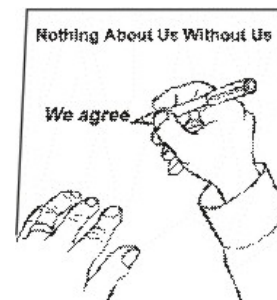


'Fulfilling and rewarding lives'



## Autism Partnership Board in Surrey Terms of Reference

### What we will do and how we will do it

#### 1. What is the Autism Partnership Board in Surrey?

- 1.1 The Government published *Fulfilling and Rewarding Lives – The strategy for adults with autism in England* in 2010. This, along with the first year implementation plan and statutory guidance that goes with it, recommends setting up autism partnership boards to set a clear direction for improved services.

The Autism Partnership Board in Surrey is made up of a group of people who are committed to working together to make the lives of people with autism spectrum conditions in Surrey better.

#### 2. What are the Aims of the Partnership Board?

- 2.1 To develop an agreed action plan in response to *Fulfilling and Rewarding Lives* in Surrey.
- 2.2 To support and monitor progress, so that we get the right services for people with autism spectrum conditions, and they work properly.
- 2.3 To influence, talk about and make recommendations on plans affecting support for people on the autism spectrum in Surrey and nationally.
- 2.4 To share information about the development of services so that people know what is happening and what they have to do.
- 2.5 To use grant funding money, where available, to develop services and help make change happen.

2.6 To work together to share information from and to organisations and groups that members represent and wider networks.

2.7 To promote information and work related to *Fulfilling and Rewarding Lives*

### **3. Who will be members of the Partnership Board?**

3.1 It is important that all key stakeholders who can bring about change in Surrey are members of the Partnership Board.

These stakeholders will include:

- ✓ People with autism spectrum conditions
- ✓ Family carers
- ✓ Surrey County Council and Adult Social Care Directorate
- ✓ Health Organisations (Primary Care Trust and NHS Trusts)
- ✓ Voluntary Organisations
- ✓ Connexions Service
- ✓ Provider Organisations

*(current membership see appendix1)*

### **4. How the Partnership Board will run**

#### **4.1 Chairs:**

A Surrey County Councillor co chairs the Learning Disability Partnership Board. The Autism Partnership Board will run in parallel with the Learning Disability one, and will link to elected members via this Co Chair.

The Autism Partnership Board will be Co-chaired by SCC's Learning Disability Commissioning Lead and a person with an autism spectrum condition, who has been selected by the groups nominating people with autism to the Partnership Board.

4.2 In the absence of the commissioning lead, the meeting will be co-chaired by the autism commissioning lead, or the Partnership Manager for Adults. In the absence of the co chair with an autism spectrum condition, someone on the autism spectrum from the board may deputise on their behalf.

### **4.3 Times**

The meetings will be held quarterly, on the first Monday of the month, January, April, July and October, from 9.30 – 12.30am, unless otherwise notified.

## **5. Format of Meetings**

5.1 Agendas for the meetings will be sent out 7 days before the meeting. The meeting will run as follows:

- ✓ Welcome and Ice Breaker

Part 1

- ✓ Reminder of what was talked about at last meeting
- ✓ Recent news items – National, Regional, County and Local
- ✓ Topic Presentation

Refreshments

Part 2

- ✓ Topic presentation
- ✓ Group discussion on presentations
- ✓ Feedback from discussion groups
- ✓ Any Other Business
- ✓ End of Meeting

5.2 Presentations need to provide overview of the topic showing current position and set targets.

5.3 The board will aim to be fully inclusive and in line with Surrey County Council's Equal Opportunities Policy, will use plain language and the traffic light system

## **6. Papers and Presentations to Partnership Board**

6.1 Papers and Presentations to the Board will be in easy to read/view format. To enable people to prepare for meetings these papers need to be sent to the Lead Officer 10 days before the meeting so that they can be sent with the agenda.

## **7. Requests/Petitions to Partnership Board**

7.1 If opinions or endorsements are being sought from the board they must be sent in writing to the Co-Chairs.

They must provide a position statement with options and consequence or risks.

7.2 Following presentation of petition a response on views or actions will be provided by Chair of Board

## **8. Minutes:**

8.1 Notes will be taken of the meeting and an easy read version will be produced within 15 working days. These minutes will be a public document and back dated copies will be available on the following website: [www.surreypb.org.uk](http://www.surreypb.org.uk) .

8.2 The Co-Chairs must approve any Press Release on behalf of the board in advance

## **9. Requests to attend Partnership Board**

Meetings will be held in public and requests to observe the meeting should be made to the Co-Chairs. Observers will be limited to 4 per meeting.

## **10 Responsibilities of Members of Board**

Stakeholders will take up membership by invitation from Co-Chairs.

10.1 Each member of the board represents a stakeholder group.

They have a responsibility to communicate information to the board and from the board with regard to the groups they represent.

10.2 Members must be able to attend at least 3 of the 4 meetings.

10.3 Apologies for non-attendance must be given to the Co-Chairs.

## **11. Election of members**

11.1 The Co-Chair on the autism spectrum will be elected every 2 years.

11.2 The Co-Chairs and Lead Officer will review membership of board at least every 2 years to ensure all stakeholders are represented.

## **12. How many people are needed for meeting to go ahead (Quorum)**

12.1 There must be 8? members of the Partnership Board at the meeting in order for the meeting to go ahead. For decisions to be made there must be 12? members. These must include:

- ✓ a Chair or deputy Chair,
- ✓ a person on the autism spectrum
- ✓ a carer representative

## **13. Annual Event**

13.1 This will be held on a key topic chosen by the board. It will run alongside the Learning Disability Partnership Board's annual event.

## **14 Work Plan**

- 14.1 The work plan will be updated each year, telling everyone what the board has done throughout the year. It will include feedback from people with autism spectrum conditions and carers. It will be placed on the website.

## **15. Managing the Agenda:**

- 15.1 The Lead Officer will meet with the Co-Chairs monthly to review the Partnership Board agenda and work programme, and to plan the Annual Event.

- 15.2 The Lead Officer will produce reports on any grant money spent.

## **16. Making things Happen**

- 16.1 To ensure the recommendations from the board are heard and that planned changes happen, Lead Officer will meet with County Learning Disability Strategy Team monthly to discuss progress. This group will help commission services that aim to support people to get the kind of life they want for themselves and are good quality, cost effective and are reviewed

## **17. Support for people on the autism spectrum**

People on the autism spectrum will be helped:

- ✓ In getting ready for meetings (need to check we can offer this)
- ✓ By having supporters at meetings to encourage, enable and help people to have a voice (need to check we can offer this)
- ✓ By making sure language is simple – we won't use jargon or initials
- ✓ By having support after meetings to talk through topics (need to check we can offer this)
- ✓ By having support to help them tell others about meeting and help shape service changes
- ✓ By having different routes by which their views can be relayed to the meetings – eg, email, contact with representative from groups, advocates. We will try to include information and views in the format most accessible to individuals on the autism spectrum.

## **18. Family Carers support**

Family Carers will be able to tell people about the important work they do and will receive support from lead officer.

They may also put forward views on behalf of people on the autism spectrum who cannot express views themselves, or cannot access Partnership Board meetings because of their disabilities.

It is noted that some people on the autism spectrum will be able to represent themselves at Partnership Board meetings, but many will not, because of their social and communication difficulties. Family members will be asked to ensure that as far as possible, the views and interests of people across the whole autism spectrum are represented at the Partnership Board.

**19. Concerns and Complaints**

Concerns and complaints about the conduct of the meetings will be investigated by the Lead Officer.

**20. Links to Department of Health, National and County Groups**

It is the responsibility of the Autism Commissioning Lead to:

- ✓ respond to requests for information from the Department of Health
- ✓ Link in to regional developments relating to autism
- ✓ maintain the website pages relating to autism issues
- ✓ Update Partnership Board on key legislation
- ✓ Ensure People on the Autism Spectrum and Family Carers are supported and notified of key events
- ✓ Ensure County Strategy Groups are aware of the work of the Autism Partnership Board

**Contact Details for Partnership Board**

Email [autism@surreycc.gov.uk](mailto:autism@surreycc.gov.uk)

Phone Tom Moore on 01737 737132