

TERMS OF REFERENCE

Working Groups

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 and its working groups comprise people from a wide range of backgrounds, including professionals working in healthcare, social care, education, voluntary organisation the police and Healthwatch. They are 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/Purpose of Group

NAPB working groups will implement priority work delegated from the NAPB 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.

3. Term

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

4. Membership

For full membership of each working group, please see the most recent NAPB Working Groups report to the board.

- Autistic people and the family/carers of autistic people can express an interest to join the NAPB via a registration form available from the NAPB webpage on the Norfolk County Council website. When working groups are started up or as positions in existing groups become vacant following resignations or a membership review, the working group lead will review expressions of interest and references. Positions will be offered to selected applicants aligned to the priorities for the group delegated by the Board.
- To reflect the priority work of the Board, the lead will review current membership at every meeting and identify any gaps in knowledge or experience.
- The working group lead will offer the position of chair to autistic members of the working group as well as those from voluntary organisations. As detailed in voluntary personalised agreements, individual support will be provided. If training or additional support is identified, this will be provided by the working group lead or raised with the Board for additional resource.
- Members must attend at least two of four consecutive meetings. Should a member's attendance fall to less than two meetings in four, it will prompt a review of their membership where withdrawal 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.
- All working group 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

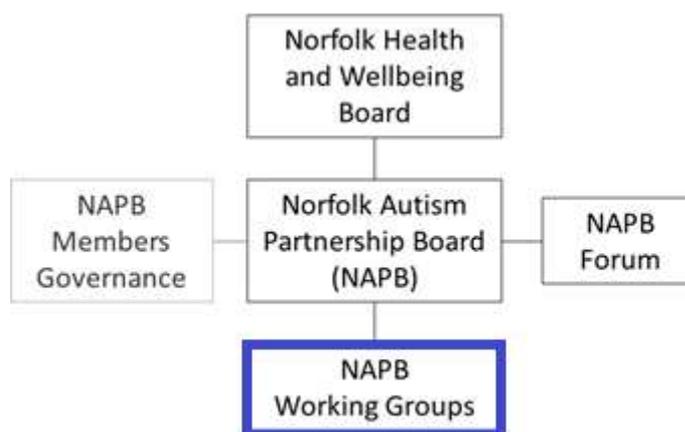
In overseeing the delivery of obligations delegated from the NAPB, each working group will be responsible for the following:

- To deliver and achieve the principles of coproduction throughout the working group.

- To help deliver the local autism strategy *My Autism, Our Lives, Our Norfolk* according to the priorities delegated to it from the NAPB. To put in place and review an action plan following its delegated priorities.
- 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 appropriately with impacts escalated to the Board.
- To monitor and influence the strategic planning and operational delivery of services for autistic people, as delegated by the Board.
- To provide regular updates to the Board on the progress of the group's work using the action plan as a guide.
- To provide an update to the NAPB on the working group's progress, next steps and any issues or risks identified in the course of its work.
- 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 or the buddy system will be reported to the Board.

6. Structure and Governance

- Working groups report to the NAPB. Working groups will raise concerns with the Board as required.



7. 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 and 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.
- 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 chair and working group lead at the preceding meeting. The chair and working group lead will agree on items which items that are not on the agenda can be raised as any other business or referred to another meeting.
- The meeting agenda will be prepared by the working group lead and distributed to members 10 working days before the meeting date.
- A forward plan and action log will be kept by the lead. Updates will be shared with working group members within 10 working days of every meeting.
- The working group will meet at times appropriate to progress the work.
- The meeting will be scheduled in line with venue standards and to meet the individual needs of the members of the working group. Any issues identified with the venue will be raised with the working group lead and escalated to the Board as appropriate. NAPB Standards, Section 9 – Autism Friendly Venues.

- 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.

- Members will follow the principles of co-production Appendix A

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.