


Strategic Disability Partnership Bradford




Terms of Reference

The term **Disabled People** is used to cover all those people who are covered by the Disability Discrimination Act. It includes people with a sight or hearing loss, people who are Deaf, people with a physical disability, those with a Learning Disability, those who use Mental Health Services and those affected by HIV and Aids

Approved by Strategic Disability Partnership 28.04.09
Amended 13.01.11

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<p>What is the Strategic Disability Partnership?</p>	
<p>The Strategic Disability Partnership is a group of people who make sure the needs and hopes of disabled people and carers from all</p>	

backgrounds, are listened to, valued, acted upon and included in the future plans for the Bradford District

The Partnership will be an excellent example of good practice by

- Making sure all disabled people and their carers are heard (see appendix 1 – How we communicate with one another)
- Making sure all information the Partnership produces is understandable and follows the ‘5 Principles for better information for disabled people’
- Making sure we are accessible to all disabled groups
- Making sure we are helpful and share our knowledge and experience about disability with others

Why have a Strategic Disability Partnership?



To make the Bradford District the best place for disabled people to live, work and visit.

To make sure that what is done to improve the lives of disabled people in Bradford works well.

To make sure that disabled people are treated with respect by those who provide services and by people in their community.

To bring together disabled people and people who provide services and support, to make sure these services are meeting disabled peoples needs

To make it possible for disabled people and people who provide services to discuss the issues that affect the lives of disabled people and carers as equals.

Who can be a member?



The membership of the Strategic Disability Partnership Board will include

- Disabled people

- Carers
- Senior members of Public, Private and the Voluntary and Community sector who provide or commission services

Disabled people and Carers will be from

- The Physical Disability and Sensory Needs Partnership
- The Learning Disability Partnership
- Mental Health Modernisation Board
- Mobility Planning Group
- Disabled Peoples Forum
- Carers Networks
- HIV/Aids networks

Membership from Public and Private and the Voluntary and Community sector will include for example the Local Authority, people who provide health services (e.g. tPCT and NHS), people who provide Learning Services (e.g. the Colleges and University and the Local education Authority), people who provide emergency services (e.g. Police, Fire Service)

We will have another look at who is a member every 2 years.

Sometimes we may co opt people to the Board for a particular reason.

Membership for Action Groups

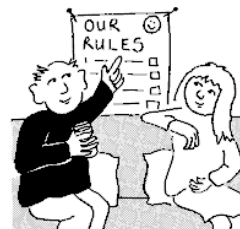
Anyone can ask to be a member of an Action Group that works for the Strategic Disability Partnership if they have something to contribute.

All the members of Action Groups **DO NOT** have to be a member of the

Strategic Disability Partnership Board.

If you want to be a member of an action group talk to the chair or supporting officer of that group. (There is a list is at the back of this Terms of Reference)

What must members do?



The role of disabled representatives is

- To represent the views of disabled people and their 'networks'
- To contribute their experiences and the experiences of other disabled people to discussions at the Strategic Disability Partnership and it's Action groups
- To report back on issues and actions that come from the Strategic Disability Partnership to their groups and the wider disability community
- If elected, represent the Strategic Disability Partnership at other strategic partnerships in the District

The role of representatives from the Public, Private and the Voluntary and Community sector is to

- Share information with the Partnership
- Listen to it's messages
- Act to improve things
- Report back to the Partnership

The representatives must be able to

- Speak on behalf of their organisation or the department they work for.
- Take the views and ideas of the Partnership to their organisation or

department for discussion.

- Tell the Partnership what will happen

All members must tell the Partnership if they or the organisations they represent may benefit in some way by a decision that is being made.

How will the Partnership work?



The Partnership will

- Meet 4 times a year.
- Meet peoples access needs if you tell us what they are.
- Pay for all reasonable travel expenses to enable people to come and take part in its work.
- Have a coordinator to help support it doing its job and to help it link with what other Partnerships are doing.
- Have a Steering Group to guide the work of the Partnership. The Steering group will be made up of support officers and Chairs of its action groups.
- Have a Governance Group to regularly check the rules procedures and Terms of reference. They will also look at any complaints about the Partnership.
- The Partnership will have an Action Plan based on the aims in the 'BIG Plan'
- The Partnership will have Action Groups to deliver its Action Plan.

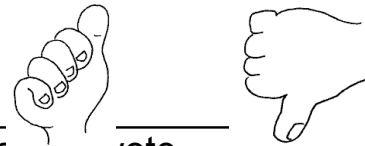
Action Groups

All Action groups will have an elected Chair and a named Support Officer.

Together they will make sure the Action Group

- Meets regularly
- Knows what is going on locally and nationally about the area of work they are responsible for
- Has it's own more detailed Action Plan to help the Partnership achieve it's aims
- Provide written feedback for each partnership meeting on their progress, and answer any questions from the Partnership.

How will we make decisions?



Any decisions that Partnership has to make will be by a vote.

Where possible this will be in the meetings.

Each member of the Partnership will be allowed one vote.

The Chair will have the deciding vote if there are an equal number of votes for and against.

If we need to make decisions between meetings the Steering Group will decide the best way of doing this but usually it will be through email or postal voting.

When voting for the Chair or Assisstant Chair position on the Board all members will be sent voting papers by post.

Who will we work with?



The Strategic Disability Partnership will work with lots of different people across the district including organisations and other Partnerships.

To do this we will make sure that disabled people are involved. (see Appendix 1 How we will communicate)

How often will we review our Terms of Reference?



The Terms of Reference will be reviewed every 3 years after the review of the BIG Plan OR
If there is any major changes of policy and planning in the Bradford District.

Strategic Disability Partnership How we will communicate

Five principles for producing better information for disabled people

Supporting public sector communicators and practitioners

February 2007



Office for Disability Issues

The Strategic Disability Partnership has adopted the 'Five Principles for making information better for disabled people'

We will try and make sure all the information presented before, after and at the meetings follows these principles

We will make sure everyone's communication needs are met at the Partnership meetings and any other groups that meet as part of the Strategic Disability Partnership.

We will encourage and help other Partnerships to do this too.

Every member of the Partnership has a responsibility

- To share information that may be useful to the Partnership
- To take away the issues from the Partnership and share with other relevant people.
- To put any information they share in a format that everyone on the partnership can understand.

The Partnership will keep up to date lists of all it's members

The Partnership will keep an up to date diary of all meetings and events.

Sharing Information and Getting Action

Before each meeting a report on 'What has happened since the last meeting' will be written by the coordinator of the Partnership with help from the steering group.

Each of the Action Groups will prepare a written report for each Partnership meeting **two weeks before**. They will tell the Partnership about progress made and any problems the group is having achieving it's goals set out in the Action Plan. These reports will be sent out before each meeting.

Any elected representative from SDP who sits on another Partnership will write a report for each Partnership meeting.

Representatives from all our partners are asked to write about problems and concerns on the 'Issues Board' which is put up at each meeting. Before the end of each meeting we will agree a course of Action for each.

Within 1 week of each Partnership meeting a list of all the Actions that

were agreed at the meeting will be sent out to all members.

Communication at the Partnership Meetings

Each partnership meeting will be chaired

At meetings we will try and make sure everyone is able to take part

We will provide for peoples communication needs whether they are members or come as observers or presenters

Where do SDP members come from?

Physical Disability and Sensory Needs Partnership

Learning Disability Partnership

Mental Health Network

Disabled Peoples Forum

Mobility Planning Group

Carers Networks

Public, Private and Voluntary Partners

Representative from HIV/ Aids organisation

Strategic Disability Partnership

Employment Action Group

Hate Crime Action Group

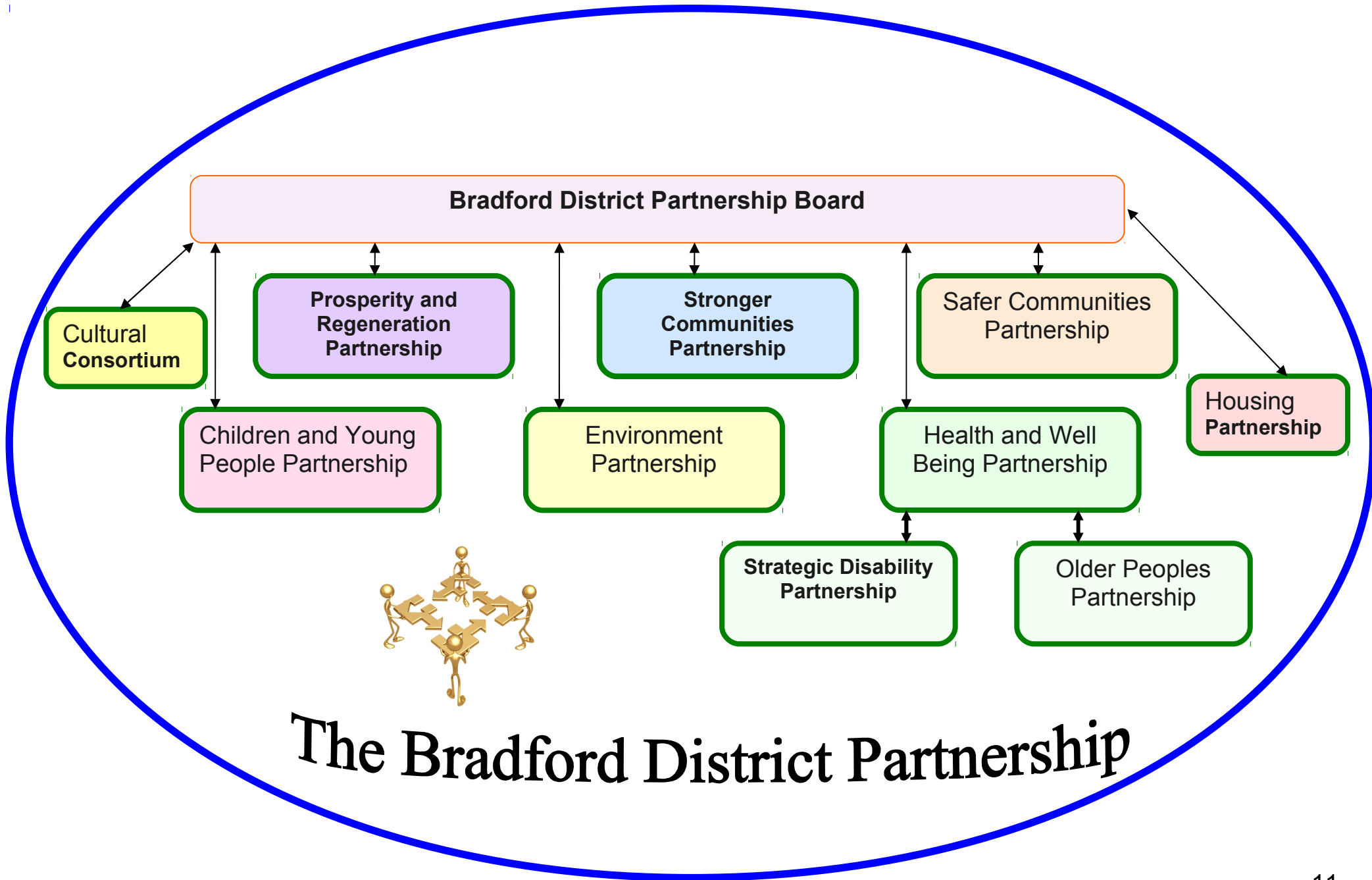
Access to Information Action Group

Health and Well Being Action Group

Involving Disabled People Action Group


Inclusive Design Lifetime Homes and Neighbourhoods Action Group

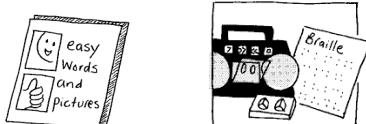
SDP Action groups



The Bradford District Partnership

Strategic Disability Partnership Our Action Groups

Hate Crime Action Group		
Who is the Chair?	Not yet agreed	
Who is the Supporting Officer ?	Darryl Smith Tel 01274 43 4171 darryl.smith@bradford.gov.uk	

Access to Information Action Group		
Who is the Chair?	Sue Crowe Tel 01274 848150 susan.crowe@btm.org.uk	
Who is the Supporting Officer?	Sue Haddock Tel. 01274 435001 sue.haddock@bradford.gov.uk	

Employment Action Group		
Who is the Chair?	Gill Bowskill Tel 01943 863323 bowskillbarnholme@talktalk.net	
Who is the Supporting Officer?	Phil Howell Tel 01274 431515 Phil.howell@bradford.gov.uk	

Involving Disabled People Action Group



Who is the Chair?	Paul Anderson Tel 01274 494121 admin@contactpeersupport.org.uk
Who is the Supporting Officer?	Julie Farrell Tel 01274 43 1498 julie.farrell@bradford.gov.uk

Inclusive Design - Life Time Homes and Neighbourhoods



Who is the Chair?	Steve Grisag (temporary) Tel 01274 436794 Steve.grisag@bradford.gov.uk
Who is the Supporting Officer?	Darryl Smith (temporary) Tel 01274 43 4171 darryl.smith@bradford.gov.uk

Health and Well Being Action Group



Who is the Chair?	Interim Chair Jenny Davison Jennyd@sbvs.org.uk Tel 07891730480
Who is the Supporting Officer?	Andrew Jones Andrew.jones@bradford.gov.uk Charlie Brown Charlotte.brown@bradford.gov.uk Tel 01274 432601