

## Gateshead Learning Disability Partnership Board

### Forward Plan Update September 09

Action	Rec	Tasks – what are we going to do	Who is going to do it	Date to Partnership	To be completed by	Progress
The Learning Disability Partnership Board should exercise stronger leadership and challenge of commissioning and service delivery	7	Annual review of partnership board arrangements to ensure high levels of commitment energy and focus are sustained	Partnership Board (Annual report to be signed off by Family Carers and People with a Learning Disability –March 2010)	Partnership Board Away Day planned September 2009 and will be annual	Ongoing	<b>See September briefing note to Partnership Board</b>
	7	Review membership, purpose and function of partnership in line with expected guidance	Learning Disability Partnership Board	September.	September 2009	<b>See September briefing note to Partnership Board</b>
	7	Review Gateshead Forum and how partnership board members engage with the Forum and Gateshead People	Forum/ Lyn Boyle/ Bernie Cowan/ Andi Parker/ Gateshead People/Dave Woolley	September 2009	October 2009	<b>See September briefing note to Partnership Board</b>
	7	Update the Learning Disability	Alan Cormack/ Julie Walls	September 2009	September 2009	<b>Draft Commissioning</b>

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		Partnership on progress				<b>Strategy attached</b>
The Council and Primary Care Trust should develop a shared strategy and action plan for meeting the needs of people with a learning disability and their family carers including agreement about areas for future joint investment	2	Have a robust Valuing People Now action plan with a jointly agreed resource plan	Julie Walls and Alan Cormack	September to determine priorities	October 2009	Partnership Board away day notes attached. Key priorities to be written up – still awaiting national guidance for partnership boards from Government Valuing People Now Improvement group looking at resources they have available and how we fit them around Valuing People and LAA targets
The council and Primary Care Trust should strengthen arrangements for sharing and using information to improve analysis of risk and management of outcomes	3	Identify all out of Borough placements and ensure Person Centred Plans/ Support Plans are in place and report	Clare Ault/ Julie Walls	September 2009	September 2009	<b>Initial meeting taken place Market Mapping complete information update to be given to October</b>

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		numbers to the Partnership Board				Partnership Board
The Council and Primary Care Trust should review the complaints process in conjunction with people with a learning disability and family carers to ensure increased awareness and confidence in the process	1	Guidance to be reviewed and produced in Plain English	Alison Routledge/ People with learning disabilities/ family carers	September 2009 regarding this issue so that an inclusive approach can be determined	October 2009	Draft easy read complaints leaflet attached this is currently out for consultation Liaising with other areas within the regional to ensure we have a consistent approach
The Council and Primary Care Trust should ensure all adults with learning disabilities and complex needs have timely access to person centred support plans that place them at the centre of Commissioning	1	Identify areas of good practice and visit 3 areas who do it well	Learning Disability Partnership Board	September	December 2009	See September briefing note to Partnership Board Person Centred Planning team notified – report to be available end of November Contact has been made with Regional Valuing People

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						<p>Lead to identify areas of good practice – it appears that our plans are of good quality and we need to focus on the commissioning aspect</p> <p>Commission 6 discussion sessions for people with complex needs and their family –outcomes to be feedback to partnership board</p>
<p>The council and Primary Care Trust in conjunction with provider organisations should develop shared approaches to workforce planning and development that addressed gaps in existing capacity and expertise</p>	7	<p>Review and update the Workforce Development Plan and sign off by the Partnership Board</p>	<p>Workforce Planning Sub Group – Geoff Hadaway</p>	September 2009	October 2009	<p>Regional Workforce Development Plan presented to the September Partnership Board meeting</p> <p>Team</p>

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						<b>Manager's tasked with undertaking skills/training/ knowledge audit. To be with SM by end of October 09</b>
The Council and Primary Care Trust should ensure all adults with learning disabilities and complex needs have timely access to person centred support plans that place them at the centre of Commissioning	1	Partnership Board to identify 3 different methods of communicating and engaging with people with a learning disability.  Partner Organisations, people with learning disabilities and family carers to identify and develop 10 key documents that should be in easy read format	Partnership Board  Partnership Board	September 2009 following time out with self-advocates  September 2009	September 2009  September 2009	<b>See September briefing note to Partnership Board</b>  <b>See September briefing note to Partnership Board</b>  <b>Team Manager tasked with sending what they have to Lesley Kell Shervington</b>
The council and Primary	5	Audit all case files	Clare Ault	Monitoring Report	September	<b>Work is currently</b>

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Care Trust should review the quality of provision for people placed out of area and develop alternative options for those individuals who no longer require detention under the Mental Health Act		of people detained under the mental health act and report to the Partnership Board		going to Partnership Board in September 2009	2009	ongoing – audit work not quite complete an information update with be given to the October Partnership Board There are regular reviews of people out of area
The Council and Primary Care Trust should ensure all adults with learning disabilities and complex needs have timely access to person centred support plans that place them at the centre of Commissioning	1	Engage with self-advocacy groups in Gateshead and better promote the range of advocacy options.  Monitor the capacity of advocacy services to meet demand	Your Voice Counts/ Gateshead People  Partnership Board/ Julie Walls	October 2009.  Capacity being monitored and report to Partnership Board April 2010.	Programme of events January 2010 – April 2010  April 2010	
The Council and Primary Care Trust should ensure feedback from individual	1	Look at the findings and identify the gaps	Alan Cormack/ Julie Walls/Clare Ault/Fulfilling lives	October 2009	April 2010 Quarterly Updates	

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assessments of need, support plans and reviews actively informs commissioning priorities		<p>from this work and have comprehensive data to inform commissioning</p> <p>Develop more effective means of gathering information from assessments to influence future commissioning of services</p>	<p>and Employment sub group</p> <p>Partnership Board/ Claire Ault</p>			<p>Meeting scheduled with Commissioning to plan future work</p> <p>Review Team Manager undertaking Project re reviewing Review processes including commissioning links. Options appraisals to be completed December 09</p>
The Council and Primary Care Trust should ensure greater awareness of individual and organisational roles and responsibilities in	4	Partnership Board to receive quarterly reports from the Safeguarding	Steve Down	October 2009	4 times a year	See September briefing note to Partnership Board Safeguarding is

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managing adult safeguarding activity		Partnership highlighting safeguarding issues relating to people with learning disabilities				incorporated into the wider safeguarding activity within the Council Presentation on DOL's and Mental Capacity Act has been to the Partnership Board Expansion of the safeguarding team will ensure nominated safeguarding lead is a member of the partnership board
The Council and Primary Care Trust should ensure tighter management oversight of case recording practices to deliver improved standards and support for people using services	3	Audit all electronic and paper based care records and ensure that the Partnership Board understands where all records are held of people with learning disabilities	Christine Mantle/ Clare Ault	November 2009 Partnership Board. Review of 300 case files now in place		Meeting scheduled with Christine Mantel October 09 Reviewed case recording procedures to ensure information is safely held

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						Work ongoing on all files to ensure quality and access
The Council and Primary Care Trust should strengthen its arrangements for developing service specifications and contract monitoring and review across the sector	4	Identify people detained under the Mental Act and review future provision and report numbers to Partnership Board	Stephen Jefferies	November 2009	November 2010	Self assessment and treatment unit open Mental Health Act training program is being developed and will be reported to the November Partnership Board An audit of staffing has been done to ensure appropriate people have been trained in Mental Health Act and DOL's
The Council in partnership with others should expand the range of social and leisure opportunities for people with learning disabilities and complex	5	Provide information to people with a learning disability and carers about all leisure and	Fulfilling Lives/Employment Sub group	November 2009 Partnership Board	December 2009	Reviewing charging strategy for people opting to take up employment

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needs		social activities locally and regionally  Set targets for all statutory organisations to create employment opportunities for people with a learning disability	Partnership Board	December 2009 Partnership Board	December 2009	opportunities in their care package 3 Additional post in the PCT have been filled – people with a learning disability are employed and will work in Primary and Secondary care An agreement for 5 additional jobs within the council has been approved Funding has been secured to train people with a learning disability and family carers to become “quality Checkers”
The council and Primary Care Trust should develop their arrangements for involving	6	Commissioners to work with Carers groups to improve involvement in	Julie Walls/ Alan Cormack	November Board to gain views and options	Ongoing	

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family carers in securing new providers and making changes to existing service provision		tendering and developing of the market				
The council and Primary Care Trust should improve the identification of the health needs and address the health inequalities experienced by people with learning disabilities and their carers	2	To ensure all GP practices take up Direct Enhanced Services and people and families take up the offer of annual health checks. Good Health Sub Group to report progress on a quarterly basis to the Partnership Board	Alan Cormack/ GP's/ Carers Partnership/ Good Health Sub Group	October 2009  January 2010  April 2010  July 2010  October 2010	April 2010	Currently completing 2 <sup>nd</sup> self assessment framework for reporting to the SHA – this will be reported to the October Partnership Board 1 <sup>ST</sup> Regional report attached Information has been shared with GP's to ensure their registers correspond to the LA register – GP's are starting to offer annual health checks
The council and Primary Care Trust should address gaps in understanding of the diverse needs of people from	2	Identify gaps and develop a consultation and engagement	SADA Group – Malik Chaudhry Lead/ BME Development	January 2010	December 2009	Equality mapping exercise undertaken by

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Black Minority and faith communities living in the area		process with the Black Minority Ethnic Faith Communities	worker - GVOC/ Nitin Shuckla			<p>the Council to inform work on the Equality Framework - this will enable the Partnership to better meet the needs of BME and faith communities</p> <p>GVOC have secured 3 years funding via Northern Rock to employ a BME Development Worker for Learning Disabilities. SADA group to submit a bid to make up the shortfall</p>
The Council and Primary Care Trust should ensure greater awareness of individual and organisational roles and responsibilities in	5	Health group to review and evaluation the impact of the disability	Health Group/ Good Health Sub Group/Debra O'Keeffe	January 2010 Partnership Board	January 2010	

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managing adult safeguarding activity		awareness training				
The Council and Primary Care Trust should ensure family carers receive the information and support they require in a timely manner	5	Formally agree a common carers assessment across all agencies and a carers support planning framework	Carers Partnership/ Janet Holliday/ Margaret Barrett	January Partnership Board	January 2010	
The council and Primary Care Trust should strengthen arrangements for sharing and using information to improve analysis of risk and management of outcomes	3	Audit the implementation of positive risk taking policy  Review, recording and monitoring of risk outcomes	Tim Grew/ Gaynor Zamba/ Stuart Bracking/Cath Henderson  Clare Ault/ Tracey Peters	Result of audit to be discussed at February 2010 Partnership Board	March 2010	Team Managers reminded of task September 09  Meeting to be arranged
The Council and Primary Care Trust should ensure all adults with learning disabilities and complex needs have timely access to person centred support plans that place them at the centre of Commissioning	1	Clarify the distinct role of independent advocacy within support planning	Julie Walls Partnership Board	Recommendations April 2010	April 2010	
The council should strengthen the range of	6	Agree the flexible model of	Penny Gray/ Personalisation	April 2010 regarding	May 2011	

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brokerage and support services available to people using individual budgets and Direct Payments to ensure wider access and confidence in their use		Brokerage and Support Planning for Gateshead to ensure that a range of options are on offer	Partnership Board/ Learning Disability Partnership Board	progress.		