

## TERMS OF REFERENCE

### Norfolk All Age Autism Partnership

Reviewed: 11 September 2019

#### 1. What is the Norfolk All Age Autism Partnership (NAP)?

The NAP is an unincorporated association, which means it is a group of people coming together for a purpose. This group's purpose is to deliver the statutory guidance around the Autism Act (2010) with the aim of improving the lives of autistic people and their family/carers in Norfolk. Members of the group lend their time, expertise and resources to the NAP to help it achieve its goals.

The partnership has several different groups within it including the Board, the Working Groups and the Autism Norfolk Forum.

#### 2. Who is on the Board and what do they do?

The Board is made up of a wide range of people from different backgrounds, including professional working in healthcare, social care, education, autistic people, family/carers and many others who meet every three months.

The Board uses the Autism Strategy *My Autism, Our Lives, Our Norfolk*, which identifies areas for improvement in Norfolk, to plan out its work.

The Board aims to influence its partners to improve their services for autistic children, young people, adults and their family/carers. It also raises

awareness of autism within the community to improve understanding and inclusivity.

### **3. What are the Working Groups?**

The Working Groups are given specific areas to focus on by the board. For example, the Board may want to improve employment opportunities for autistic people and set up an Employment Working Group. These groups invite members with expertise and knowledge from their focus area to join. They may run for a long or short time, depending on the piece of work. Working groups normally meet every month and report on the progress they have made at each Board meeting. The number and makeup of working groups will change as required depending upon the work being undertaken.

### **4. What is the Autism Norfolk Forum?**

The Norfolk Autism Forum (ANF) is a public meeting that invites views from the wider Norfolk community. There may be a speaker who gives information to attendees or the NAP may ask for views on some specific, like schools or day services. ANFs are held every two months (Lee to confirm with new ANFs once established) and you do not have to be a member to attend, but we do ask that they follow our coproduction principles when attending (these can be found at the bottom of the Terms of Reference document).

### **5. What are the responsibilities of the NAP?**

The Partnership is Responsible for

- Using the principles of coproduction throughout its work.
- To annually review the NAP priorities.

- To set up working groups to drive priority work forward. The NAP will identify and agree a Board member for each working group and from the group itself a chair will be agreed.
- To monitor and influence the planning and delivery of services for autistic people through working groups.
- Through the Engagement Working Group, the Board will provide a quarterly update of its work to the Autism Norfolk Forum. This will also be done by updating the NAP website and through a newsletter.
- The Board will listen to recommendations from the Autism Norfolk Forum, and action the working groups accordingly.
- Representatives of the Board will carry out a wellbeing check at the end of every meeting to identify what worked well and what can be improved on.
- To monitor and influence wider partners' contribution to deliver the priorities of the local autism strategy.

#### **6. Who does the NAP report to?**

- Information from the ANF goes to the Engagement Working Group and is then reported to the Board.
- The Working Groups report to the Board at each board meeting.
- The Board writes a report for the Health and Wellbeing Board annually to inform them of the progress made on the Autism Strategy.
- Members of the Partnership report to their own governance structures to ensure their organisations deliver the priorities of the local autism strategy.
- The Board also reports to its wider membership and the public through the ANF, newsletter and website.

## Norfolk All Age Autism Partnership Coproduction Principles

### What is Coproduction?

Coproduction ensures that views from the people who will be affected most by decisions are included right from the start. This means that when a big decision is being made, such as new residential housing being built, people who may use it can share their views and make sure that it works well. We follow 5 Coproduction Principles in everything we do, which are:

- **Value every member**

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

- **Accessibility**

Everyone has the same opportunity to take full part in an activity in the way that suits them best. This 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 understand that we

are all working together to make things better.

- **Working Together**

All members will come together at the earliest opportunity to find shared solutions to problems, defining realistic goals and working together from the start to the end of a project. All members contribute to a project in a meaningful way.

- **Confidentiality**

There may sometimes be issues around confidentiality and information sharing, such as members receiving information that should not be shared outside the group. When confidential information cannot be provided a reason will be given.

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