

**NOTE OF THE FOURTH MEETING OF THE LEARNING DISABILITY
IMPLEMENTATION ADVISORY GROUP HELD ON 25th SEPTEMBER 2003
AT THE PENCERRIG HOTEL, BUILTH WELLS**

PRESENT:

David Felce – Co- Chair

Members

Roger Banks
Jim Crowe
Evan Davies
David Edwards
Ian Ferris
Paul Lawrence
Chris Maggs
Chris Major
Liz Neal
Ann Thomas
Julie Thomas (for part of the meeting)
Glayne Walker
Peter Watkins
Bryan Williams

Assembly Officials

John Carter
Alyson Collins
Pat Vogt (for part of the meeting)
Sarah Watkins

Sarah Hoskin (Management trainee shadowing Julie Thomas) was also present for part of the meeting.

1. Welcome

1.1 The Co-chair welcomed David Edwards and Glayne Walker, Service Users; Ann Thomas, representative of the Association of Directors of Education in Wales; and Bryan Williams the new representative of the All Wales Forum of Parents and Carers to their first meeting of the Group. He explained that Glayne Walker and Paul Leathwood were the new Service User representatives for the Group and that David Edwards would cover as their deputy for any absences.

2. Apologies

2.1 Apologies were received from Paul Leathwood, Brickchand Ramruttun, Sean O'Reilly and Stephen Wade (members) and Peter Lawler and Peter Meredith-Smith (Assembly officials).

2.2 The co-chair advised that Julia Williams, one of the NHS Confederation representatives had 'phoned the Secretariat to inform them that she was resigning from the Group but that formal written notification of this had not yet been received.

3. Minutes of the third meeting (10th July)

3.1 The minutes were agreed as a true record of the meeting.

4. Matters arising

4.1 Specification for a Research Project into Placements - The Group was advised that work on this was delayed and that it would be finalised later in the autumn. Members requested a further progress report in due course. [Action: Secretariat]

4.2 Professor Emerson's work in England – the co-chair advised that the Department of Health had asked Professor Emerson to explore what could be collated on the present situation and the services available in England - from existing data set. The co-chair will keep members informed. [Action : co chair]

4.3 Research Proposal prepared by the Advisory Group - the Group was advised that a Research proposal was not included as part of the final Report submitted to Jane Hutt by the Advisory Group. Members asked if they could see a copy of the latest version of the draft proposal that had been considered by the Advisory Group. [Action: Secretariat/ Chris Maggs offered to provide the Secretariat with a copy of the latest draft in his records].

4.4 Advocacy sub group – the suggestion of having a paid/citizen advocate on the Advocacy sub group had not been resolved due to a possible conflict of interest. [Action: BILD to consider further].

4.5 Advocacy Grant Scheme – Concern was expressed that BILD did not fulfil the commitment given at the previous meeting to circulate the draft Advocacy Grant Scheme forms to all members before they were finalised. It was established that the draft papers were e.mailed by BILD to all members but that for some reason not every member appeared to have received them [Action: Secretariat to check with BILD that they have the correct e mail addresses for members].

4.6 Draft Guidance on Person Centred Planning – Now for discussion at the October meeting [Action: Secretariat]

4.7 Draft Standards – Disabled Children NSF Wales – The draft disabled children standards were circulated to members on 21st August and will be discussed at the October meeting [Action: Secretariat]. The Advance Notice Flyer for the Conference taking place on 20th November was circulated to members on 29th August.

5. LDIAG Work Programme

5.1 The co chair advised that since the last meeting he had not received any comments from Members on the Work programme. Members confirmed that they were generally content with the proposals. Members then discussed each proposed policy activity:

Policy Activity 1: Guidance on Service Principles and Responses – considered under Agenda item 6

Policy Activity 2: LA audits, action plans and priorities – Concern was expressed about how the local authority action plans would fit in with the development of the Health and Social Care Wellbeing Strategy, given the differing timescales. Members were advised that this difficulty would be acknowledged in the covering letter accompanying the request for an Action Plan and that it would be stressed that the plan should be seen as an evolving document. It was agreed that the deadline for Point (i) should be amended to June 2004. **[Action: Co chair]**

Policy Activity 3: Further development of Advocacy Services – It was agreed that the deadline for point (i) should be amended to read July 2004. **[Action: Co chair]**. Advocacy Standards were considered under any other business Agenda item.

Policy Activity 4: SSIW Guidance on Person Centred Planning – It was agreed that Points (i) and (ii) should be amalgamated with the emphasis on best practice and that a deadline of June 2004 should be inserted for point (iii). It was agreed that a pre-consultation draft of the guidance would be distributed to members for discussion in the October meeting. **[Action: Co chair/secretariat]**

Policy Activity 5/6 & 8: SSIW Guidance on Transition Planning/NSF for Children/Education – it was confirmed that the transition in Policy Activity 5 was from childhood to adulthood. This being the case it was agreed that this Policy Activity could be integrated into Policy Activity 6. The Groups remit on the Development of the National Service Framework for Children was clarified as advising and commenting on the Report. Members agreed that a sub group should be established to take this work forward comprising Evan Davies, Ian Ferris and Chris Major. Members also agreed that a separate Education Sub Group should be established comprising Jim Crowe, Ann Thomas and Peter Watkins. **[Action: Sub Groups to arrange meetings to take forward their work]**.

Policy Activity 7: Resettlement – It was agreed that the Group should have sight of the draft proposals for Continuing Care Criteria being taken forward under the auspices of the Assembly. **[Action: Secretariat]**

Policy Activity 9: Study into Present and Future Housing Needs – It was agreed that this area should be looked at a later time following the initial LA audit and agreement of action plans when it should be clearer what the supply

and demand is. The Group noted that a Needs Mapping Exercise was being undertaken by local authorities as part of the Supporting People arrangements. It was agreed that this could prove useful to inform the Groups discussions. [**Action:** Secretariat to seek information from Housing colleagues in the Assembly and circulate to members].

Other activity

Statement of Policy – The co-chair confirmed that he had written to the Minister on this issue. A copy of his letter and the reply were circulated to members at the meeting. In the light of the Minister's response members agreed that a sub group should be set up to develop a draft policy statement on learning disability for the Minister's consideration. Roger Banks, David Felce, Chris Maggs, Liz Neal and Julie Thomas volunteered to form this sub group. It was agreed that this activity should be added to the work programme. [**Action:** sub group/ co chair/Secretariat].

The co chairs letter to the Minister also included a suggestion that the Group's Terms of Reference needed to be expanded to include three other key areas: further development and implementation of the Carers Strategy as it affects people with learning disabilities; modernising day services; and responding to the health and other challenging needs of people with learning disabilities. It was agreed that these other areas would be considered further by the Group at a later date. [**Action:** Secretariat/Members].

5.2 Members discussed the empowerment of the Group's Sub Groups. Members agreed that it was critical for the confidence of the main Group and to properly enable the Sub Groups to undertake their work, for the remit and delegated authority for each Sub Group to be agreed by the main Group when each Sub group was formed. [**Action :** members]

6. **LDIAG Paper on a Communication Strategy**– report back from sub group

6.1 Jim Crowe introduced the Paper. Paul Lawrence read out a statement about the support needed by those with a learning disability on the Group and the importance of meeting the costs of Support Workers. Members were reminded that the Minister had made it clear that she accepted the need for people with a learning disability to be supported to take part in the work of the Group. The Group supported this principle. [**Action:** All Wales People First to discuss and agree with Assembly officials the level of resourcing for the support workers]. Members noted that the Minister had also agreed the principle of supporting voluntary sector organisations to play their part in the work of the Group. Members concluded that they needed to decide what the Group wanted to tell people about, how it could best do this, and how it could get feedback on its work. [**Action:** the Communication sub group to develop a communication action plan and costings for the Group to consider at the October meeting].

7. Draft Guidance on Service Principles and Service Responses

7.1 John Carter introduced the Paper. The paper was the latest working draft and the Group was being given the opportunity to raise queries and suggest amendments to the document prior to it being finalised for consultation. The outline timescale for the Guidance was to be issued for consultation around the end of October for a period of 12 weeks with final Guidance issued by April 2004. Members considered the document seemed comprehensive, pertinent and conveyed appropriate proper messages. Members suggested some changes and agreed that any further detailed comments on the draft guidance should be sent to the Secretariat by 3 October [**Action** : Members]

8. Draft response to the consultation document on Speech and Language Services for Children and Young People

8.1 A draft response drawn up by Jim Crowe was circulated at the meeting. It was agreed that members should send any detailed comments on the draft response to Jim Crowe by 3 October. Following that, Jim Crowe could send in to the Assembly the formal consultation response from the LDIAG. [**Action**: Members/Jim Crowe].

9. Any Other Business

9.1 Advocacy Sub Group Report – Roger Banks explained how the draft Standards had been drawn up using the Children's Advocacy standards as a template. The Group endorsed in principle the 10 draft Standards drawn up by the sub group and members were invited to send any detailed suggested amendments to Roger Banks by 3 October. Following that Roger Banks would submit the standards to BILD to be taken into account as part of the grant assessment process. [**Action**: Members to submit any detailed comments to Roger Banks by 3 October. Roger Banks then to forward the Standards to BILD to use as part of the grant assessment process]. Members also agreed to consider at their October meeting the more detailed description and guidance part of the Sub group report [**Action** : Secretariat to include on the October meeting Agenda]

9.2 Resettlement from Llanfrechfa Grange – the Group was advised that two people remained in Llanfrechfa Grange who had been assessed as in need of social care. They are due to move to new accommodation in Blaenau Gwent in the final quarter of 2003-04. On the outline business case (OBC) colleagues in the Assembly's Health Department had advised that progress was being made but that there were some critical issues that needed to be resolved before OBC approval could be given. Members asked for further clarification about what the OBC outstanding issues were. [**Action**: Secretariat].

9.3 BILD Conference - Members were advised that BILD was holding a UK Conference on Learning Disabilities on 2/3 December in Solihull to which the Assembly was making a contribution to the cost. There were 10 places for Welsh representatives on the seminar including 2 places for services users

(plus 2 supporters); 2 carers and 2 from provider organisations. John Carter explained that it was suggested that members should be invited to fill many of these places and the Group endorsed this approach. All Wales People First offered to co-ordinate action on service users and their supporters; Fair Choice and AWFPC agreed to identify who the two carers representatives should be; Mencap agreed to take up one of the service provider places with the Secretariat identifying a second. Members agreed to let the Secretariat have the names and contact addresses of relevant people to attend the Conference by 3 October. [**Action:** members to consider and inform the Secretariat of nominations]

9.4 Request for representation on the Group - John Carter advised that Emma Bevan, a Regional Executive Officer for Wales Pre-school Playgroups Association had e.mailed the Secretariat asking if she could become a member of the Group/give a presentation to the Group/ become a member of a sub-committee. The Group considered that it had sufficient expertise to fulfil its remit but members agreed that the Education Sub Group should consider whether it would benefit from having Ms Bevan as a member. [**Action:** Education sub-group].

9.5 Members agreed that the Employment Service and the Benefits Agency should be invited to give presentations at future meetings. [**Action :** secretariat]

10. Date of Next Meeting

10.1 It was agreed that the fifth meeting of the Implementation Advisory Group would take place on Thursday, 30th October 2003 at a venue to be agreed in mid Wales (subsequently confirmed as the Media Resource Centre, Oxford Road, Llandrindod Wells). Members noted that the agenda for the 5th meeting would be to discuss the draft Person Centred Planning Guidance; the remaining part of the Advocacy Sub Group's Report; a report from BILD on the Advocacy Grant Scheme; the Children's NSF and the Communication Action Plan.

Alyson Collins
Secretariat to the
Learning Disability Implementation Advisory Group.