

Working Together to Benefit our Community



LD4U Governance Arrangements

Easy Read



New rules (known as governance arrangements) have been introduced to make sure that any information held on the ld4u website is:

- ✓ **A**ccurate
- ✓ **P**ermitted
- ✓ **P**rofessional
- ✓ **R**eal
- ✓ **O**rganised
- ✓ **V**ideos and Images
- ✓ **E**asy Read
- ✓ **D**ates and notices



Accurate:

All information must be accurate.

Leaflets and reports must be checked by a health or social care professional or specialist group before it is sent for approval to the LD4U Governance Board.

Permitted:

The LD4U Governance Board will need evidence that the right permission has been given by organisations and individuals to publish any information.



November 2016



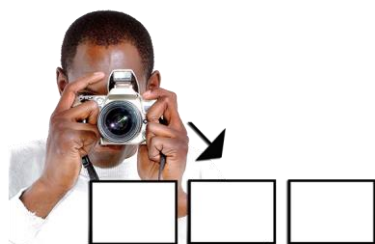
Professional:

Information to be published on the North Somerset Learning Disabilities website must be clear, professional, and meet the standards set by the LD4U Governance Board.

Detailed documents must also have an easy-read version that is clear and meets the North Somerset Easy Read standards.

Real:

Wherever possible photographs of real people and objects should be used to explain written information. Line drawings and logos should be used appropriately using good quality images.



Any real-life stories or photo stories that contain individuals must be anonymised. This means that people must not use their own names.

Organised:

Any information that is published on the ld4u website must reviewed regularly to make sure that it is still up to date and any hyperlinks are still working properly.



The review process is the responsibility of the individual or group that asked the ld4u Governance Board for approval.

Out of date information must be removed from the public website and also from the library held on the website server.

Files and folders must be organised and named logically so that they can be easily identified.

Documents must be dated and not contain footers that contain file paths.

Videos and Images:



Any images used across the Id4u website must be photosymbols as this is the only licence we hold. Any documents that contain images that are not photosymbols must be hosted on other websites and a hyperlink will be added to Id4u.



Any videos to be published on the Id4u website but must be made to a prepared and approved script and of a professional quality. Individuals who appear in the videos must sign a publicity declaration form.

All images must include the correct description to ensure that it is read correctly by assistive technology.

Easy Read:

All information produced for people with learning disabilities in North Somerset must meet the North Somerset Easy Read Standards.



Information that meets the North Somerset Easy Read standards will be awarded with the green kite mark.

Health information must also meet the NHS Accessible Information Standard.

The Accessible Information Standard is a new law to make sure that people who have a disability, impairment or sensory loss are given information they can easily read or understand. It is about making information easier to understand for people living with communication and information needs.

The NHS Accessible Information Standard is effective from 31st July 2016



Dates and Notices



Any events to be included on the Id4u calendar must be correct and emailed to ld4uenquiries@n-somerset.gov.uk at the earliest opportunity.

Details of events including flyers can be attached if they meet the North Somerset Easy Read Standards or are otherwise approved.



Items for the Id4u noticeboard will be circulated to members of an approved distribution list. Individuals or organisations wishing to be included or removed from the distribution list must email ld4uenquiries@n-somerset.gov.uk



Any messages sent using the Id4u contact us feature will appear in the Id4uenquiries mailbox which is owned by North Somerset Council. The Id4uenquiries mailbox will be monitored daily and an automated response will be sent to the sender. Appropriate action will be taken to deal with any messages quickly.

How to make a request for information to be included on Id4u:



1. Decide what information needs to be included.
2. Prepare your information in accordance with the North Somerset Easy Read Standards.
3. Email ld4uenquiries@n-somerset.gov.uk
 - a. The Service Leader for Learning Disabilities and Mental Health can approve urgent or simple amendments.



- b. The Community Team for People with Learning Disabilities (CTPLD) Information Group will meet monthly to look at any requests and provide guidance if not suitable for publication.

If a new page or navigation button is required this will need to be done by the website developer and may take a few days.

A photosymbols picture and the words to go on the button must be agreed by the CTPLD Information Group and no amendments will be allowed.

- c. Finalised information will be discussed at the next available Id4u Governance Board meeting and a decision will be made as to whether the information is approved for publication.

The LD4U Governance Board will meet every 3 months directly before the Making it Happen Group meetings.

- d. Once approved the Information Officer will the necessary changes will be made.

- e. Information will be reviewed regularly by the individual, group or organisation who made the original request. The Information Officer will not be solely responsible for checking the information throughout the Id4u website.