

## **Learning Disability Provider Forum**

### **Terms of reference**

(last update 25/09/2018)

#### **1. Purpose**

The Learning Disability Interest Group is created to:

- 1.1. Act as a way for Learning Disability providers to access the policy and public affairs advice and expertise of Cymorth Cymru, and to raise key issues they are facing in housing, support and care;
- 1.2. Act as a forum for exchanging information and experience between provider organisations across Wales, who deliver learning disability services alongside or with support from housing organisations;
- 1.3. Act as a way to link key national bodies with providers, such as Learning Disability Wales, All Wales Forum for Parents and Carers, and others as may be added;
- 1.4. Act as a forum to share concerns and challenges and seek common sector-wide solutions, or lobbying positions;
- 1.5. Act as a forum to share best practice;
- 1.6. Act as a forum to maintain and build on the progress made within the learning disability field in Wales and the UK, and ensure that threats to this progress are assessed and action is taken to address.

#### **2. General principles of operation**

- 2.1. The membership and conduct of the Group should reflect and respect the learning disability providers and their values;
- 2.2. The membership is not limited to third sector providers, but it does focus on the benefits to people using services and people with learning disabilities, rather than any focus on profit;
- 2.3. The group is aspirational and positive, and looks to take practical steps to deliver powerful, life-changing services for people with learning disabilities;
- 2.4. The group is a place for debate, discussion and respectful challenge, and is committed to constantly improving services.

#### **3. Membership**

- 3.1. Membership of the Group is open to organisations who are members of Cymorth Cymru, and either:
  - a) Delivering learning disability services, and / or;
  - b) Providing housing / accommodation for people with learning disabilities alongside support providers.

- 3.2. Membership of the Group can be extended by agreement by the Group and Cymorth Cymru, to other organisations that have a key role in the sector. Currently these additional members are:
- Learning Disability Wales, and;
  - All Wales Forum for Parents and Carers

## **4. Meetings**

- 4.1. The Group meets every two months.

## **5. Representation**

- 5.1. Requests for representation on working groups, committees etc. will be offered to all Group members.
- 5.2. Representatives fulfilling these roles will seek to gather the views of Group members before attending meetings etc, and reflect the views of diversity of views expressed as well as a common Group stance where this exists. Views will be gathered through a variety of means including meetings, e-mails and other manageable means. Feedback to Group members via meetings and /or e-mail would also be expected.
- 5.3. It may be appropriate for Group members to attend an initial meeting on a one-off basis to establish whether future representation is appropriate, or to gather information to feedback to Group members.

## **6. Decisions**

- 6.1. Decisions will be made at group meetings through discussion and consensus. It is expected that all members will work towards this. Members reserve the right to record disagreement with any views expressed or majority decisions reached in the minutes. Decisions will be reached by those who attend the meeting, but with an expectation that controversial positions will be widely communicated across the group.
- 6.2. Where requested, Cymorth Cymru will endeavour not to take positions that have not achieved full consensus, although there may be times when this is judged necessary by a majority vote.

## **7. Administration**

- 7.1. In order to facilitate arrangements for meetings, members should confirm their attendance, giving as much notice as possible. The secretariat for the group is provided by Cymorth Cymru, who will also Chair the Group.
- 7.2. The Chair will act on behalf of the Group and will act as its representative at related groups, speaking on behalf of the network on agreed lines, as well as building on those lines when needed.