



Wokingham
Learning Disability
Partnership Board

Core Group Roles and Responsibilities

October 2009

What does it mean to be a Core Group Member?



The Core Group is made up of people who represent the different areas of learning disability. This means people from voluntary and community groups (known as the third sector), the council and health service (known as the statutory sector) and other services (known as providers). Most importantly, there are people representing people with learning disabilities and family carers.



There are 3 different types of members:

1. Someone who is paid and represents the group or organisation they work for.
2. Someone who is not paid but still represents a group (for example: CLASP).
3. Someone who is not paid and is there to offer personal views and experience (like a carer or self advocate). This person is an "Expert by Experience".



All 3 types of member will bring different skills, knowledge and experience. If someone is taking part as a volunteer they will not be asked to do as much work as a paid person. Members of the Core Group who represent a group (*types 1 and 2 above*) have an extra role:

- A) To find out the groups views and share this with the Core Group.
- B) To report what has happened at the Core Group back to their group.

Role of a Core Group Member (job they have to do)

- ✓ Be part of meetings:
 - Come to Core Group meetings (a 3hour meeting every 6-8 weeks)
 - Try to get to Big Meetings regularly – but if that isn't possible, members must go to at least 1 meeting a year.
 - Go to the AGM (Annual General Meeting).
- ✓ Make a contribution by doing tasks that were agreed at the meeting.
- ✓ Keep up-to-date with Partnership Board and learning disability news.



- ✓ Help decide how the Partnership Board spends it's money (Learning Disability Development Fund)
- ✓ Help develop the Partnership Board and make decisions about how the Partnership Board works.
- ✓ Be accountable for Core Group decisions (take responsibility).
- ✓ Help promote (tell people about) what the Core Group and the Partnership Board is doing.
- ✓ Help choose new Core Group members and if a Core Group member breaks the rules ask them to leave.

Conduct of a Core Group Member (how they agree to behave)

- ✓ Respect other members and listen to everyone's views.
- ✓ Say if they are working for a group that will be affected by a decision they are being asked to make as a Core Group member (this is called a conflict of interest). If this happens the Core Group member may need to leave the room.
- ✓ Represent the views of the group they are speaking for. If a Core Group member is sharing their own point of view they must be clear about it.



- ✓ Respect confidentiality – each core group member must understand where and how to share information that is learnt at the Core Group. Sometimes the Core Group will hear about things first before other people, they may be asked not to share this with anyone outside the group. A Core Group member may also know something because of the organisation they work for but will not be able to share this at a meeting.

- ✓ Core Group members should stand for the same values and principles in Valuing People Now.
- ✓ Use the right language (for example: do not discriminate)
- ✓ Make an effort to include everyone at the meeting and do not use jargon.

Skills of a Core Group Member

Everyone in the Core Group has something to offer. Training could be offered to any Core Group Member who would like to improve the skills they have. Support will also be offered from other Core Group members so everyone can make a contribution.



Skills all Core Group members should have:

- ✓ Empathy (able to share someone else's feelings or experiences by trying to understand what it would be like to be in their situation).
- ✓ Be objective (see all sides of the situation).
- ✓ Be able to see the “bigger picture”.
- ✓ Be patient, to make sure everyone is included.
- ✓ Good listening skills.



Some members of the group will need these skills:

- Be a good spokesperson. Be willing and able to talk about the views of the group they are representing (with support if needed).
- Be willing and able to present information in a way that people understand.