



Leicestershire and Rutland Better Health Group



Rules of the group

- what the group will do
- how they will do it
- the rules for the meetings

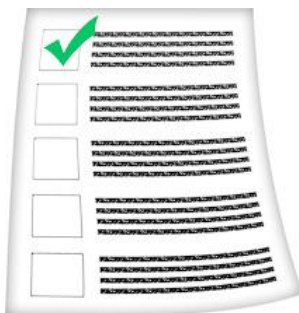


What will the group do?

The Leicestershire and Rutland 'Better Health Group' aims to make sure that local health services meet the needs of people with learning disabilities.

This will support people with a learning disability to lead healthy lives and get good health services.

How will the group do this?



- By making sure that the things that the Government and other public reports have said about the health care and services for people with a learning disability happen locally.
- By making sure that we know which things in the reports are most important to people in Leicestershire and Rutland

- The group will do this by looking at and being a consultation group for some of the big things that the Learning Disability Self Assessment Framework tells us we need to do:
 - Health Checks- helping more people to have a good health check
 - Health Action Plans- make sure that people have a good health action plan if they would like one
 - Make sure we know about the different health needs people with learning disabilities have in Leicestershire and Rutland and about their experiences of health services
- The group will invite other people to tell us what they are doing so that we can tell them what we think

Membership – The people who are part of the group

Name	Job Title	Who they work for
Femi Agunbiade	Manager of Rutwell & Brightways Day Service	Rutland County Council
Louise Hammond	Acute Liaison Nurse	The University Hospitals of Leicester
Claire Gilbert	Manager	Hunters Lodge Care Home
Frank	Self Advocate	Hunters Lodge Care Home
Phil Linggood	Parent/carer	
Sue Lyons	Speech and language Therapist	Leicestershire Partnership Trust
Jane Southwick	Self Advocate	Wigston
Cheryl Bosworth	Implementation manager for learning disability	East Leicestershire & Rutland Clinical Commissioning Group

Deb Baker	Equality Manager	University Hospitals of Leicester
Gulnaz Katchi	Engagement and Involvement officer	East Midlands Ambulance Service
Sam Screatton	Learning Disability Primary Care Liaison Nurse	Leicestershire Partnership Trust
Amelia Boulton	Learning Disability Primary Care Liaison Nurse	Leicestershire Partnership Trust
Amy Clow	Area Manager	Heathcotes Care
Jackie	Service Manager	Heathcotes Care
Jackie Darlington	Parent/Carer	
Joshua	Self Advocate	

We will invite other people to the meeting to update the group on the work that is happening.



How often we will meet

The group will meet once every 2 months for 2 ½ hours.

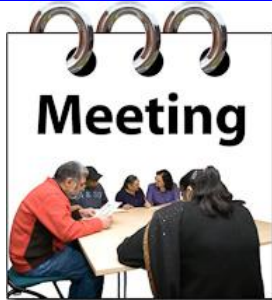


Where the meetings will be held

The meeting will be held at Unit 2 & 3 Bridge Park Plaza, 674 Melton Road, Thurmaston, LE4 8BL

Who will lead the meeting

Primary Care Liaison Nurse



How the meetings will work

Everyone who is part of the group has a role to make sure that the meetings are made easy to understand.

This means we must all

- use easy words,
- listen to everyone's ideas,
- take it in turns to speak,
- use the red and yellow cards,
- say if we do not understand or if you think a hard word has been used.

Each meeting will have a time keeper

The time keeper will help us to stick to the time and not run over.

Everyone will listen for hard words and ask the person to explain anything they think might not be understood.

We will make sure we have plenty of breaks during

the meeting.

We will make sure there are not too many items on the agenda.



Minutes

We will choose someone to write the minutes at each meeting.

We will take it in turns to write the minutes using a standard form.

The minutes from each meeting must be easy to read, following the Easy Write guidelines.

The minutes, agenda and any papers are to be sent to all group members 2 weeks before the meeting.

Where a member of the group has not got access to an email account, paper copies will be sent.



Reporting

The group will report to the Learning Disability Partnership Boards.

The group will tell the Partnership Board meetings about any important information

We will tell people what we are doing by adding information to the better lives website.

We will send minutes and papers Rutland County Council to be added to the website `Rutland for you`.

Date the Terms of Reference were agreed: September 2016

Date to review the Terms of Reference: September 2017