

**NOTE OF THE SECOND MEETING OF THE LEARNING DISABILITY
IMPLEMENTATION ADVISORY GROUP HELD ON 5th JUNE 2003 AT THE
METROPOLE HOTEL, LLANDRINDOD WELLS**

PRESENT:

David Felce – Co- Chair

Members

John Ashton
Roger Banks
Jim Crowe
Evan Davies
Chris Evans (temporary member)
Ian Ferris
Paul Lawrence
Chris Maggs
Chris Major
Louise Price (temporary member)
Brickchand Ramruttun
Stephen Wade
Peter Watkins
J P Williams

Assembly Officials

John Carter
Jean Christensen
Alyson Collins
Peter Lawler
Peter Meredith Smith
Pat Vogt
Mair Watkins

1. Apologies

1.1 Apologies were received from Liz Neal, Sean O'Reilly and Julie Thomas (members) and Sarah Watkins (Assembly official).

2. Matters arising from the minutes of the first meeting (2nd April)

2.1 Members considered that the minutes were not comprehensive and that amongst the items not covered were:

- a query on why the Group's name had been changed from 'Implementation Group' to 'Implementation Advisory Group'.

- The need for cross membership of the Group and in particular how to work with the National Children's Framework
- Comments on the negotiations between the Trust and the Welsh Assembly Government over the closure of Bryn y Neuadd Hospital
- The equalisation issue
- Chris Maggs' offer to secure a representative from the ADSS with a specific interest in child disability

2.2 Members were advised that the cabinet style had been adopted for the LDIAG minutes – whereby decisions are recorded and not the details of the discussions leading up to the decisions. Members agreed that they would raise with the Secretariat particular issues about the draft minutes of their meeting prior to the meeting where they were to be agreed as a true record.

Otherwise the minutes were accepted as a true record of the meeting.

3. Matters arising

3.1 Composition of the Group – members were advised that the Secretariat had written out seeking representatives to fill the membership gaps identified by the Group at their first meeting. The new members were Chris Major, Wahida Shah and Sean O'Reilly. A response was awaited from the Association of Directors of Education.

3.2 Terms of Reference – these had been amended as agreed at the first meeting and the final version circulated to members.

3.3 Work Programme – to be discussed later in the meeting

3.4 Support arrangements for members – the Group was advised that discussions had been held with the Consortium about this and that further work by the Consortium was in hand.

3.5 Group Papers – Members were reminded that all papers provided to the Group were in the public domain unless it was agreed otherwise. It was suggested that a system should be devised to identify the status of papers i.e for consideration, a draft Group paper, a final Group paper [**Action:** Secretariat in consultation with the co-chair to consider whether a system could be adopted by the Group].

4. Presentation on Special Educational Needs - Mair Watkins, Welsh Assembly Government

4.1 The co-chair drew members attention to the Group's role in relation to Education – to receive reports and provide advice on comments on the work of the All Wales Steering Group on planning effective provision for children and young people with low-incidence SEN; and the work of WAGSEN.

Mair Watkins, Development Officer, Special Educational Needs (SEN) gave a presentation on the current position on SEN, the Welsh Advisory Group for SEN (WAGSEN); the National Steering Group for SEN; ongoing issues and future plans. The Group was given the opportunity to raise queries and a wide ranging discussion followed. In answer to points raised, Mair acknowledged that there was not equal access at pre-school playgroup level at present although there were issues surrounding this and she agreed to take this comment back to those responsible so that they could take it into account. Mair also agreed that advice should be made available on the administration of medication and she agreed to take this point back to the next WAGSEN meeting. [**Action for Secretariat:** It was agreed that:

- the future work programme for SEN should be requested so that the Group could take a view on what part it should play in the work;
- the SEN Code of Practice should be distributed to all members;
- members should be provided with the consultation papers on Speech and Language Services for Children for discussion at the next meeting of the Group;
- members should be provided with the remit for the research project looking into placements;
- that the Report on the Policy and Practises of Resuscitation should be provided to Roger Banks; and
- that Social Services Inspectorate Wales (SSIW) should be advised that the Group would wish to see and comment on the draft papers on transition when they were available.

5. Presentation on The National Service Framework for Children in Wales – Jean Christensen, Welsh Assembly Government

5.1 The co-chair drew members attention to the Group's role in relation to the Children's National Service Framework (NSF) – to provide advice and comments on the Framework and receive progress reports on its implementation. Jean Christensen, Project Manager, Children's NSF gave a presentation on the background to the Children's NSF; its overarching aim and scope; the method of approach adopted; and the process for its development. The Group was given the opportunity to raise queries and a wide ranging discussion followed. Jean confirmed that children with a learning disability were being specifically addressed in the disabled child module and that they would also be considered in each of the other modules. She advised that the members could feed in to the work of the NSF either on an individual or a Group basis. She added that she would be interested to learn about service models of good practice. The Group was advised that one of its members, Ian Ferris, was also a member of the Disabled Child module of the NSF and that a further nomination from Mencap was being sought. [**Action for Secretariat:** It was agreed that:

- the draft disabled child standards should be circulated to members when available;

- parent/carer members of the Group should be provided with a list of the parent/carer members on each of the 6 modules; and that
- further details on the Conference to be arranged for the Autumn should be provided to the Group when available.

6. Communications Strategy

6.1 Paul Lawrence read out a statement on communication within the Group. Amongst the points made were that :

- It was not possible for the three representatives on the Group with learning disabilities to comment on all the issues raised. It was therefore necessary to know what was to be discussed in good time so that papers could be sent out to others, the matters aired and information collected to feed back to the Group.
- Some of the papers provided were too long and difficult to understand

He added that no advance papers had been provided for the two presentations made which meant that they were difficult for him to follow.

6.2 It was agreed that these issues should be considered by the sub group to be established to develop a draft Communications Strategy for the Group. Jim Crowe, Paul Lawrence, Brickchand Ramruttun and John Carter agreed to form a sub group to take this work forward - with others being co-opted if required. The sub group's attention was also drawn to the comments on badging provided by Evan Davies and Julie Thomas and circulated to members.

7. Advocacy guidance

7.1 Advocacy paper - Roger Banks, Evan Davies, Paul Lawrence and Peter Watkins agreed to form a sub group to draw up this paper - with others being co-opted if required. [**Action for Secretariat** - It was agreed that the Standards for Children's Advocacy in Wales, recent leaflets produced by the Lord Chancellors Department on 'Making Decisions' and an extract from The Review of the National Occupational Standards in Health and Social Care (March 2003 update) would be sent to the sub group members for information.

7.2 Advocacy grant scheme for adults with learning disabilities – John Carter advised that 10 organisations had been approached to tender for the running of the grant scheme, including those suggested by the Group at its first meeting. Two tenders had been received. The Tender Evaluation Board (which included Roger Banks) had recommended which tender should be accepted. As there were less than three tenders, Departure Approval had to be sought for the award of the contract. It was proposed that the successful contractor should be invited to make a presentation at the Group's next meeting on 10th July and this was agreed. [**Action: Secretariat**]

7.3 The Group was reminded that if the contract was awarded an approximate timescale would be for the grant application round to open in August and close in October with the grant applications being determined in November. Members were asked to consider whether funding should initially be for one year followed by a two year bidding round or a three year bidding round at the outset. Following a discussion it was agreed that the former proposal should be adopted and that in the first year (03-04) funding should be split between 1-off expenditure and revenue.

7.4 It was agreed that it would be helpful if the Advocacy sub group's paper could be completed in time to inform the decision making process.

8. Forward Work Programme

8.1 Members agreed that a sub group should be established to draw up a draft forward work plan for the Group. This could pick up on the concerns raised earlier in the meeting about ensuring learning disability issues are considered in all Assembly Strategies. Roger Banks, Jim Crowe and David Felce agreed to form this sub group.

9. Any Other Business

9.1 The Group's attention was drawn to the letter from Mick Fisher, Professional Adviser, Health Professions Wales seeking representation on the Group. Members agreed that there was already a good balance of members from the health field and there was concern that if the Group expanded further it would be unmanageable. For this reason the Group considered the offer should be declined. There was always the option of co-opting people onto sub groups to address any gaps in expertise.

9.2 The Group was advised that John Shirreffs, Health Commission Wales had offered to make a presentation to the Group. Members agreed that this would be helpful and that it should take place later on in the year possibly linking in to a discussion on health commissioning. **[Action: Secretariat]**

9.3 It was agreed that a schedule of monthly meetings for 2004 should be drawn up. **[Action: Secretariat]**

10. Date of Next Meeting

10.1 It was agreed that the third meeting of the Implementation Advisory Group would take place on Thursday, 10th July at a venue to be agreed in mid Wales (subsequently confirmed for the Commodore Hotel, Llandrindod Wells). And that the fourth meeting would take place on 25th September again at a venue to be agreed in mid Wales.

Alyson Collins
Secretariat to the
Learning Disability Advisory Group.