

Constitution



1. NAME



The organisation is called the North West Training and Development Team (NWTDT) and provides support to authorities in the Government northwest region.



2. Mission



'Inclusion through  partnership.'

The NWTDT has described its mission as 'to facilitate the full inclusion of people with learning disabilities in community life, through partnerships with people with disabilities, families and organisations' and four major ways in which it delivers this mission.

These are:



- To develop local capacity for change through courses, mentoring, supporting and developing projects.



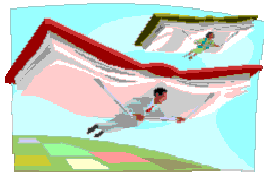
- To review the Regions achievements against locally and nationally defined outcomes and identify priority areas for more focus in the North West.



- Linking people together and developing partnerships through interested networks, courses and conferences



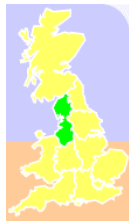
- Providing leadership and developing ground breaking projects, training and contributing to research, and translating policy and research into action



- Sharing what is being learned through conferences and publications



- Sharing good practise and providing (where requested) knowledgeable feedback to individual localities on their comparative performance.



3. Membership

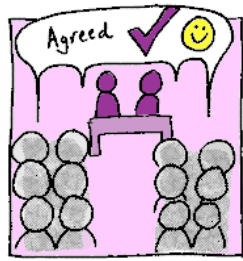
The NWTDT was established in 1984 and since then has been providing support, training and consultancy, and networking opportunities to its customers across the region. Its mission or purpose is to provide support to its major stakeholders to ensure ultimately that people with learning disabilities are supported to have the very best quality of life possible.



Currently all Local Authorities and Primary Care Trusts across the North West fund the NWTDT. The team is therefore presently funded to work with Services associated with providing support to adults with a learning disability and their families.



With effect from 1st April 2006 the Valuing People Support Team funding available through the Care Services Improvement Partnership will be paid to NWTDT. This funding is attracted to NWTDT because of the subscription funding from Local Authorities and Primary Care Trusts is recognised as match funding by the North West.



4. Governance

The work of the NWTDT is funded through all Local Authorities and PCT's across the North West. The NWTDT is accountable to the Commissioning Group, which establishes the priorities on behalf of PCT's and Local Authorities in the North West with advice from the Regional Task Force.



Membership of the Commissioning Group is taken from the Task Force to ensure continuity and will include.

ADSS/ PCT representation (Chair)

Chair and/or Co-chair Regional Task Force

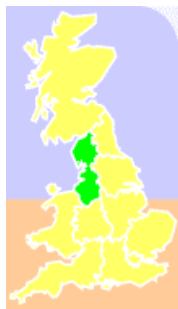
Regional Valuing People/ CSIP Representative

2 Self Advocates (nominated through Self Advocate Regional Conference)

2 Family Member representatives (nominated through the Regional Family Forum)

2 Health and Social Care Lead Officer – Cheshire/ Merseyside, Greater Manchester, Lancashire/ Cumbria

Director NWTDT will attend meetings in the capacity as supporting officer.



The membership of the Regional Task Force is drawn

from representation from stakeholders across the Region

- ADSS representation – Regional Task Force
- 8 annually elected representatives from the Regional Self-advocates forum.
- 8 annually elected representative from the Regional Family Forum
- 6 annually elected representatives from the Regional Health and Social Care Leads

- Valuing People Support Team/ CSIP Representative
- Director NWTDT



People with learning disabilities who are members of the Commissioning Group will be entitled to bring whatever personal support they need to meetings.

The Commissioning Group can ask other people to attend the meetings when they are needed. The Chair must agree this.



The Task Force and Commissioning Group will ensure that:

Representatives of people with learning disabilities and family members/ carers are enabled to take



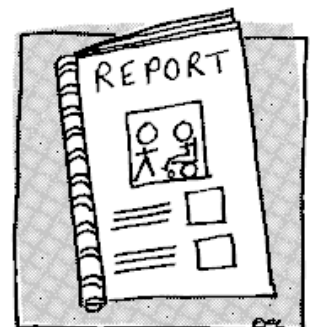
part as full members of the Group and able to make a real contribution to the NWTDT's work;

5. Reporting Accountability

The NWTDT will be responsible to Commissioning Group for the team's performance.

The Director and team members will prepare Quarterly Reports of the teams work to be distributed widely.

An annual report will be produced to review the work of the team and forward plan for the forthcoming year.





6. Chair of Commissioning Group

The Chair of the Commissioning Group will be a Director of adult Social Services or a Chief Executive from a PCT and initially this will be from the host authority in order to maintain the teams strong positive links with the Association of Directors of Social Services and PCT Chief Executives. The Chair of the Commissioning Group will be agreed in line with the agreement made by the ADSS with regard to future funding of the NWTDT (i.e. every 3 years).

In the absence of the Chair, the Chair will nominate a replacement who will Chair the meeting.



7. Code of Conduct

Commissioning Group Members must adhere to agreed ground rules and code of conduct for meetings of this group. This is taken from the Code of Conduct agreed by the Regional Task Force.

(Appendix 1)

8. Meetings and Administration



The Commissioning Group will meet every 3

months. Minutes from the Commissioning Group will be circulated to members of the Regional Task Force and visa versa.

Agendas and supporting papers will be circulated to all Commissioning Group Members at least 14 days in advance of the meeting.

Salford City Council will host the Commissioning Group and ensure it is run properly.

The Director NWTDT will ensure that appropriate arrangements are made for coordinating the work of the group. This includes liaison with the Chair with regard to:

(a) Preparing reports on the Team's performance and Business Plan

(b) Arranging the Group's meeting venues

(c) Ensuring minutes, agendas and reports are sent out to Group Members

(d) Providing support for self advocate representatives to meet with their support worker before each group meeting to ensure they are

adequately informed and understand what will happen at the meeting.



9. Expenses and Support to Members

The Commissioning Group shall make sure that representatives of people with learning disabilities and carers are full members of the Board and out of pocket expenses shall be refunded.



10. Advisory Group

The Commissioning Group shall nominate a small advisory group to meet more regularly with the Director as required.

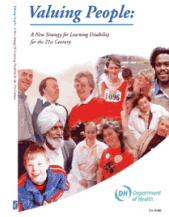


11. Decision Making Process

The Commissioning Group will, at all times, do their utmost to make decisions on the basis of a consensus of their members.

12. Terms of Reference

The Commissioning Group is responsible for:



(a) Supporting development and innovation, advising, and assistance in 'making happen' the implementation Valuing People and other subsequent policy affecting learning disability services.

(b) Advising on the development and implementation of an integrated multi agency action plans for people with learning disabilities.



(c) Making recommendations



We want to live independently with support to make friendships. We want the same opportunities as everyone else.

to ensure that people with learning disabilities are not denied their right to a local service because of a lack of competence or ability amongst service providers;

(d) Promoting links with Health Improvement Programs over action to reduce health inequalities





- (e) Recommending effective arrangements to ensure that young people with learning disabilities move smoothly from children's to adults' services



- (f) Making links with key planning groups



- (g)  Manage the budget available to the NWTDT and ensure a balanced budget.

- (h)  Sharing good practise and providing (where requested) knowledgeable feedback to individual localities on their comparative performance.



13. Agenda

The Chair agrees agendas for the Commissioning Group meetings with the Director. Commissioning Group members wishing to place items on the agenda should refer to the Director NWTDT no later than 3 weeks prior to the Commissioning Group meeting.

Items for any other business will be at the discretion of the Chair.



14. Chairs Ruling

Statements made by members of the Commissioning Group at meetings shall be relevant to the matter under discussion and the decision of the Chair as to their relevance, order, or any other matter shall be final.



15. Record of Meetings

A record shall be kept of every Commissioning Group meeting including:

- (a) Action points and who is responsible for them
- (b) Main points of discussion
- (c) Any other points requested to be recorded by Commissioning Group members, at the discretion of the Chair.

Copies of minutes will be shared with the members of the Regional Task Force

Conflicts of Interest

16. Conflicts of Interest

Members of the Commissioning Group and its sub groups will at all times abide by the guidance on conflicts of interest and personal financial and non financial interest as set out in the code of conduct



17. Changes to Constitution

Members of the Commissioning Group may at any time review and make recommendations to the Commissioning Group with regard to any changes in its constitution. Any such changes cannot be implemented without the agreement of the Commissioning Group.

AGREED COMMISSIONING GROUP MEETING 11TH JANUARY

2006

APPENDIX 1



Code of Conduct NWTDT Commissioning Group

Commissioning Group members must stick to agreed ground rules and code of conduct for meetings. These are:

- We will take regular breaks if required
- We will start on time and keep to time
- Minutes will be distributed at least 3 weeks before hand and will always be easy read.
- Give people time to think and speak
- One person should speak at a time: no-one should interrupt another person when they are speaking
- We should use Traffic Light Cards to show you want to say something, want someone to slow down or show you disagree/agree
- Different views should be respected, but the agenda should be stuck to; accept the Chairs decision if they say you have had enough time

- Mobile phones should be switched off during meetings (or switched to vibrate)
- Supporters should only speak up when speaking up for people they are supporting
- No swearing, spitting, bullying or violence
- No jargon, explain long words and phrases
- It's OK to ask for explanations
- Make sure meetings are fun and productive

The Chair will always sum-up at the end of the meeting