

Learning Disability Development Fund (LDDF) policy

1. What is our aim?

For several years now the government has given us money to develop opportunities for people with learning disabilities in line with the principles of Valuing People and Valuing People Now.

This policy tells how we decide what to spend the money on.

We want the decisions to be:

- Transparent = no secrets; decisions clear and firm right at the start
- Timely = decisions by November at the latest
- Fair = everyone has the same chance of getting money
- Agreeable = friendly and cooperative
- Speedy = no extra meetings; quick decisions
- Understandable = bids easy to understand, short enough to read quickly, and accessibly presented

We get money from the government



Valuing People **Now**

2. What do we need to do?

There is never enough LDDF money to do all the work we would like to do.

The Partnership Board must say what the areas of priority work are; decide how much to spend on each area; and decide what projects are the best ways to get that work done.

We have to choose how to spend it



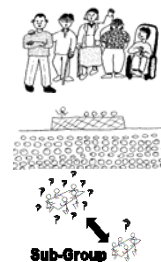
3. What are the priorities?

The priority areas of work will be:

- areas of work covered by existing sub groups and forums
- and areas of work monitored by the Chairs Planning group, which includes the work done by the Partnership Board Link Groups.

If people want another area of work to be a priority they can ask the Partnership Board to let them form a sub group or forum about that area of work

Our groups are our priorities



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4. How much money will go to each area of work?

The Partnership Board will allocate amounts of money to the priority areas of work

- At a Partnership Board meeting (hopefully in July) there will be a vote to decide how much of the money will be spent on each area of work.
- The sub groups, link groups, forums and previous projects can come to that meeting to briefly tell the Partnership Board about their work and why it should be a priority next year. They can also send easy to understand information before the meeting.
- Some of the areas might not get any money at all. This does not mean the work is a bad idea, it only means we ran out of money.



We decide how much to spend on each priority



5. How are the projects set up?

The sub groups and Chairs Planning group will look at their areas and the money they have been allocated

- The groups decide how to best do their work with that amount of money
- The groups tell everyone what sort of projects they decide the money should be spent on.
- This information is sent out by email and also put on the brightpart website for at least four weeks.

The groups ask projects to bid for the work



6. How are the projects chosen?

Everyone has the opportunity to “bid” to do the work the groups have decided needs doing.

- The bids must be easy to understand and not too long.
- There is a form that all bids must use.
- The groups look at all their bids and choose the ones they think are best.

The bids are easy to understand



7. How are the final decisions made?

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At the Partnership Board meeting in November the groups tell the Partnership Board what projects they want to give the money to.

- This information is easy to understand, is sent out in advance and is also put on the brightpart website at least two weeks before the meeting.
- The Partnership Board votes on each group's suggestions.
- If the Partnership Board does not like a group's suggestions that group can bring a different set of suggestions to the next Partnership Board meeting.

The groups tell us what bids they like best



We vote on the suggestions



8. What happens next?

The assistant to the co-chairs lets everyone know what projects have been successful and makes arrangements to give the projects their money.

- Because the LDDF is public money handled by the council we follow the council's policy for contracts, agreements and standing orders
- That means projects will probably have to sign written contracts for the work they are doing.

We arrange to pay the successful projects



9. How do we check the work?

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Projects that get LDDF money do reports to tell if targets are being met and how the money is spent.

- There is a report form that all projects must use. The reports are short and easy to understand. The reports are put on the brightpart website
- Projects will report three times a year
 - April to July – send report in August
 - August to November – send report in December
 - December to March – send report in April
- The LDPB development worker does a summary of project reports in September, January and May.
- Projects get part of their money at the beginning of the year and get the other parts after they send in reports.

We check to make sure the work is being done



10. What if there is a problem?

If any member of the LDPB has a concern or question about an LDDF funded project they should ask right away. The project has to give an answer right away.

If anyone has serious concerns then the project can be asked for an extra report to answer those concerns. The project leader might be asked to come to a Partnership Board meeting to explain what is happening

Very serious concerns will be dealt with by following the council's policy for contracts, agreements and standing orders.

We follow the council's rules about money

