

## DRAFT TERMS OF REFERENCE

### SLOUGH ADULTS WITH AUTISM PARTNERSHIP BOARD (2014)

In response to the Autism Act (November 2009) and the National Autism Strategy (March 2010), Slough Borough Council and partners agreed to set up a Slough Adults with Autism Partnership Board (SAAPB).

#### Core Membership

It is important that all key stakeholders who can bring about change in Slough are members of the SAAPB. The Board will be comprised of the following (or their representatives):

Name	Organisation and Role
Sally Kitson	Slough Borough Council, Commissioning Manager
Simon Broad	Slough Borough Council, Head of Service
Paul Cooper	Slough Borough Council, Community Team for Adults with Learning Disabilities Team Manager
Iona Timba	Slough Borough Council – Long term team – Adult Social Care
Victoria Naidoo	CMHT Recovery team
Geraldine Smith	Autism Practice Lead. Slough Borough Council.
Jean Blumfield	Slough Borough Council, CMHT Autism Champion
Pauline Hallam	Slough Borough Council, Head of Service, Children and Young People with Autism
Beth Reed	Slough Borough Council Participation officer
Scott Miles	Adult with Autism – SBC employee
Amelia Aldridge	Adult with Autism / WOW group member
Jeffrey Miall	Adult with Autism / WOW group member
Paula Imber	Special Voices
Mandy Gunn	Parent carer / Special Voices
Sue Benford	Parent / Carer
Hayley Edwards	Berkshire Autistic Society, Executive Director
Joy Dawes	Employment officer East Berkshire College
Allison Hiskett	East Berkshire College
Christine Cowap	Team Manager, Gateway
Colin Archer	BHFT LD services
Andalina Kolsawala	SBC Youth Services
Jane Golden	Childrens LDD services SBC

Dayo Williams	Parent Partnership
Sarita Rakhra – Nominated Avtar Maan – Commissioning team SBC	Mental Health Commissioning Manager, CCG, Berkshire East

Others may be invited to attend from time to time as appropriate to support the work of the Group.

Membership and Terms of Reference will be reviewed annually or sooner if required.

### **Purpose of the Board**

The SAAPB will bring together public, community and voluntary sector organisations to address gaps in services for people with autism and to develop and oversee the implementation of the Autism Strategy for Adults in Slough.

### **Objectives**

1. To encourage new and innovative delivery of services for people with autism consistent with the need to give people choice, control, flexibility and independence
2. To develop and implement the Autism Strategy for Adults in Slough in response to 'Fulfilling and Rewarding Lives'
3. To develop and implement an action plan with clear objectives and milestones for delivery in line with the Autism Strategy for Slough
4. To provide a strategic steer and advice for key voluntary, public and community organisation offering services to people with autism
5. To raise awareness and understanding of issues affecting people on the autistic spectrum
6. To develop effective ways to consult with people with autism and their families, developing a pool of service users, parents and carers who can actively participate in the SAPB and its secondary work streams.
7. To regularly review the action plan to ensure that it reflects the needs and aspirations of all stakeholders
8. To share information about the development of services so that people know what is happening
9. To promote joint working to share resource and expertise and exchange local and national information of good practice

### **Chairing arrangements**

- The Board will ideally have a co-chairing arrangement. One co –chair being a person with autism, the other the Commissioning manager with responsibility for Autism (or their stand in)

- The chair will be reviewed at 6 months and thereafter annually
- The co-ordination and servicing of the meeting will be the responsibility of the Autism Practice Lead.

### **Timescale and Frequency of Meetings**

- Meetings will be held every 8 weeks.
- Agendas and papers for the meeting will be sent out 7 days before the meeting
- Papers and presentations to the Board will be in easy read/view format. To enable Board members to prepare for meetings all papers will be sent to the Commissioning Manager with responsibility for autism 10 days before the meeting so that they can be sent out with the agenda
- Notes will be taken of the meeting and will be circulated within 15 working days
- All meetings will be minuted in large font and using plain English.
- Each member of the Board represents a stakeholder group. They have responsibility to communicate information to the Board and from the Board with regard to the groups they represent
- Sub Groups may be formed as necessary to work on specific projects between Boards. Individuals with specific areas of expertise may be appointed to these as and where agreed by the partnership board. Sub Group meetings will be held at appropriate intervals and management of these will be decided by the sub groups themselves.
- Apologies for non-attendance must be given to the Autism Practice Lead.
  1. At least seven members of the Board must be present at any Board meeting for it to go ahead. This must include:
  2. The Co-Chairs / Chair (or their stand-ins)
  3. Autism Practice Lead (or their stand in)
  4. At least 5 other members, one of whom is not a member of Slough Borough Council
- A member of Council staff will be available immediately after each Board meeting for people with autism to clarify any issues raised, etc.
- A joint annual meeting or event with the Slough Children's Partnership Board to be arranged to exchange information and promote areas of good practice or to focus on joint areas of priority (i.e. transition)
- A pre-meeting (Focus Group) will be held the week before the Board meeting for people with autism to attend, if they wish, to discuss the agenda for the meeting, help to clarify any issues which might come up at the Board meeting.
- All meetings will have a directed theme in line with the priorities of the Strategy
- Membership and TOR will be assessed and updated where necessary every 12 months.

## **Accountability/Governance**

Accountability of the SAAPB will be to the Health and Social Care Priority Delivery Group (HSC PDG) which in turn reports to the Wellbeing Board.

To ensure recommendations from the Board are heard and that planned changes happen, the Commissioning Manager with responsibility for autism will prepare a report for the HSC PDG as required. The Commissioning Manager responsible for autism may also raise any issues with the Chair of the HSC PDG where clarity is sought.

The Commissioning Manager with responsibility for autism will report back to the HSC PDG on any decisions or guidance from the HSC PDG in relation to the work of the Board.

People on the autistic spectrum will be supported in:

- Getting ready for meetings
- Having supporters at meetings to encourage, enable and help people to have a voice
- Ensuring jargon or acronyms are not used during meetings
- Having support after meetings to talk through the topics