

Name of Project:

LDPB Development Officer - BHCC

Name and contact details of person leading the project:

Karen Kingsland (supervised by Naomi Cox)  
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Which Partnership Board Sub Group is leading this area of work?

Chairs Planning Group – Making It Happen

How much LDDF money does your project want in 2009-2010?

Half-time development worker plus all the on-costs would be £19,717. If less money is allocated then less work will be done, if more money is allocated then more work will be done.

What is the budget (how will you spend the money) for the project and is any other money also going to be used for this project?

The LDDF money would be used to pay for a development worker plus all the on-costs.

The council will provide support such as line-management, office space, IT equipment and support, training opportunities

Tell us about the Project, how it will work, what it will do, who will do it and things like that:

This project will be a part-time development worker, employed by the council. The development worker will help the LDPB develop itself and it's work:

- ✱ Tell people about the LDPB, be a contact person and a co-ordinator
- ✱ Publicise Valuing People Now and ensure the LDPB is aware of and follows all Valuing People Now principles
- ✱ Co-ordinate the work of the LDPB, make sure everyone knows what is being done and everyone knows who to ask for information
- ✱ Maintain the brightpart website
  - ◆ Keep the website up to date
  - ◆ Support or chase the sub groups for updates on their web pages so everyone knows about the work the sub groups do
  - ◆ Put information on the news page and send email 'News Flashes'
  - ◆ Make sure meeting papers and reports are on the web site so everyone can read them before and after each meeting
- ✱ Help LDPB members represent the LDPB at other events and meetings
- ✱ Manage the LDDF allocation process
  - ◆ Make sure the policy is followed, manage the allocation voting process and support the LDPB to allocate the funds to areas of work
  - ◆ Support the sub groups to plan the work, ask for bids and get approval from the LDPB
  - ◆ Be in charge of monitoring the LDDF funded projects, collect reports and pass information to the LDPB
- ✱ Support the co-chairs and the chairs planning group
  - ◆ Make sure the agendas for all meetings are well planned and have enough time for everything

- ◆ Plan or help sub groups to plan information sessions
- ◆ Write the annual report to the council about the work done by the LDPB, the sub groups and the LDDF projects
- ✱ Help LDPB plan policies (how we do things) about:
  - ◆ Making meetings better
  - ◆ Supporting people with learning disabilities and family carers to be members of the LDPB
  - ◆ Any other policies or plans the LDPB wants to develop

What outcomes, targets or goals would your project achieve?

- ✱ The LDDF policy will be followed and everyone will know what is happening about the money
- ✱ The LDDF projects will give three reports each year, the LDPB will get a summary and the reports will be available for everyone to read
- ✱ The LDPB will have information sessions that everyone can come to
- ✱ The LDPB meeting agendas will be planned and manageable
- ✱ The LDPB will do a report to the council about the work the LDPB does
- ✱ The LDPB website will be kept up to date.
- ✱ The LDPB sub groups will put information on their web pages so everyone knows what the sub groups are doing

Is there anything else you want us to know?