

Easy Word Dictionary

This guide has been made so that you can understand some of the words that are used in our meetings a bit better. If you see a word in **bold**, in the “what it means” section then this means this word is in the dictionary and you can look up what it means.

Word	What it means
Accessible	Easy to get into or use. This is usually used to say it is easy to get into a building or easy to park.
Accessible Information and communication	Making sure papers, reports, talks and the meetings are easy to understand. For example using easy words and pictures
Action	What we have agreed to do.
Advocacy	Speaking up on behalf of a person or a group of people with a learning disability.
Advocate	A person who supports you to speak up, to be listened to and to put your point of view across
Agency	An organisation or group that gives a service .

Agenda	<p>What we will talk about at the meeting.</p> <p>Plan of the meeting.</p> <p>A list of things that needs to be talked about at a meeting.</p>
Annually	<p>Something that happens once a year or every year.</p>
Aim	<p>What you want to happen. A goal</p>
<p>Any other business</p> <p>Or</p> <p>AOB</p>	<p>Anything else people want to talk about.</p>
Apologies	<p>People who could not come to the meeting.</p>
Assessment	<p>Find out what people need or want from services.</p>
Attached	<p>Something is with something else.</p> <p>For example, there is a report attached to these notes.</p>
Attended	<p>Came to the meeting.</p> <p>Present</p>
Away Day	<p>See Time Out</p>

B	
C	
Cabinet	The cabinet are a group of people who tell the council what to do. The cabinet will say what the most important things are for the council to do. They also make important decisions.
Capital	Money to build new buildings or make big changes to buildings.
Chair	The person who runs the meeting and makes sure the meeting goes well.
Choice	Being able to say what you do want and what you do not want. Choice also means people and services making sure there are different things to choose from. For example: Choosing where you want to live and who you want to live with, choosing what you do in your spare time.
Circulate	Send something to a group of people.
Co-chairs	Two people who share the work of chairing the meeting
Colleagues	People you work with

Commitment	Promise.
Committee	A small group of people who work together on a project.
Communication	This is about <ul style="list-style-type: none"> • Understanding what people say to you • Telling other people things • Getting to know other people and getting on with each other
Company.	An organisation which sells goods or services
Confidentiality	Keeping information private or secret
Consultation	Asking people what they think about something or what they would like to happen.
Council	Councils look after services for people in their area. There is a council in each area of the country The council makes plans about important things in your area like transport, housing and education.
D	

Day service modernisation	<p>Changing the services that people use during the day to make the services better. Bringing services up to date.</p> <p>This means making sure people have the chance to choose what they do during the day.</p> <p>For example going to work or college or leisure and sports groups and spending time with friends.</p>
Deadlines	The time or date something has to be finished by.
Debate	When we discuss an issue with each other
Defer	Decide to do something later or put off until another time
Deficit	When there is not enough money to pay for things.
Definition	What something is or what it means.
Delegates	People who attend a conference
Direct payments	<p>A direct payment is money social services can give someone with a disability instead of offering a care service.</p> <p>That person uses the money to buy the support they need.</p> <p>The person with a disability chooses</p>

	what support or services they use and who they will get them from.
Discrimination	When people are treated unfairly for any reason usually because of their race, disability, age or sex.
Dispute.	When someone does not agree with something
Document	A written report
Draft	A first try or the first time you write something like a plan. People can tell you what they think of the plan and add things
E	
Education	Learning new skills and finding out new things. For example going to college or to classes to help you be more independent or help you get a job. Education can also be finding out more about something you are interested in.
Elected	Voted in. Chosen by vote

Employment	<p>Work or having a job. This could be work you get paid for or voluntary work.</p> <p>Voluntary work means you do not get paid.</p>
Empowering	<p>Giving people the skills and resources they need to control the important things in their lives.</p>
Endorse	<p>Say yes to.</p>
Ethnicity	<p>People who are black or Asian or come from other communities or groups, like Chinese people or travellers. Sometimes it means people whose families were not born in this country.</p> <p>Communities are groups of people who like the same sort of things or come from the same place.</p> <p>A minority ethnic community is when there are less of an ethnic group than other people.</p>
Exclusion	<p>Leaving someone or something out.</p>
Executive	<p>The group or person that carries out business.</p>
Expenditure	<p>Money that is spent or is planned to be spent</p>

F	
Facilitators	A person who helps make sure everyone in a meeting has a chance to speak and who makes sure everyone understands what is said.
Feedback	Telling people about what has happened somewhere else. For example someone who has been to another group telling the rest of the meeting what happened there.
Finance	Money – for example: the money that services have to spend – this is sometimes called a budget.
Financial Statement	A report about money.
Focus group	A group that talks about and works on one thing that needs doing. This could be something like transport or health action plans .
Forum	A group that meets to talk about something.
Framework	An outline of a Plan
Future agenda items	What we will talk about at meetings in the future.

G	
Goal	What you want to happen. An aim
Government	<p>A group of people who make plans and laws about things that are important to everyone in the country. For example health services, social services, education, the police.</p> <p>The government also listens to what people say so that they can make the plans.</p> <p>For example the government wrote Valuing People.</p> <p>The nothing about us without us report by the service user advisory group helped the government to write valuing people.</p>
Ground rules	Rules about what people should and should not do in the meeting.
Guidelines	Suggestions and ideas to help people do things.
H	
Health	How people feel in their body or in their mind.

	<p>To be healthy you do things like</p> <ul style="list-style-type: none"> • Eat food that is good for you • Do exercise • Get the right information about your health • Go to the doctors or hospital if you need to •
<p>Health action plan</p>	<p>A plan about your health.</p> <p>The plan says what you can do to stay healthy. For example what food is good for you or what exercise you do?</p> <p>The plan says what help you need to stay healthy like a dentist or medicine or information about your health.</p> <p>The plan also says how you are going to do all this.</p>
<p>Health services</p>	<p>A service whose job is to give help, support and information to keep everyone in the country healthy.</p> <p>Health centres and hospitals are some of the places you can get help, support and information about your health.</p> <p>Doctors, nurses, dentists and therapists are some of the people who work for health services.</p> <p>A primary care trust is a group that gives health services.</p>

High support needs	People with learning disabilities who need extra support.
Housing	Where you live, who you live with and getting the support you need if you want.
I	
Induction	Training for people who are new.
Inclusion	Being able to do the same things and go to the same places as everyone else. For example going to the health centre to see your doctor or going to the leisure centre to go swimming.
Income	Money that comes in. This might be through fundraising or have been earned.
Independent	Being able to do as many things as you can for yourself or getting the support to do those things if you want.
Initiative	A new bit of work or a new way of doing something.
Integration	Joining together. Two services joined to make one big service.

Issues	Important things that we still need to do something about.
J	
Jargon	Words that a service or group of people use that other people will not understand.
L	
Learning disability development fund	Money that Partnership Boards have to help make the changes in Valuing People happens.
Leisure	Doing things you enjoy in your spare time when you are not at work or college. This could be things like sports or art.
Locality group	A sub group of the Partnership Board. They will talk about things that are important in their local area.
M	
Matters arising	Extra things to say about the notes from the last meeting.
Membership	All the people who belong to a group or an organisation.

Minutes	Notes of meetings
Modernisation	Bringing services up to date to make them better.
Monitor	To keep checking to make sure how something is going.
Motion	<p>A motion is an idea for something to be discussed.</p> <p>One person suggests the motion. Then a second person agrees that the idea should be discussed.</p> <p>This is called seconding the motion.</p>
Mission	A statement that an organisation writes about what it is trying to do
Multi-agency	Different organisations or groups working together to give a service.
N	
National forum	<p>A group of people with learning disabilities from all over the country who speak up for people with learning disabilities.</p> <p>The group tells the government what people want.</p> <p>Each area of the country has a regional forum that speaks up for people with learning disabilities in that area. Some</p>

	people from each regional forum go to the national forum.
Nominate	To say the name of someone you think should do something that needs doing.
Nomination	When people want to be elected they must put their name forward. Or someone else can put their name forward for them. This is called a nomination
O	
Objective	<p>What you want to happen. An objective is like an aim but has more information.</p> <p>An objective says things like</p> <ul style="list-style-type: none"> • Exactly what is going to change • how long it will take to change.
P	
Partners	<p>All the people or groups you are working with to do something.</p> <p>For example all the groups and people at the Partnership Board are partners.</p>

Partnership	<p>People or groups working together to do something.</p> <p>For example all the groups and people at the Partnership Board are working in partnership.</p>
Partnership board	<p>A group of people who meet together to make sure the plans from Valuing People happen in their area.</p> <p>Each area in the country has a partnership board.</p> <p>Partnership boards include people from groups like health services, social services, voluntary organisations, people with learning disabilities and family carers.</p>
Person centred planning	<p>A plan about what you want in your life. You can say what you want now and what you want in the future.</p> <p>Someone you choose, a facilitator helps you plan what you want and helps you to make the plan happen.</p>
Plan	<p>Ideas about what everyone agrees should happen and what everyone needs to do to make it happen.</p> <p>For example Partnership Boards make plans about how to make Valuing People happen.</p>

Policy	A statement about what an organisation believes or how they will do something
Present	People who came to the meeting.
Primary Care Trust	<p>A group that helps people in their area get the services they need to be healthy.</p> <p>The primary care trust gets money from the government to pay for these services.</p> <p>Services can be people like doctors, nurses, physiotherapists. Services can also be things like visits to hospital, medicine, information about health.</p>
Principle	The important values and beliefs that a group or services have – these tell the service the right things to do. For example, a principle could be involving people with learning disabilities in services
Priorities	<p>The most important things.</p> <p>The things we need to do first.</p>
Procedure	The way we do something at a meeting or a work

Progress	How well things are going or what you have done and what you haven't done so far about something.
Project	A planned piece of work that someone asks a group to do. This work lasts for a certain length of time and has something to show for it at the end.
Proposal	A suggestion or idea a person or a group thinks should happen, they then ask other people what they think about the idea.
Protocol	A way of doing something everyone agrees is the right way. You usually write this down so that everyone knows what to do.
Providers	People who give a service. For example: health services are providers.
Q	
Quality	Agreeing what makes something good. For example the services you get. Making rules to help people do what are good and helping people keep to these rules
Questionnaire	A list of questions.

R	
Recommendation	To suggest something you think is a good idea
Record	<p>What people said or what happened. This can be written down or videoed or taped.</p> <p>For example Is this a true record of the minutes? Means - Is this what we said at the last meeting?</p>
Representative	Someone who is asked to go to a meeting by a group – to say what the group think and feedback to the group. To act and speak on behalf of a group.
Resources	<p>The things you need so that you can do something.</p> <p>For example people, money and time are all resources you might need to do something.</p>
Respite care	<p>A place where people can go to have a break.</p> <p>A way to give someone a break.</p> <p>This can be at your own home or in another home.</p>

Review	<p>Looking at and thinking about how you are getting on with something like a plan.</p> <p>This could be looking at what is working well, what could be better and what needs to change.</p>
Rights	<p>A right is something you should be able to get so that it is fair for everyone. Sometimes it is the law that says you should get these things.</p> <p>For example you have the right to say what you think, to work or to get married if you want to.</p>
S	
Secretary	<p>The person in a club or committee who keeps records, writes letters and arranges events</p>
Self advocates	<p>People who can speak up for themselves and make their own decisions.</p> <p>Some people may need some support.</p>
Self advocacy	<p>People with a learning disability speaking for themselves and fighting for their own rights</p>

<p>Services</p>	<p>Groups whose job is to do things that people need such as giving information, help or support.</p> <p>There are lots of different services for different things. For example health services and social services and groups like Mencap and Connexions are all services.</p>
<p>Social Services</p>	<p>A group whose job is to give help, information and support to people with learning disabilities and their families.</p> <p>This is so that people can live their lives in the way they choose if people need help to do that.</p> <p>This includes where people live and what people do during the day or advice about things like benefits.</p> <p>Social workers and day service staff are some of the people who work for social services.</p>
<p>Stakeholders</p>	<p>People or groups who are interested in something because it matters to them what happens.</p> <p>For example people with learning disabilities and their families are stakeholders in the valuing people plan.</p>

Standards	<p>Rules you make about something to make sure everyone does things in the best way.</p> <p>You usually keep checking to make sure everyone is keeping to the rules.</p>
Statutory services	<p>These are the services that the government must make sure are there for everyone.</p> <p>For example social services and health services.</p>
Strategy	<p>Plan</p> <p>A strategy is the big plan that tells you what is going to happen. It does not have all details of what needs to be done.</p>
Sub group	<p>A smaller group that works on one thing, for example, Family Carers, Housing and Person Centred Planning. This sub group's feedback to the Partnership Board.</p>
Submit	<p>To give something to someone or some people.</p>
Supplement	<p>Something extra.</p>
Supported living	<p>To live in your own home and get help with every day things such as shopping, cooking, cleaning and paying</p>

	the bills.
Survey	A set of questions that ask people what they think about something.
T	
Terms of reference	<p>This is usually something written down that tells everyone what the group is there to do.</p> <p>It says what the group is going to do.</p> <p>It says how the group will know if the group has done these things.</p> <p>Everyone in the group usually agrees the terms of reference when the group starts off.</p>
Theme	A subject or idea that we talk about at a meeting.
Time out	<p>A time when you stop doing what you usually do so that you can think about something a bit more.</p> <p>You might go somewhere different from where you usually meet together and have a meeting or time out for a day.</p> <p>The Partnership Board call this an Away Day.</p>
Toolkit	Ideas and advice all put together in a pack to help you think about how to do something.

Topic	A subject that we talk about in a meeting.
Transition	<p>Moving from 1 thing in your life to the next thing like</p> <ul style="list-style-type: none"> • becoming an adult • moving house • getting married • leaving school and going to work or college <p>Use the top symbol with relevant pictures in, the bottom symbol is about becoming an adult</p>
Transport	Ways you use to get out and about like buses, trains, taxis, bikes and walking.
U	
Update	<p>When you tell people how something is going.</p> <p>or</p> <p>When you tell people what you have done and what you haven't done so far about something</p>

V	
Valuing people support team	<p>A group of people that help make the changes in Valuing People happen.</p> <p>They work with partnership boards and other groups that want to change things for people with learning disabilities.</p> <p>The team listens to what people are saying and then tells the government so the government can change things.</p>
Valuing people the white paper	<p>A plan from the government about changing things for people with learning disabilities.</p> <p>The plan is to make sure everyone has the same chances in their life.</p> <p>The plan is also a promise from the government to value and respect people with learning disabilities.</p> <p>The plan talks about rights, inclusion, choice and independence for people with learning disabilities.</p>
Venue	<p>The place where we will meet.</p> <p>Or sometimes people write</p> <p>At...</p>
Vision	<p>Ideas about what you want to happen or what you think should happen in the</p>

	future.
Voluntary sector	Charities and Organisations who are there to provide services, not to make money.
Volunteer	A person who offers their time. They do not get paid for this. Some examples are – people who go to locality groups, people who work in charity shops.
W	
Workforce development	Deciding what skills and training staff need to help people with learning disabilities live their lives. Making sure there is enough staff to do all this.
Working group	A smaller group of people who work on something the Partnership Board needs them to do. For example a plan .