

**Minutes of Meeting to discuss the way forward to provide culturally sensitive services for people who have Learning Disability and are from Ethnic Minority Communities.**  
**Held on Tuesday 13<sup>th</sup> January 2005**

**Present:** Jackie Ricketts - CLDT Manager, Watford & Three Rivers  
Jo Wilson - Health Action Plan Facilitator – PCT  
Bryan Callum - Community Learning Disability Nurse  
Cassie Banks - Social Worker

**Apologies:** Shazia Butt – Involvement Worker. Policy and Performance Unit.

**Background Context**

Figures from the 2001 Census show that the number of people from Black and Ethnic Minority groups using our services does not reflect or represent the proportion of people from BME groups living in the Watford/Three Rivers area.

Some work was undertaken over the summer to meet with people from ethnic minority groups to gain information about the services they need and the necessary adjustments required to encourage people from ethnic minority groups to engage with our services.

Our aim now is to set up a steering group to create ways to deliver more culturally sensitive services.

**Proposed Terms of Reference for Steering Group**

**Purpose of Group**

1. To promote awareness of Health and Social Care services for people with Learning Disabilities and their Carers and ensure they are accessible to people from black and ethnic minority communities.
2. To build on research recently undertaken on behalf of the Locality Learning Disability Forum and implement agreed action from the resulting plan.

**Suggested Membership of Group**

1. The group must include people who have learning disabilities and Carers who are from the black and ethnic minority groups.
2. The four key professionals already identified for membership are: CLDT Manager, Health Action Plan Facilitator, Lead Community Nurse and Lead Social Worker.

3. Other membership to include: Interested representatives from local ethnic minority groups, Watford CVS, Involvement Worker from HCC. Policy and Performance Unit, Advocacy worker and any other representatives that the group feel is appropriate.

### **Frequency of meetings**

Initially every two weeks until membership is established then once a month for full group meetings. There may be sub groups that meet more frequently.

### **Initial Work**

1. Community Learning Disability Team to be asked for name of Service Users and Carers who we may be able to approach to join the Steering Group.  
Action: Cassie Banks
2. To wait for Councillor Mahmood to feedback to us contact details for people from ethnic minority communities who are interested in becoming part of the group and then approach those people to gain their involvement.
3. To invite Avani Modasi from CVS to our next meeting.  
Action Jackie Ricketts.