

TERMS OF REFERENCE

Autism Norfolk Forum (ANF)

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 Forum

The purpose of the NAPB Autism Norfolk Forum is to inform the delivery of the local Autism Strategy *My Autism, Our Lives, Our Norfolk* in accordance with national guidance. It will do so through coproducing and providing information that will inform the continued implementation of the NAPB action plan for the Strategy.

The forum provides a voice for all everyone in Norfolk with an autism interest, 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 seeks to raise public awareness of autism, the barriers faced by autistic people and their families/cares, and opportunities which will 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

Membership will be managed by the Engagement Working group.

- The engagement working group lead will coordinate and facilitate the forum.
- Autistic people and their family/carers can express an interest to join the NAPB membership via a registration form available from the NAPB independent website. The registration form allows people who express an interest to give details about how they would like to be involved.
- To attend the Autism Forum Norfolk members must be a NAPB member or sign up on the day.
- Requests for additional support for those who require it may be emailed to autism@norfolk.gov.uk. All efforts will be made by the working group lead to accommodate reasonable adjustments with issues escalated to the Board.
- All registered NAPB members must confirm their attendance at forum events at least 10 working days in advance to ensure appropriate venues and reasonable adjustments can be met.
- Members of the public who attend a Forum event will be asked to register with the NAPB membership and agree to the NAPB code of conduct (coproduction principles). Those who do not sign up or agree to the Code of Conduct will respectfully be asked to leave. Alternative ways of getting involved in the work of the board and receiving information will be offered, for example signposting to the NAPB webpage.
- NAPB registered members will be offered basic autism e-learning training.
- Members of the Forum are eligible to join NAPB Working Groups. When working groups are started up or as positions in existing groups become vacant following resignations or a membership review, the working group lead/chair will review expressions of interest and any appropriate references. Positions

will be offered to selected applicants aligned to the priorities for the group delegated by the Board.

5. Roles and Responsibilities

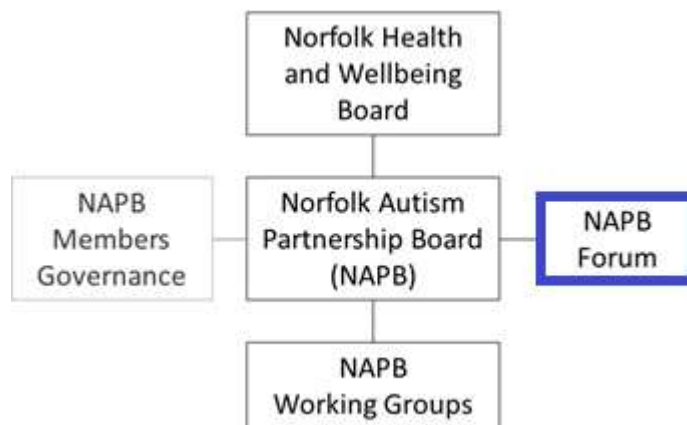
In overseeing the delivery of statutory obligations, the ANF will be responsible for the following:

- To check the outcomes achieved by the NAPB are meaningful to autistic people living in Norfolk and will make a difference to their lives, now and in the future.
- To provide an opportunity for those who have not yet been able to talk about their own experiences of living with autism and the support and services that are most important to them. To allow a range of views and personal experiences to be expressed in a meaningful way.
- To provide opportunities for people who are not involved in the NAPB or its working groups to become involved in co-production in ways that are meaningful for them.
- To influence the annual priorities of the Board. The Engagement Working group lead will listen to recommendations from the ANF, and action the working groups appropriately and provide an update from the forum to the Board. Commissioners from across the partnership will be expected to attend.
- To provide a forum for a quarterly update on the work of the Board. Ongoing updates will be given through the NAPB webpage, newsletter and planned communications.
- The ANF facilitator 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.

6. Structure and Governance

- The ANF facilitator will provide an update to the NAPB regarding the autism themes raised at Forum events. The update will include what autistic people and their parents/carers identify as working well and what can be improved upon.

- The ANF facilitator will provide an update to the NAPB regarding the autism themes raised at Forum events. The update will include any projected impact on ongoing or planned work.



7. Meetings

- The ANF will meet four times in a twelve-month period following the quarterly NAPB meeting.
- Meetings will be held for no longer than 3 hours with at least one break of 15 minutes scheduled.
- Items for the agenda will be agreed by the engagement working group lead. Any additional items for the Forum's agenda must address to the working group lead and emailed to autism@norfolk.gov.uk 30 working days before the meeting date.
- The meeting agenda will be prepared and agreed by the Engagement Working Group lead and distributed to members 20 working days before the meeting date.
- Draft actions prepared by the Engagement Working Group Lead and emailed to ANF members within a period of 10 working days following the meeting date. They will be presented for amendment and approval at the next meeting. The approved actions will be posted on NAPB webpage.
- Members must declare any interests before each meeting and at the meeting itself. Members of the ANF who declare an interest shall not take part in the

discussion relating to that interest. NAPB Standards, Section 7 – Declaration of Interest.

- 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 lead and as appropriate escalated to the Board. 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 and coproduction principles 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, all members will challenge other people'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**

From time to time there may be issues around confidentiality and information sharing, this will need to be resolved for co-production to be successful with the reasons provided why some confidential information cannot be provided.