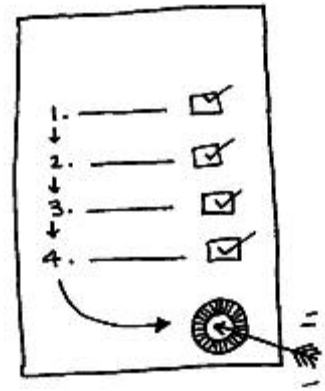


2.2 Terms of reference

What the Groups in your area will do to make sure that Person Centred Planning happens and works well. This includes making sure that there is training for people, and for facilitators.



A. Make sure that the right people are in the group

- ◆ Service users and families
- ◆ Person centred planning champions
- ◆ Commissioners – people who pay for services
- ◆ People who know about person centred planning
- ◆ People who work for health
- ◆ People who work for other agencies e.g. advocacy

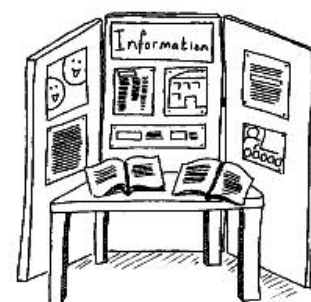
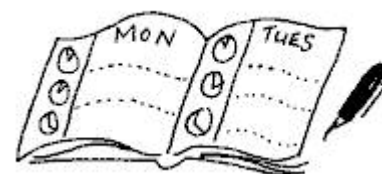
B. Make it happen (Implementation)

The Person Centred Planning Implementation group must make sure that it;

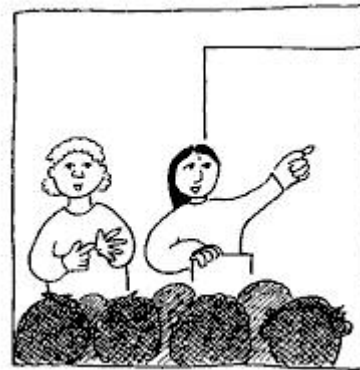
- ◆ knows the Partnerships Board's Person Centred Planning statements
- ◆ has regular meetings with people who want to help with person centred planning
- ◆ finds people in the area who really understand what person centred planning is (champions),
- ◆ includes people with learning disabilities and their families as part of the group,
- ◆ finds out how 'person centred' services and people who work in services are, at the moment and draws a map to describe it,
- ◆ finds out what is happening now and what needs to change,
- ◆ talks to users and ask users to find out how good services are,
- ◆ makes a plan to:

1. Make person centred planning happen
2. Help people who support people with learning disabilities to be person centred
3. Help people who pay for, or who develop services to be person centred,

- ◆ arranges training and support to help everyone understand what is person centred planning and what are person centred approaches, (breadth training),
- ◆ includes users, carers, paid workers in all services including workers for users of mental health, older people, young people in transition in social services, health and the independent sector and some people in housing, leisure and education services in the breadth training,

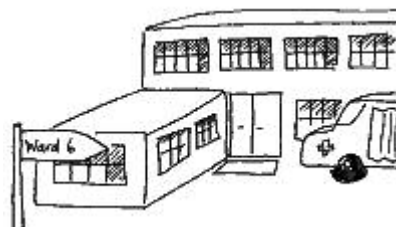


- ◆ arranges more training to help people understand what to do and how to do it well, and to help facilitators support people with a learning disability to make plans, (Depth training)
- ◆ sets up support groups for facilitators,
- ◆ Supports and helps people take control of their person centred plans
- ◆ uses the Government's Guidance in 'Valuing People' and the guidance from the steering group to decide who will be the first people to try out person centred planning and makes sure this happens. (Special Projects)



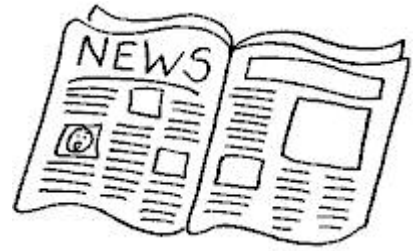
“Special Projects” are:

- **People still living in long-stay hospitals**
- **Young people moving from services for children to services for adults**
- **People who still go to big Day Centres**
- **People who still live with their family especially if their carers are older than 70**
- **People living in NHS residential campuses**



The Partnership Board will tell each LIG which Special Project it should start with. This will mean that each LIG can start slowly, and make sure that they get it right. Things that they learn that help Person-Centred Planning to work will help other LIGs in future.

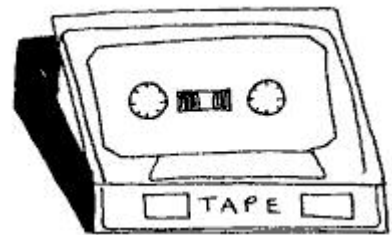
C. Tell everybody about what is happening and learn from others (Information dissemination and sharing)



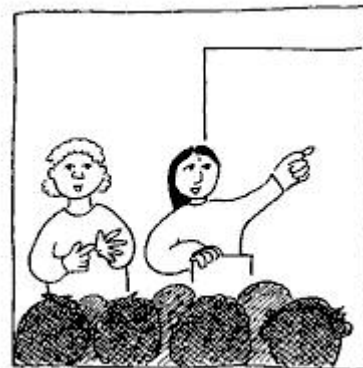
The Person Centred Planning Implementation Group must make sure that it;

- ◆ helps everybody to know about and understand the guidance from the steering group,
- ◆ tells the steering group how they are getting on.
- ◆ learns from the good things that are happening in other areas and in other person centred planning groups and tells other groups how they are doing.

- ◆ makes books and other things like videos, tapes, computer programmes available for people in the area and makes sure that anything they write or say can be understood by all



- ◆ tells other organisations that are important to people's lives, but who are not part of the group, about person centred planning.



D. Make new services happen (Commission services)

The person centred planning implementation group must make sure that it;

- ◆ tells the Partnership Board about the money needed for resources, person centred planning training and projects,
- ◆ makes sure that the money is used well,
- ◆ follows the guidance from the Steering Group on how person centred planning fits with care management plans, health action plans and the care programmed approach.
- ◆ finds out facts about numbers of people there are in the area for the groups of people chosen for the special projects,
- ◆ tells the Partnership Board how things have changed for individuals since they have had a person centred plan - is life better?
- ◆ tells the Partnership Board how the person centred approach has made services better,
- ◆ finds out how good person centred plans and approaches are,
- ◆ finds out what is stopping person centred planning happening and finds an answer and/or tells the Partnership Board about them,
- ◆ uses the facts to help to decide what new services and changes need to be made in the area,
- ◆ provides reports about the person centred projects that tell the Partnership Board and the managers what services, or changes are needed in the area.
- ◆ Makes sure that information is used for other people's plans, such as Housing
- ◆ Makes sure that contracts expect people and organisations who support individuals, do what peoples' Person Centred Plans say.

