will we know when it's done?
<p data-bbox="66 442 409 606">Helping people to be more independent and to think about work</p> 	<p data-bbox="453 442 866 656">Make a guide (a booklet) for workers to help them to look at the best way of supporting people, including</p> <ul data-bbox="453 671 866 1278" style="list-style-type: none">• Ways to help people to think about what they are good at and what they might want to do• Information about how to set up work and volunteering placements• Information about benefits and the rules around work• Travel training• Knowing how to fill in application forms	<p data-bbox="910 442 1142 606">The subgroup with people from Breaking the Barriers</p>	<p data-bbox="1209 442 1408 471">March 2010</p>	<p data-bbox="1485 442 1827 742">Staff in the Community Opportunities will have a really good guide to help people get ready to look for a real job.</p>

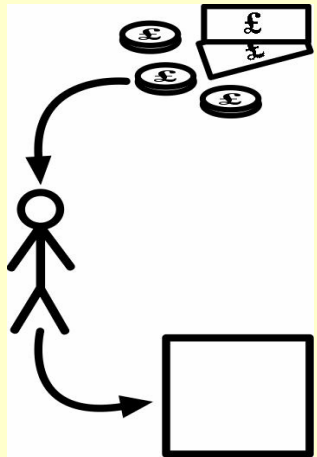


Personalisation - Choice and Control



The person who leads this group is
Richard Wilson 0116 305 8134
richard.wilson@leics.gov.uk

They have decided to make Person Centred Planning part of everything they do, not have a separate group.



They have decided to have smaller working groups to work on important things like short breaks and how people get services.

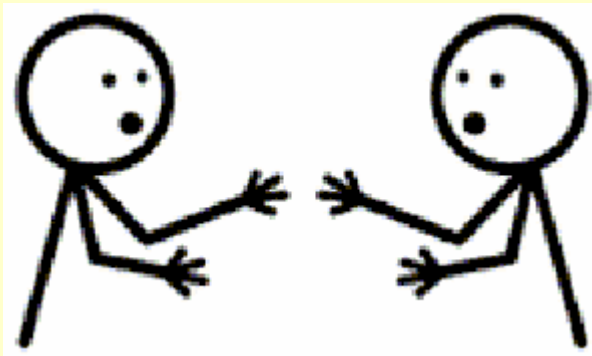
The group will agree their action plan in January 2010.



Personalisation - Choice and Control

The things the Board said the group should do in 2009 – 2010 are

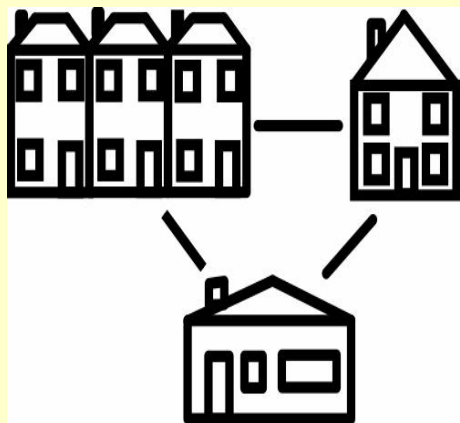
- Be clear how the group will work – 1 big group or a main group plus a person centred planning group
- Make sure the group know how services are doing and how many people have person centred plans by using the new national guide for person centred planning
- Make sure the people with learning disabilities are well informed about personalisation by making the information and communication accessible





Housing

The person who leads this group is
Dianne Esmond 0116 264 5882
dianne.esmond@leics.gov.uk


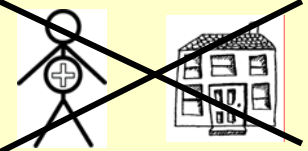


This group have got started again and have put together an action plan.

They will work with the County Council and District Councils to make sure there is a good plan to get better housing and support choices for people with learning disabilities



Housing

What will we do?	How will we do it?	Who will do it?	When will we do it by?	How will we know when it's done?
Have a lead Housing Champion from the District Councils 	Ask the people who lead the housing work in each District Council	Dianne Esmond	December 2009	We will have a good person to help us work with all the District Councils
Check to see how the work is going to get supported living for people moving from Health Homes. 	Ask for regular information about how the work is going.	The subgroup The Health Homes project manager	Every 2 months until the end of 2010	We know how the work is going to get good supported living for people living in Health Homes
	Feed back to the Partnership Board	Dianne Esmond The Health Homes project manager	Every 3 months until the end of 2010	The Partnership Board will know how the work is going. The Board will be able to make sure the work is going well



Housing

What will we do?	How will we do it?	Who will do it?	When will we do it by?	How will we know when it's done?
Support the County Council to write a good Housing Plan for people with learning disabilities.	Make sure the people writing the report have good information about what housing and support people need and want	The subgroup Valuing People team Supporting people	March 2010	The people writing the plan will have good information to help them write the plan.
	Make sure people with learning disabilities and their families are consulted and involved in developing the plan	The subgroup Valuing People team Supporting people	June 2010	People with learning disabilities and their families will have been consulted about what should be in the plan and asked what they think of the draft plan
	Take the Housing Plan to the Partnership Board to ask them to agree to make it work	The subgroup	October 2010	The Partnership Board will agree the Housing Plan and will help to make it work



Keeping safe

The person leading this group is
Chief Inspector Rich Keenan
[richard.keenan@leicestershire.pnn.
police.uk](mailto:richard.keenan@leicestershire.pnn.police.uk)


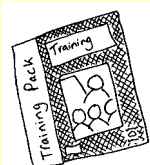
The group have had lots of different
people come to tell them about the
work they are doing to help people
keep safe.

They are supporting lots of projects
to help people keep safe.



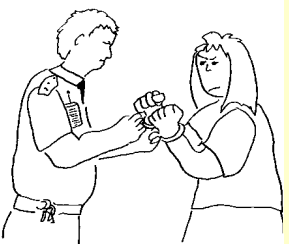
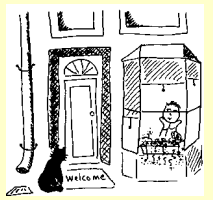


Keeping safe

What will we do?	How will we do it?	Who will do it?	When will we do it by?	How will we know when it's done?
Disability Reporting Pack 	Help the Police make sure lots of people know about the pack and know how to use it well	Rich Keenan The subgroup	November 2009	Lots of people with learning disabilities and Police will know about the pack and will be using it to report hate crimes
Learning Disability Awareness Training for Community Police Support Officers 	Find out if the training the Police get includes understanding about learning disabilities	Rich Keenan	November 2009	We will know what is included in the training for Community Support Officers.
	Help the Police to include understanding about learning disabilities in the training given to all Community Support Officers	Rich Keenan The subgroup Valuing People team	March 2010	Understanding about learning disabilities will be included in the training for Community Support Officers




Keeping safe

What will we do?	How will we do it?	Who will do it?	When will we do it by?	How will we know when it's done?
<p>Support people with learning disabilities in the criminal justice system</p> 	Find out what is happening in criminal justice in Leicestershire.	Sue Brookes	November 2009	We will know what the criminal justice system is doing to support people with learning disabilities
	Find out what work is being done in other counties.	Mary Flynn	November 2009	We will know about good work from other counties
	Find out how many people with learning disabilities in Leicestershire need support in the criminal justice system.	Mary Flynn	November 2009	We will know how many people with learning disabilities need support in the criminal justice system
<p>Safety in the home</p> 	Have 3 Keep Safe Roadshows including Keep Safe Guides and Cards, Disability Reporting Pack, and the easy words Hate Incident Monitoring Form	The subgroup Valuing People team	September 2010	Lots more people will know about the Keep Safe Guides and Cards, Disability Reporting Pack, and the easy words Hate Incident Monitoring Form



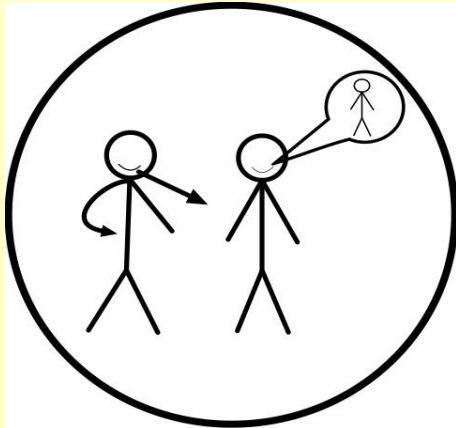
Keeping safe

What will we do?	How will we do it?	Who will do it?	When will we do it by?	How will we know when it's done?
Keep Safe Card 	Continue to tell as many people as possible about the Keep Safe Card.	The subgroup	On going	Lots more people will know about the Keep Safe Card and will know how to use it.
	Find the money to design a Keep Safe Card for children and young people and tell them all about it	The subgroup Mary Flynn	December 2009	We will have a Keep Safe Card for children and young people and they will know about the card and how to use it.
	Have Keep Safe Card launches at 3 Special Schools.	Mary Flynn	July 2010	Children and young people in 3 special schools will all have a Keep Safe Card and will know how to use it.
	Tell children and young people in ordinary schools about the Keep Safe Card.	Mary Flynn The subgroup Valuing People team	September 2010	Children and young people in ordinary schools will know about the Keep Safe Card



Advocacy

The person leading this group is
Saeed Seedat 0116 305 7449
saeed.seedat@leics.gov.uk

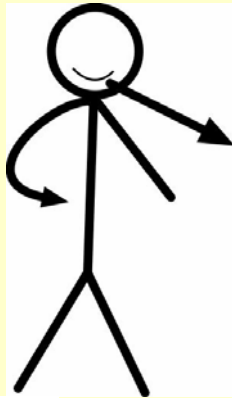


Lots of people have said they would like to be part of this group. They will have their first meeting in January 2010.

They will help to make sure there is a choice of good advocacy services and good support for people with learning disabilities to speak up and be heard



Advocacy

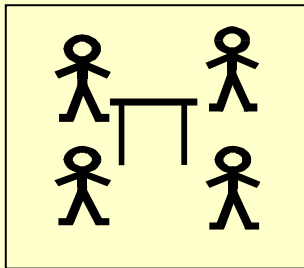
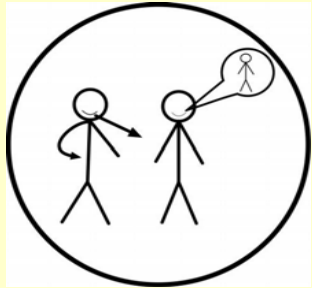


What are the main things you are going to do this year?

- Put good information about advocacy on the BetterLives website.
- Work with Thera Trust to make sure all the small advocacy groups work well and lots of people know about them.
- Share the self-advocacy group toolkit with as many groups in Leicestershire as possible.



Advocacy

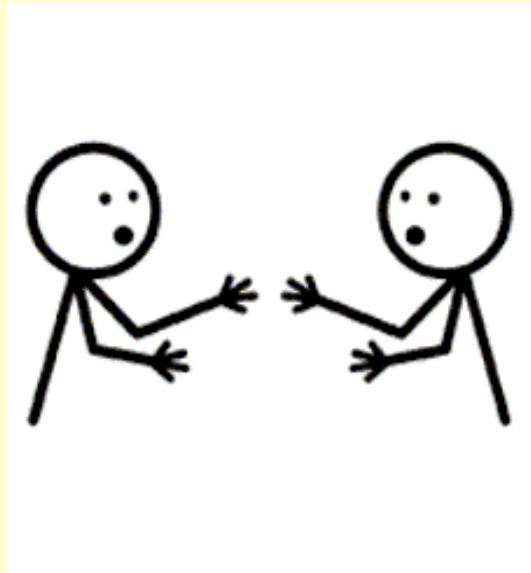


How will you be able to tell us if you have done a good job?

- There will be good advocacy information on the BetterLives website and we will know people have looked at it
- There will be a self-advocacy group in each Locality Group area with at least 8 members and an action plan
- The self-advocacy groups will be working well with the Locality Groups
- All self-advocacy groups in Leicestershire will have the Toolkit



Communication



The person who leads this group is
Jane Parr 0116 225 5205

jane.parr@leicspart.nhs.uk

The group has been working
together since March 2007.

They have a big Communication
Plan to help everyone make
communication better.




Communication

What will we do?	How will we do it?	Who will do it?	When will we do it by?	How will we know when it's done?
Introduction to Communication Make sure that the Introduction to Communication training is done. Make sure the training is good and up to date	Run 8 Communication courses	Jane Parr The subgroup	June 2010	We will know who has been trained on the 8 courses.
	Have meetings for the people who run the training	Jane Parr The subgroup	June 2010	We will have the notes from the meetings. We will know who came to the meetings.
	Have a course to train people to run training	Jane Parr The subgroup	June 2010	We will know who has been trained to run training courses.
	Check the training is good and keep it up to date	Jane Parr The subgroup	June 2010	We will know if the training is good and we will have changed the training to keep it up to date.
	Write a report on the training work	Jane Parr The subgroup	June 2010	We will have a report on the training work.



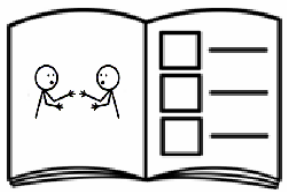


Communication

What will we do?	How will we do it?	Who will do it?	When will we do it by?	How will we know when it's done?
Easy write Help services and people to make written information easier to understand 	Run 7 "Introduction to Easy write" courses	Jane Parr Subgroup Easy write group	June 2010	We will know who has been trained on the 7 courses.
	Do training for Easy write mentors	Jane Parr Subgroup Easy write group	June 2010	We will know who has been trained to be a new Easy write mentor
	Mentors to support 20 people	Easy write mentors	June 2010	At least 20 people will have had support from a mentor
	Support mentors to do a good job	Subgroup Easy write group	June 2010	Mentors will tell us they are well supported
	Keep Easy write guidelines and easy word dictionary up to date	Subgroup Easy write group	June 2010	The guidelines and the dictionary will be up to date
	Put examples on the website	Subgroup Keeley Smith	June 2010	There will be good examples on the website
	Write a report	Jane Parr Subgroup	June 2010	We will have a report about Easy write


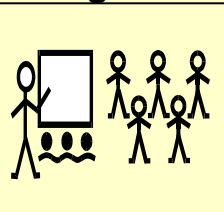


Communication

What will we do?	How will we do it?	Who will do it?	When will we do it by?	How will we know when it's done?
Communication Passports Help people to make good communication passports	Train people to make good communication passports	Jane Parr Subgroup	June 2010	We will know who has been trained to do communication passports
	Develop tools and resources that people can use to make good communication passports	Jane Parr Subgroup	June 2010	People making communication passports will have good tools and resources to help them
	Work with people when they are doing the passports	Jane Parr Speech and language therapists	June 2010	People making communication passports will tell us they have good support
	Do training as part of Person Centred Planning Training	Jane Parr Valuing People team	June 2010	Communication passports will be part of person centred planning training
	Check how good the training is	Jane Parr Valuing People team	June 2010	People who have done the training will tell us how good it is
	Write a report	Jane Parr Subgroup	June 2010	We will have a report about Communication passports
				



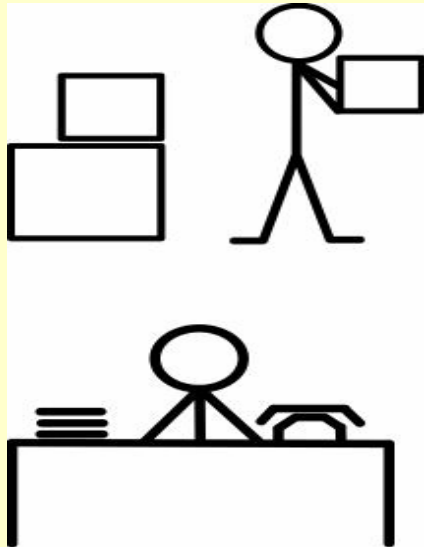
Communication

What will we do?	How will we do it?	Who will do it?	When will we do it by?	How will we know when it's done?
Telling people about the plan 	Keep the website up to date	Keeley Smith	June 2010	There will be good information on the BetterLives website
	Do presentations	Jane Parr	June 2010	We will have a list of the presentations done
	Work with other groups and people	Subgroup	June 2010	We will have a list of the groups and people we work with
Planning the training 	Decide what is the most important training	Jane Parr Subgroup	December 2009	We will know what training is most important
	Find the money and people to do the training	Jane Parr Subgroup	June 2010	We will have people who agree to run the training. We will have money to run training courses.
Communication and Complex Needs	Put together a plan to help make communication better for people with complex needs	Jane Parr All Partnership Board Subgroups	June 2010	We will have a good plan to make communication better for people with complex needs



Employment

The person who leads this group is
Martin Hall 01509 410600
martin.hall@leics.gov.uk

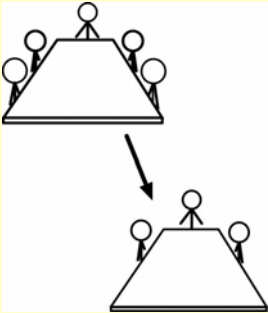



The group are looking for ways to make Valuing Employment Now happen in Leicestershire.

They are working with the County Council and the District Councils to help them employ more people with learning disabilities.


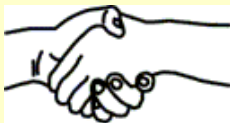


Employment

What will we do?	How will we do it?	Who will do it?	When will we do it by?	How will we know when it's done?
Make sure the group is working really well 	Get the right people to be part of the group	Martin Hall Valuing People team	November 2009	We will have all the people we need in the group to get the work done
	Write the Terms of Reference for the group – these are the important things the group will do and how they will do them.	Martin Hall Subgroup	January 2010	We will all know what things the group is going to do and how the group will do them
	Agree the action plan for 2009 - 2010	Martin Hall Subgroup	January 2010	We will have a good action plan
Finding out about what is happening around employment. 	Go to different events and conferences to find out what is happening in other areas.	Martin Hall Subgroup	March 2010	We will have collected lots of information and contacts to help with our work.
	Talk to the regional lead for employment	Martin Hall Subgroup	March 2010	We will have good support from the regional lead.
	Talk to employment groups from other Partnership Boards	Martin Hall Subgroup	March 2010	We have good links with other employment subgroups




Employment

What will we do?	How will we do it?	Who will do it?	When will we do it by?	How will we know when it's done?
Work readiness resource packs information for staff to help people with learning disabilities get ready to look for a paid job 	Work with the Community Opportunities services and Breaking the Barriers to make the packs as good as possible.	Subgroup Community Opportunities Breaking the Barriers	March 2010	The work readiness resource packs will be ready to be used in Community Opportunities
	Help make sure everyone knows about the packs and knows how to use them	Subgroup Community Opportunities Breaking the Barriers	March 2010	Staff in all Community Opportunities will know about the packs and know how to use them
Working together to make things better 	Find out how many people with learning disabilities work for the County Council and the District and Borough Councils	Martin Hall Subgroup	December 2009	We will know how many people with learning disabilities work for the County Council and the District and Borough Councils
	Help make job information and application forms easy to understand	Subgroup Easy write group	March 2010	The County Council will have easy words job information and application forms



Employment

What will we do?	How will we do it?	Who will do it?	When will we do it by?	How will we know when it's done?
Working together to make things better 	Help the County Council to make good jobs for people with learning disabilities	Subgroup Breaking the Barriers	September 2010	The County Council will have more jobs that are good for people with learning disabilities
	Work with the County Council to agree how many more people with learning disabilities they will employ	Subgroup County Council	September 2010	The County Council will have agreed how many more people with learning disabilities they will employ
	Share what we have learned with the District and Borough Councils	Subgroup	September 2010	The District and Borough Councils will know how to get better at employing people with learning disabilities
	Work with the District and Borough Councils to agree how many more people with learning disabilities they will employ	Subgroup District and Borough Councils	December 2010	The District and Borough Councils will have agreed how many more people with learning disabilities they will employ



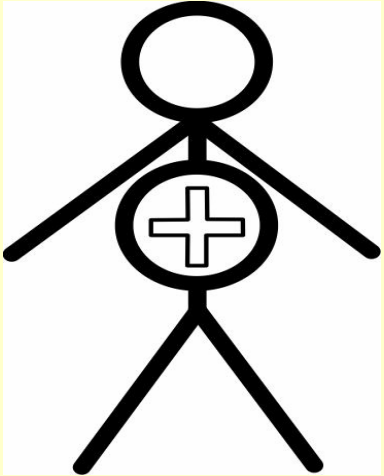
Better health

The person who leads this group is
Vanessa Griffiths 0116 295 7515

Vanessa.griffiths@lcr.nhs.uk

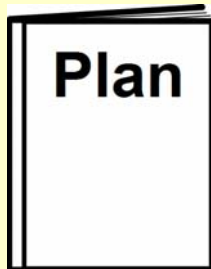
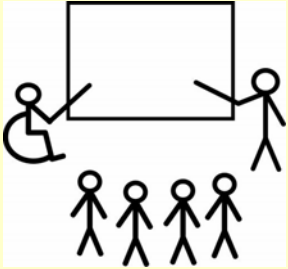
The group looked at all the things that were said at the Big Health Day. They looked at the report that was sent to the big bosses of Health in the East Midlands.

They will help to work on the action plan from this report.





Better health

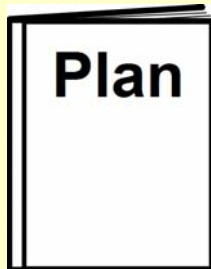


What are the main things you are going to do this year?

- Make sure staff in all local doctors surgeries understand better about learning disabilities by supporting good training
- Get special staff to support hospitals to do a good job for people with learning disabilities. These are called Acute Liaison Nurses
- Get special staff to support people to have good Health Action Plans
- Write a good plan for the people who plan and buy health services.



Better health



- How will you be able to tell us if you have done a good job?**
- There will be well trained staff in every local doctor's surgery.
 - There will be 3 special staff in the hospitals to support them to do a good job for people with learning disabilities.
 - There will be special staff working in the Primary Care Trust to help people get good Health Action Plans.
 - There will be a good plan for planning and buying health services for people with learning disabilities.