

# Learning Disability Development Fund (LDDF) Progress report



**Name of project:** Learning Disability Partnership Board (LDPB)  
Development Officer

**Project Lead:** Karen Kingsland

**Project Targets from bid:**

- Help the LDPB 'Develop' itself and it's work
- Tell people about the LDPB, be a contact person
- Help LDPB members represent the LDPB
- Help LDPB plan policies (how we do things) about:
  - LDDF money
  - LDDF project reports
  - LDPB meetings
  - Sharing information

**How the bid says the project will do this work:**

A part-time project and development worker will do this work. That post will be within the council and will be line-managed by the ILDS manager. The development worker will attend all LDPB and chairs-planning meetings.

**How much LDDF money the project got in 2008/9:** £29,853

**Name of person completing this report:**

**Karen Kingsland**

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## **What the project has done in April through July 2008:**

### **Help the LDPB 'develop' itself and it's work**

- Fixed the terms of reference
- Fixed the membership list – several times
- Fixed the job descriptions for LDPB members
- Fixed the sub group & forum list – several times
- Helped webmaster to keep website up to date



### **Tell people about the LDPB, be a contact person**

- Helped the new co-chair, Cllr Caulfield, get used to her role
- Did a presentation at LD Provider's forum – 23<sup>rd</sup> July

### **Help LDPB members represent the LDPB**

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### **Help LDPB plan policies (how we do things) about: LDDF money**

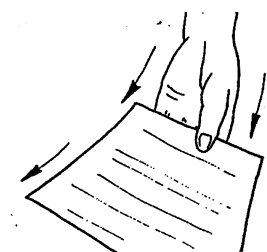
- We have a policy now and will soon have the procedures too

### **Help LDPB plan policies (how we do things) about: LDDF project reports**

- We now have a way of doing the reports

### **Help LDPB plan policies (how we do things) about: LDPB meetings**

- Made a more accessible version of the Emergency procedures for the co-chair to read at beginning of meetings
- We now have a future agenda planner
- Helped the Chairs Planning group do the planning
- Made meeting agendas easier to follow on time
- Working on better equipment for meetings



### **Sharing information**

- Gave advice about making information easier to read to Community Learning Disabilities Team, Carers Centre and Self-Directed Support project
- Meet with Link group before Partnership Board meetings
- Sent lots of information around by email to keep everyone up to date about opportunities

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## What the project has done in August through November 2008:

### • Helped the LDPB 'Develop' itself and it's work

- Started looking after the website. That took at least ½ a day each week during this four months because there was a lot of work to do on the website
- I went to the Link Group meetings to help the Link Group prepare for LDPB meetings
- I gave information to and talked to new LDPB members to tell them about the Partnership Board and the meetings
- Met several times with different sub group chairs to help them plan work and went to some of the sub group meetings too
- Took care of the Chairs Planning group meetings and helped the co-chairs plan the LDPB meetings



### • Told people about the LDPB, being a contact person

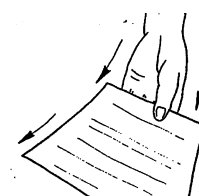
- Lots of people contact me about the Partnership Board all the time – too many to count

### • Helped LDPB members represent the LDPB

- Helped run a session about Valuing People at the staff conference

### • Helped LDPB plan policies (how we do things) about:

- **LDDF money**
  - Helped the LDPB and the sub groups understand the new LDDF policy and how to do it, including the voting
- **LDDF project reports**
  - Got reports from all this year's projects in August



- Wrote a summary report and told the LDPB about the projects
- **LDPB meetings**
  - Gave a report at every meeting and helped the co-chairs plan and run the meetings

### ○ **Sharing information**

- I sent out many, many emails with information for people
- Put lots of information on the Brightpart website
- Worked on arranging future information sessions

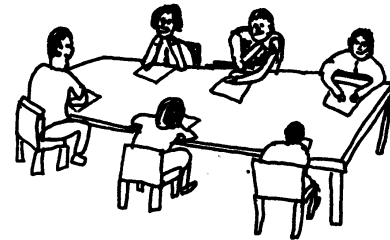
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## What the project has done in December 2008 through March 2009:

### ❖ Helped the LDPB 'Develop' itself and it's work

- Set up the new Make It Happen group
- Arranged for Jean Collins to come to our meeting in May



### ❖ Told people about the LDPB, being a contact person

- Lots of people contact me about the Partnership Board all the time – too many to count
- Went to many meetings and groups like the Children's Partnership Board and told them about our Partnership Board



### ❖ Helped LDPB members represent the LDPB

- Ran an information session about Valuing People now
- Wrote the Partnership Board's yearly report and took it to two councillor meetings
- Went to the Valuing People launch event for Partnership Boards and worked on a plan to make Valuing People Now happen in Brighton & Hove

### ❖ LDPB meetings

- Gave several reports at every meeting
- helped the co-chairs plan and run the meetings
- Was in charge of the IT equipment (which usually works quite well)

### ❖ Sharing information

- I sent out many, many emails with information for people
- Put lots of information on the Brightpart website
- Arranged information sessions
- Took care of the website – that takes almost half a day each week



**Future:** the Partnership Board decided to give this project another year of funding from the LDDF.