

All Wales Community of Practice: Children & Young People with learning disability

Terms of Reference

Purpose

A Terms of Reference (ToR) is a document that outlines the goals, structure, and rules for the All-Wales community of practice (CoP). It helps everyone understand their roles and responsibilities, ensuring smooth and effective management.

The Children and Young People with a learning disability Community of Practice aims to bring all stakeholders together to ensure that children and young people, along with their families, have fair access to services in Wales.

Through collaboration, the Community of Practice aims to:

- Develop a consistent approach to services in Wales, including pathways, shared language, and minimum principles/values/standards.
- Collectively discuss issues that are important to children and young people with a learning disability and their families.
- Share the 'bright spots' in service provision and support the spread and scale of best practice.

Aim

The Community of Practice aims to draw on the experience of all stakeholders to:

1. Create an environment for discussion and collaboration.
2. Share information and knowledge of best practice.
3. Identify current issues and promote innovative solutions.

Drivers

[Learning Disability Strategic action plan](#)

[Learning Disability Improving Lives programme](#)

[United Nations Convention on the Rights of the Child](#)

[Social Services and Well-being \(Wales\) Act 2014](#)

[Additional Learning Needs and Education Tribunal \(Wales\) Act 2018](#)

[The Health and Social Care in Wales – COVID-19: Looking forward](#)

Membership

The community of practice includes representatives from health, social care, education, third sector, private sector, and individuals with lived experiences inclusive of children, young people, parents, and carers.

Role of Chair, Co-chair and Improvement Cymru/NHS Executive

- The **Chair** leads group meetings, serves as a point of contact with stakeholders, and can take action on issues between meetings.
- The **Co-Chair** supports the Chair and steps in when needed.

- **Administrative** support will be provided by Improvement Cymru/NHS Executive to help coordinate events, plan the agenda, and cascade correspondence to the membership.

Reporting mechanisms

- The group will report to the Learning Disability Ministerial Advisory Group (LD MAG).
- Individual members will report to the sectors that they represent, as required.

Frequency of meetings

- **Three** meetings/events each year (a mix of online and face to face).

Administration

- Papers or reports for the agenda will be submitted **ten** days before the event.
- Agenda to be submitted **five** days before the event.
- All resources to be added to [All Wales Community of Practice: Children and Young People with a Learning Disability Padlet](#) within **one month** of the meeting/event.

Communication Strategy

Improvement Cymru/ NHS Executive will communicate to all members of the group. Group members are responsible for ensuring there is effective communication processes within their organisations and stakeholder groups, making the work of the Community of Practice visible and shared.

All queries related to the community of practice should be directed to the email address: ImprovementCymru_LD@wales.nhs.uk

Date of initial TOR	Date ratified	Reviewed and updated
07.05.2021	06.07.21	12.01.24