



BEDFORD BOROUGH COUNCIL

Minutes

Title of Meeting	Learning Disability Partnership Board
Date/Time	Friday 28 June 2024 @ 11:00am – 1:00pm
Venue	In Person – Committee Room 1, Borough Hall, Cauldwell Street, Bedford, MK42 9AP

No	Item	Action
1	Welcome and Apologies Maura (MN) introduced the meeting and chaired on behalf of Mark Harris (MH). The Co Chair was unable to come today as she is unwell. Apologies were noted and Introductions were made.	
2	Draft Minutes of last meeting held on 15 December 2023 Previous actions: <ul style="list-style-type: none">- <i>MH asked the board to look at the updated Terms of reference and for any comments to please come back to (mark.harris@bedford.gov.uk), (julieann.peck@bedford.gov.uk) or (matthew.tylee@bedford.gov.uk)</i> - Terms of reference will be discussed during this meeting.- Invite Mayor to come to the board – MN said the portfolio holder is invited to come along and we would need to formally invite the Mayor if the board would like this.- Following issues spoken about before, MH is working to invite environment colleagues to a future meeting.- <i>Making contact with agencies to make sure they attend the future board meetings</i> - MH has made contact with agencies, but if this hasn't been seen to have had an affect for the June meeting, then MH to follow up with a formal letter.- <i>MH will look at arranging a meeting for people to come to, for people who attend Gadsby Street and also those who don't attend Gadsby Street too. MH will also contact Zoe in Commissioning to look at groups already set up – Action: MH to further this area of work and feedback to the board.</i>- Co production – MN handed out some information on co-production, which means doing things together so that when there are changes, the people involved and who use the services are involved in the changes. The council are working towards this. We need to make sure partnership boards have a voice and give their feedback on these things. There is a co-production session on Friday 5th July called “Over a Brew” – the link to book a place on this will be sent out later today (<i>actioned</i>).- <i>Stagecoach buses</i> - <i>MH to follow up with Stagecoach and invite a representative from Stagecoach to a future meeting for board members to raise any issues</i> – MH said contact has been made with Stagecoach and we are working to confirm a date for them to attend.	MH

3	<p>LDPB Terms of Reference and Format of Minutes</p> <p>MN introduced the next item on Terms of Reference for the board.</p> <p>MN circulated paper copies of the latest terms of reference and asked for the board's comments and agreement.</p> <p>The following comments were received:</p> <ul style="list-style-type: none"> - A parent said she doesn't think this is good enough. The Partnership Board is here for a purpose to represent a group of people and to help them understand what happens in Bedford, how best they should be supported and how to speak up if they don't feel supported. A lot of the language is not suitable for attendees. - Easy read is not giving full accessibility. The parent had previously asked to look at how the board operates, We shouldn't use the previous terms of reference and just adapt. These should be written from scratch, in plain simple English, covering facts without big words and complicated language. - It had been requested previously for a working party to look at how we actually give information out and ask community and Gadsby street how we need to receive the information. The council should have asked service users how best to communicate with them. - Rep from Gig buddies and living it up also commented that there is a lot of words on both the terms of reference and the easy read minutes. Need to find a way to include everyone and discuss fully. <p>Attendee said we need shorter sentences.</p> <ul style="list-style-type: none"> - Should also think about different forms of media, presenting information in different formats to suit different accessibilities, possible audio or video explanation of what the board is. - MN thanked the board for their comments and would take this away and feedback to the chair and other officers involved. - Action: Mark/Julieann to work to arrange a working party in line with the above – to arrange and circulate a date for when this is arranged and invite board attendee list to attend, for those who want to be involved in looking at terms of reference. 	MH / JP
4	<p>Information on the Council's website</p> <p>MN wanted to show the board the Council's website and is interested to know what people think.</p> <p>An attendee mentioned the Bedfordshire games, which is taking place on 9th July. Attendees told the board the activities they were going to be involved in. Also talked about medals they got in previous years. MN wished everyone all the best of luck with the games.</p> <p>MN then went through the website pages and showed the board where you can make a general enquiry. MN also played a video about adults services.</p> <p>A comment was made that said according to the care act, we shouldn't use the word 'vulnerable', and should use the term 'adults in need' instead.</p> <p>Action: MN will take this back and check with the PSW and reflect the change on the website if needed.</p> <p>MN also showed the board the accessibility tools on the website, where you can change the language (106 different languages available), also the content of page can be spoken as well as read. MN showed an example of this on the carers information page. MN also showed the link to Carers in</p>	MN

	<p>Beds. A rep from Gig Buddies asked to add on their website link to this page. Action: MN asked Gig Buddies to provide the best link so that it can be added. Gig Buddies to send this through to MN at maura.noone@bedford.gov.uk</p>	Gig Buddies
5	<p>AOB</p> <p>MN told the board about an important document called 'what we are proud of', something that every council contribute to if they would like to. This year, Bedford Borough have three things we have in there. 1. occupational therapists creating a pop-up washpod for somebody who is unwell and needs support. 2. Testing a health app called Medii app by Gadsby Street. 3. Maths courses – an attendee says he goes to the maths courses. Other people also said they really enjoy the multiply course. MN gave copies of the document for attendees to take back to Gadsby street.</p> <p>MN also showed the board some posters that they've had printed. On the posters are some examples of compliments that have been sent in from the public. MN gave some posters to Gadsby street for them to take back.</p> <p>A rep from Living it up also said they have a radio show that everyone can listen to on their website. This is on from 1-3pm on Monday to Thursday and is on the Living It Up website.</p> <p>A rep from the Stop Smoking service talked about their services they offer and a link is on the council's website to these services.</p> <p>An attendee asked if we can put onto the website about healthy eating. MN said this may already be on the website under the Public Health pages</p> <p>A parent said it would be good to have a drop-in centre within the town centre for people who need support with any issues. This would give some way of getting information, which is available in a quicker, easier way.</p> <p>A rep from Voiceability said some things came up from the speak out groups – one issue around transport and grant palmer, they are always late and no buses after 7pm. Blue caps also used to be in the town centre and were really useful, as well as footprints on the floor to walk to shops they are familiar with. And also previously, the smiley face stickers in windows of certain shops, which service users can go to if they have any issues. MN said this feedback will be passed on.</p> <p>MN thanked everyone for attending.</p>	
6	Date of next meeting – 13 September 2024 at 11:00am	All