

# welcome leaflet



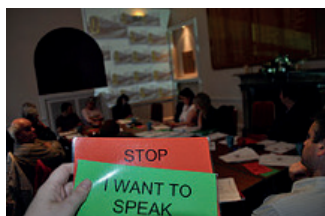
**Local  
Citizens  
Panels**

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# what are local citizens panels (LCPs)?

## LCPs are meetings where you can:



- find out what is going on in your community
- work with others to make your community better
- tell people what you want
- listen to what other members think
- listen to speakers
- have your say about what should happen in the future
- hear about work the Learning Disability Service and others are doing to support people with learning disabilities and family carers
- help make services better.

## who can join?



### you can join your local LCP if you:

- live in the Scottish Borders
- are aged 14+ and have a learning disability
- or you care for someone who has a learning disability.

## how many local citizens panels are there?



### there are 5 LCPs:

- Berwickshire
- Kelso and Coldstream
- Hawick and Jedburgh
- Galashiels and Selkirk
- Tweeddale

# how often do local citizens panels meet?



**x5**

- LCPs meet 5 times a year

# how do LCP meetings work?



- you will be sent an agenda and papers for the meeting
- you must bring these to the meeting
- LCP meetings last for 2 hours
- we have a coffee break in the middle
- the LCP co-ordinator writes the notes from the meeting. We call these the minutes.



- LCP meetings are very welcoming and informal



- you get a chance to talk about things that are important to you



- you listen to other members about things that are important to them



- you might agree to do something after the meeting  
This is called an action.
- if you need support to do your action you can get help
- when you come to the next meeting you tell everyone what you have done.



### **If you need support to be an LCP member we can:**

- look at the best way to support you
- ask other LCP members to help
- look for training
- ask staff to help you.



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LCPs are part of the governance structure of the Learning Disability Service.

The LCPs are asked to talk about things as part of the work of the Learning Disability Service.

## **quotes**

### **Galashiels and Selkirk LCP**

It is good to talk and be listened to. It has given me a lot more confidence.

**Jennifer**

### **Kelso and Coldstream LCP**

It is amazing what I learn – I pick up lots of information. The speakers are really helpful (such as the learning disability nurse, oral health promoter, local councillors).

**Cath**

# taking part in LCPs

## rules you need to know



- there must be 5 LCP members for the LCP meeting to start
- one of these people must be the Chair or Vice-chair
- the panels work best if members come to all their LCP meetings.



- it is important you let us know if you cannot come to a meeting



- make sure you get to the meeting on time



- turn off your mobile phone or
- put your mobile phone on silent.



you will be given 2 cards at meetings  
when people are talking use your **red** card to say  
**“please stop talking – I do not understand”**.



when people are talking use your **green** card to say  
**“I want to speak”**.

## what happens if lots of members want to speak at the same time?



- the Chairperson will keep track of whose turn it is to speak
- they will tell you when it is your turn to speak.

## when it is your turn to speak



- speak up so everyone can hear you
- speak clearly.

## what happens during a discussion?



### LCP members:

- respect other people's views
- listen to other people when they are speaking
- only talk about agenda items
- put their own point of view across in a calm way.

## if you do not agree with other people when they are speaking:



- please do not make a face
- please do not make a noise.



- there will be a coffee break during the meeting
- you will be able to eat and drink during the coffee break
- please do not eat or drink at other times in the meeting.



- please do not leave before the meeting finishes
- you can leave the meeting early if you have agreed this with the Chairperson.

## quote

### Galashiels and Selkirk LCP

I can now speak to people  
I do not know with more  
confidence.

**Vida**



# who is who – and what do they do?

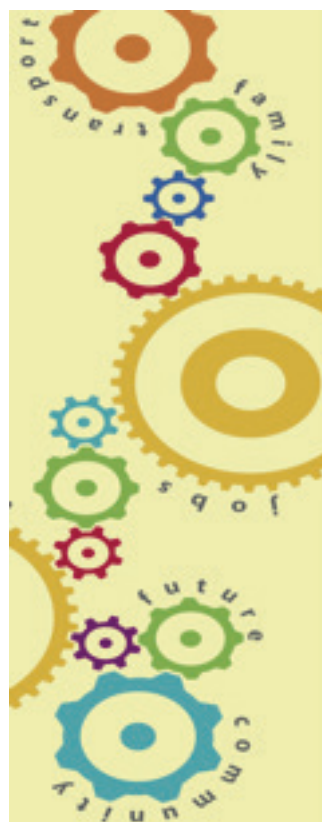
## Local Citizens Panel Co-ordinator



### what does the Co-ordinator do?

- organises panel meetings
- sends out letters, agendas and minutes of meetings
- writes minutes of meetings
- asks speakers to come to meetings
- answers any questions you have about the panels
- signs up new members.

## what do Local Area Co-ordinators and Community Link Workers do?



### they can help you to:

- have your voice heard
- use your skills and build your confidence
- make your own choices about the kind of life you want
- help change things for the better where you live
- find out about what is going on where you live
- take part in activities or events that interest you
- support family carers
- find out how to make healthy changes to your life
- build friendships and relationships.

### The Local Area Co-ordinators and Community Link Workers support the LCPs. They:

- provide support to the Chairperson before the meeting, at the meeting and after the meeting
- bring a report about the work they are doing
- support LCP members to do actions after the meeting.

## support workers



**some panel members have a support worker.**

- members can bring their support worker to a panel meeting
- the support worker helps the person take part in the meeting
- support workers are not allowed to speak about their own views at panel meetings
- they have to be neutral (not take sides).

## what do the LCP Chairs and Vice Chairs do?



- get ready for meetings
- make sure that LCP meetings run well
- make sure everyone keeps to the rules
- make sure everyone has a chance to talk
- make sure meetings run to time
- welcome and thank speakers at meetings
- sometimes represent LCPs at other meetings
- sometimes be a spokesperson for LCPs
- work with the LCP Co-ordinator, Local Area Co-ordinators and Community Link Workers.

# guest speakers at LCP meetings



Panel members decide who they want to invite to their meetings.

The person they invite is called a guest speaker.

- guest speakers talk about things that members think are important
- guest speakers usually have 20 minutes to speak
- sometimes they are given more time
- LCP members can ask the guest speakers questions.

## quotes

### Hawick and Jedburgh LCP

You learn not to be afraid to speak to people.

**Neil**

### Kelso and Coldstream LCP

I like finding out about things that are local and important to me.

**Brian**

### Hawick and Jedburgh LCP

It is good to feel that you are helping people.

**David**

### Berwickshire

I really enjoy it. The meetings are brilliant. It has helped my confidence. I can now speak in public. I am proud to tell people about the Panels.

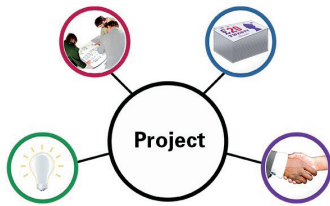
**Martin**

### Tweeddale

It is useful being able to ask speakers questions – you get a quick response to your questions. I get access to professionals that I did not know existed. I get good ideas for future reference.

**Carol**

## links to other groups



**LCP members are sometimes invited to be a representative on other meetings in Scottish Borders Council or NHS Borders.**



**Accessible  
Information  
Standard**

- representatives talk about things that are important to other members
- representatives will tell LCP members about what happened at the other groups.

## one group is called the easy read group



- the easy read group meets a few times a year
- the easy read group helps to make papers and reports easier to understand
- they do not use long words or words that might be hard to understand.

## one group is called the charging forum



- the charging forum meets a few times a year
- the charging forum makes comments and suggestions on the Council's charging policy for social care
- the charging forum gives advice on leaflets and letters so people get clear information about their charge.

# one group is called the **Policy and Strategy Group**



The policy and strategy group meets 4 times a year.

1 LCP member is part of this group

## **This group is responsible for:**

- finding out about national strategies like Keys to Life and others
- telling the Partnership Board when strategies and policies change
- checking the progress on the Learning Disability Service work plan
- checking the progress of the Providers Group work plan
- this group sends a report to the Partnership Board.

# one group is called the Learning Disability Partnership Board



The Board meets 6 times a year.

2 LCP members are part of the Board.

## **The Board is responsible for:**

- checking that everyone is working together for people with learning disabilities and their carers
- checking that people are following the national strategies like Keys to Life and others
- checking that people are following the rules for safe and person centred support
- checking that people are making improvements in the way they work
- sharing good news stories and letting people know when we can do better
- sending information to NHS Borders and Scottish Borders Council about what we do.

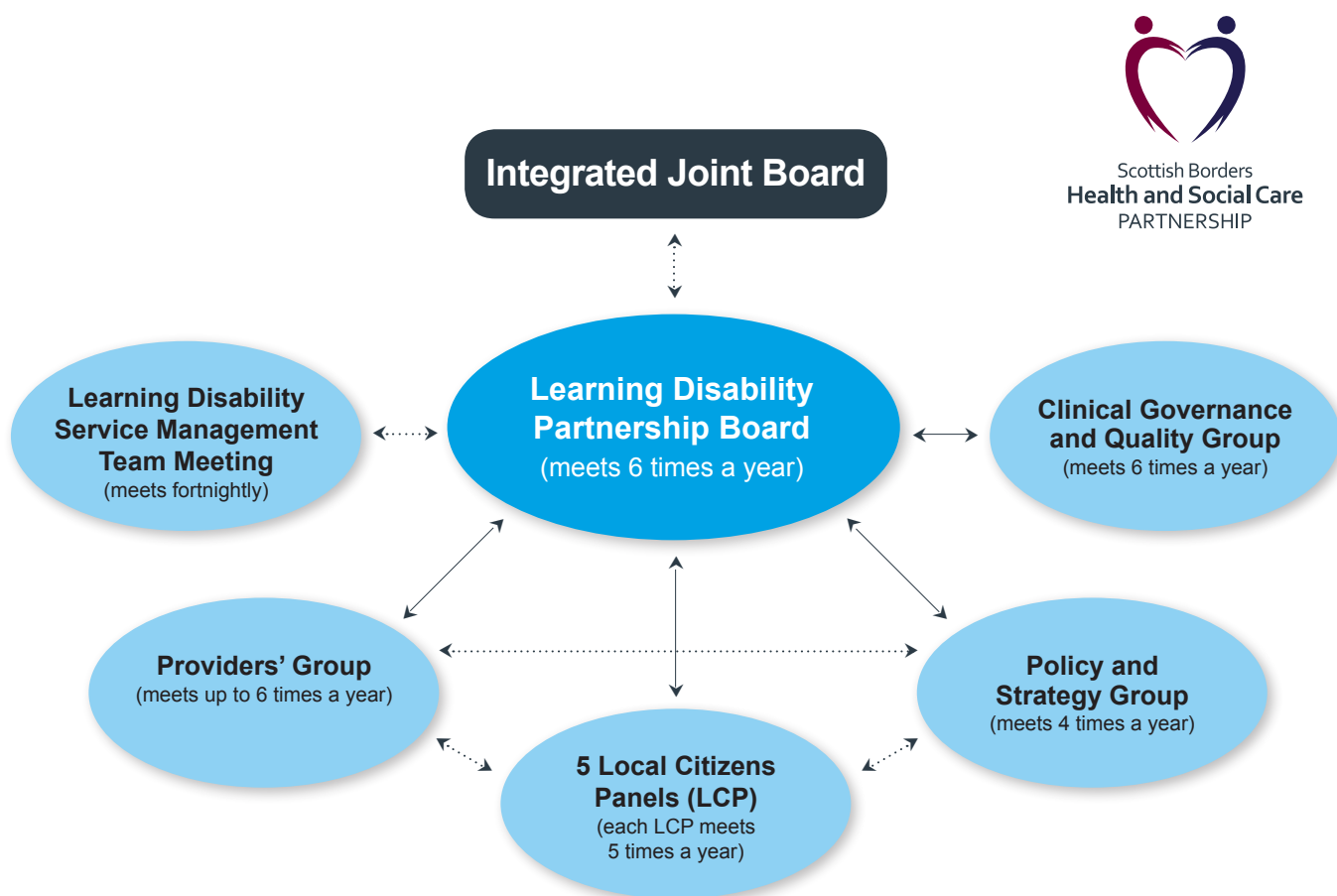


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This diagram shows the different groups that make up the Learning Disability Service governance structure.

The arrows show that groups are linked and talk to each other.

## the Scottish Borders Learning Disability Service Governance Structure



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## quotes

### Berwickshire LCP

It makes me feel important and valued. The Panel has a voice - things work better as a group.

**Steven**

### Tweeddale LCP

The Panel is a great information provider. I get to know the right people to ask. The Panel is sociable and friendly. I am listened to.

**Gordon**



thank you to all the LCP members for making this welcome pack  
thank you to Alex Watson for designing the LCP logo  
**March 2017**