

TERMS OF REFERENCE

Norfolk All Age Autism Partnership Board (NAPB)

Updated: 8 January 2021

1. Introduction

The Norfolk All-Age Autism Partnership Board (NAPB) is committed to improving the life opportunities of all autistic people and their family/carers living in Norfolk by making it an autism inclusive county. The Board comprises people from a wide range of backgrounds, including professionals working in healthcare, social care, education, voluntary organisation the police and Healthwatch. It is inclusive of people with lived experience of autism of all ages including people with the condition and their family/carers. Everyone involved with the NAPB is committed to coproduction to ensure that the contributions of all participants are equally valued. For the coproduction principles the NAPB are using, please see Appendix A.

2. Role and Purpose of Board

The NAPB's purpose is to deliver the local Autism Strategy *My Autism, Our Lives, Our Norfolk* in accordance with national guidance. It will do so through coproducing and implementing an action plan which will be subject to regular review.

The Board will influence all partners in Norfolk with the aim of developing improved services for children, young people and adults who have or who may have autism, as well as their family/carers. It will raise awareness of autism within the wider community and work to enable people with autism to be fully included in society.

3. Term

The terms of reference will be reviewed annually. The next review is scheduled for January 2021.

4. Membership

For a full membership list, please see Appendix B.

- The NAPB will hold a maximum of 10 positions for autistic people, 3 positions for voluntary organisations and 13 positions for statutory members. Autistic members will include autistic young people (aged 14-24), autistic adults (aged 25-54) and autistic older adults (aged 55 plus).
- To reflect the priority work of the Board, the NAPB will review its membership annually. For example, if the NAPB will be focussing on working with older autistic people, priority will be given to appointing autistic older adults to the Board.
- Autistic people and their family/carers can express an interest to join the NAPB via a registration form available from the NAPB webpage on the Norfolk County Council website. As positions become vacant following resignations or a membership review, existing NAPB members will review the expression of interest and references. Positions will be offered to selected applicants aligned to the priorities of the Board and its working groups.
- Members must attend at least three of the four annual meetings. Attendance of less than three meetings in a 12-month period will prompt a review of Board membership where withdrawal of membership will be considered. A lack of attendance by autistic people and family/carers will be considered on a case by case basis prior to any action being taken.
- Following experience of chairing working groups or after providing relevant references, autistic Board members can confirm their interest to co-chair the NAPB by writing to autism@norfolk.gov.uk or by contacting their NAPB Buddy. Autistic members or the voluntary organisations can put themselves forward to co-chair and vice-chair. If both positions are not filled, a rota will be held with an autistic co- and vice-chair agreed for each meeting. As detailed in voluntary personalised agreements, individual support will be provided.
- All NAPB members will be expected to have either have already undertaken basic autism e-learning and the NCC one day autism training course, or will ensure that they do so within three months of appointment to the Board. If

training has not been undertaken in this time it will prompt a review of Board membership where withdrawal of membership will be considered.

5. Roles and Responsibilities

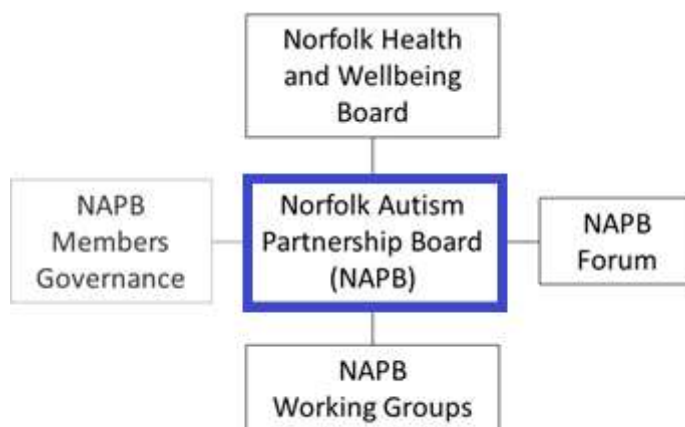
In overseeing the delivery of statutory obligations, the NAPB will be responsible for the following:

- To deliver and achieve the principles of coproduction throughout the membership.
- To annually review the NAPB priorities to oversee and influence partnership action plans to deliver the local autism strategy *My Autism, Our Lives, Our Norfolk*.
- To set up working groups to drive priority work forward. The number and makeup of working groups will change as required depending upon the work being undertaken. The NAPB will identify and agree a statutory lead for each working group and from the group itself a chair will be agreed.
- To monitor and influence the strategic planning and operational delivery of services for autistic people via working groups.
- Through the NAPB Engagement Working Group, the NAPB will provide a quarterly update of the work of the Board to the NAPB Autism Norfolk Forum. This will be done by updating the NAPB website and through a newsletter, as well as other planned communications.
- The NAPB will listen to recommendations from the NAPB Autism Norfolk Forum, and action the working groups accordingly.
- Representatives of the NAPB will carry out a wellbeing check at the end of every meeting to reflect on coproduction achieved as well as to identify what worked well and what can be improved on.
- NAPB Buddies will offer pre- and post-support sessions to their assigned members. Any issues identified regarding the venue, support required, or the buddy system will be reported to the NAPB Co-Chairs via emailing autism@norfolk.gov.uk.

- To monitor and influence wider partners' contribution to deliver the priorities of the local autism strategy. In cases where wider partners are not contributing as agreed they will be challenged using appropriate governance routes. This could include raising issues with the Health and Well Being Board, Norfolk Health Overview and Scrutiny Committee, Clinical Commissioning Committees, or Chief Executive Officer.

6. Structure and Governance

- The NAPB reports to the Norfolk Health and Wellbeing Board. It will raise concerns with the leadership groups as required.
- NAPB statutory members will report to their own governance structures to ensure their organisations deliver the priorities of the local autism strategy.



7. Meetings

- The NAPB will meet four times per twelve-month period. All members will attend at least three of the four meetings.
- Meetings will be held for no longer than 3 hours, with at least one break of 15 minutes scheduled.
- Meetings will be considered quorum by those in attendance. Through consensus they will consider the items on the agenda for discussion. They will consider if it is possible to achieve decisions that are well rounded and balanced.

- Where possible, decisions will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If this is not possible, the autistic co-chair and Local Authority co-chair will make the final decision or decide on whether to hold a closed vote managed.
- Members must declare any interests before each meeting and at the meeting itself. Members of the NAPB who declare an interest shall not take part in or influence any decisions relating to that interest. NAPB Standards, Section 7 – Declaration of Interest.
- Items for the agenda will be agreed by the co-chairs at the preceding meeting. Any additional items for the NAPB agenda must be sent to autism@norfolk.gov.uk 20 working days before the meeting date.
- The meeting agenda will be prepared, agreed and distributed by the NAPB co-chairs to attendees 10 working days before the meeting date to enable time to read all papers.
- Minutes and an action log will be agreed by the NAPB co-chairs and emailed to attendees within a period of 20 working days following the meeting date. They will be presented for amendment and approval at the next meeting. Once approved, minutes will be posted on NAPB webpage.
- Each action on the NAPB action log will be associated with a named individual who will be responsible for updating progress and outcomes to the NAPB.
- Members will respect the opinions and values of other members. They will respect the rules in the NAPB Code of Conduct relating to behaviour as expected by the NAPB. NAPB Standards, Section 13 – Code of Conduct.
- Reasonable adjustments will be made to maximise the attendance and participation of autistic people. NAPB Standards, Section 10 – Standard for Reasonable Adjustments.
Reasonable adjustments will be made in accordance with the personal voluntary agreements of attendees to maximise the attendance and participation of autistic people.

8. Amendment, Modification or Variation



These terms of reference may be amended, varied or modified in writing after consultation and agreement by the NAPB.

APPENDIX A: NAPB Coproduction Principles

- **Value every member**

Everyone is considered equal by the NAPB. No one person or group is more important than any other person or group.

- **Accessibility**

Everyone has the same opportunity to take part in an activity fully in a way that suits them best. This includes could include physical access but also clear, accessible information free from jargon.

- **Respect**

Where there is disagreement between members, they will challenge each other's viewpoint respectfully. Members will first seek to understand through listening to what another member is expressing and then confirm that understanding. Members will not only hear the words but fully embrace the meaning and value what is being said. Members will respect different points of view and agree to disagree while striving for consensus.

- **Working Together**

All members will come together at the earliest opportunity to find shared solutions to problems, defining realistic frameworks for goals and working together from the start to the end of a project. Autistic people and their family/carers will influence and monitor the development of support for them while achieving equity between NAPB members.

- **Confidentiality**

There may sometimes be issues around confidentiality and information sharing, such as members receiving information that should not be shared outside the group. This will need to be resolved for co-production to be successful. When confidential information cannot be provided a reason will be given.

APPENDIX B: Membership List

NAPB Co and Vice Chairs

Rotating	Autistic Co-Chair
Rotating	Autistic Vice Co-Chair
James Bullion	LA Co-Chair
Amanda Dunn	LA Vice Co-Chair

NAPB Members

Alan Hunter	Norfolk Community Health and Care - Children
Alison Furniss	Family Voice
Bethany Slaughter	Norfolk Constabulary
Bruce Hubbard	Autistic Adult and Parent/Carer
Carolyn Watts	Public Health
Dr Catherine Haig	Autism Service Norfolk
Clive Rennie	NHS Clinical Commissioning Group Adults
Hayley Griffin	Children's Social Care Head of Localities
James Bullion	Executive Director, Adult Social Services
Jared Carpenter	Autistic Adult
Kerrie Campbell	Healthwatch Norfolk
Kim Woodrow	Parent/Carer
Lee Gibbons	ASD Helping Hands
Lorraine Stephen	Interim Head of Education High Needs Education Service
Rebekah Muttitt	Child Adult Mental Health Services
Rosemary Boutet	Parent/Carer
Ryan Hardy	Autistic Adult
Sharon Brooks	Carer's Council
Shaun Saunders	Autistic Adult
Stephen Durrant	Autistic Adult
Sue Bridges	Norfolk and Suffolk foundation Trust
Tracey Walton	Autism Commissioning Manager- Joint funded CCG & NCC
Tracy McLean	NHS Clinical Commissioning Group Childrens
Joanne Yellon	CCG – Associate Director Mental Health
Trevor Key	Parent/Carer
Vacancy	Autistic Member
Vacancy	Autistic Member