

## **TERMS OF REFERENCE**

### **Norfolk All Age Autism Partnership**

#### **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 (2009) 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 professionals working in healthcare, social care, education, autistic people, family/carers and many others. They meet every three months minimum, additionally meetings may be added if required at the discretion of the Co-Chairs.

The Board uses the feedback and priorities set by the Steering group, 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.

The Board is responsible for feeding back any progress, delays or barriers to the Autism Norfolk Forum, Steering group and wider membership.

### **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 Autism Norfolk 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 something specific, like schools or day services. ANFs are held every three months 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 is the Norfolk Autism Partnership Steering group?**

The steering group is made up of mainly autistic people who currently sit on the Norfolk Autism Partnership Board and key members of the statutory partners, such as Norfolk County Council, NHS/ICB and criminal justice. The steering group is responsible for gathering feedback received through:

- Autism Norfolk Forum
- Current News stories
- National/Local Strategy
- Website communications
- Informal and formal discussion

It is then the role of the steering group to set the priorities for the Norfolk Autism Partnership Board to ensure that the priorities being discussed and developed are true reflections of the concerns of the autistic community.

Once these priorities have been passed to the Norfolk Autism Partnership Board, they then take ownership of them and are responsible for managing, working and feedback to the Autism Norfolk Forum, Steering group and the wider membership on progress, delays, and barriers.

This group will consist of 8 members 6 autistic members and 2 statutory partners.

The group will aim to meet 3 weeks before each Board meeting to allow time to form the agenda, prepare the required documents and notify all members of the Partnership Board.

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

The Partnership is Responsible for

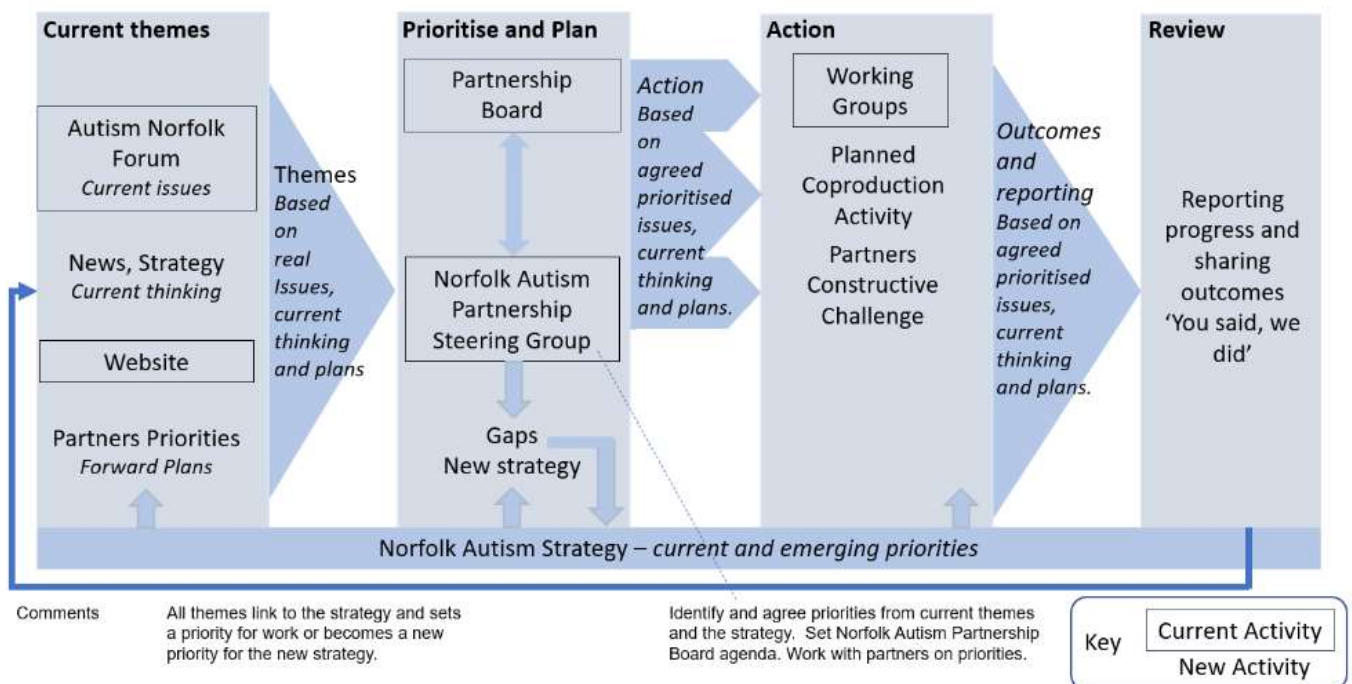
- Using the principles of coproduction throughout its work.
- To annually review the NAP priorities.
- To set up working groups to drive priority work forward. The NAP will identify and agree a Board member for each working group and from the group itself a chair will be agreed.
- To monitor and influence the planning and delivery of services for autistic people through working groups.
- 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.

## 7. Who does the NAP report to?

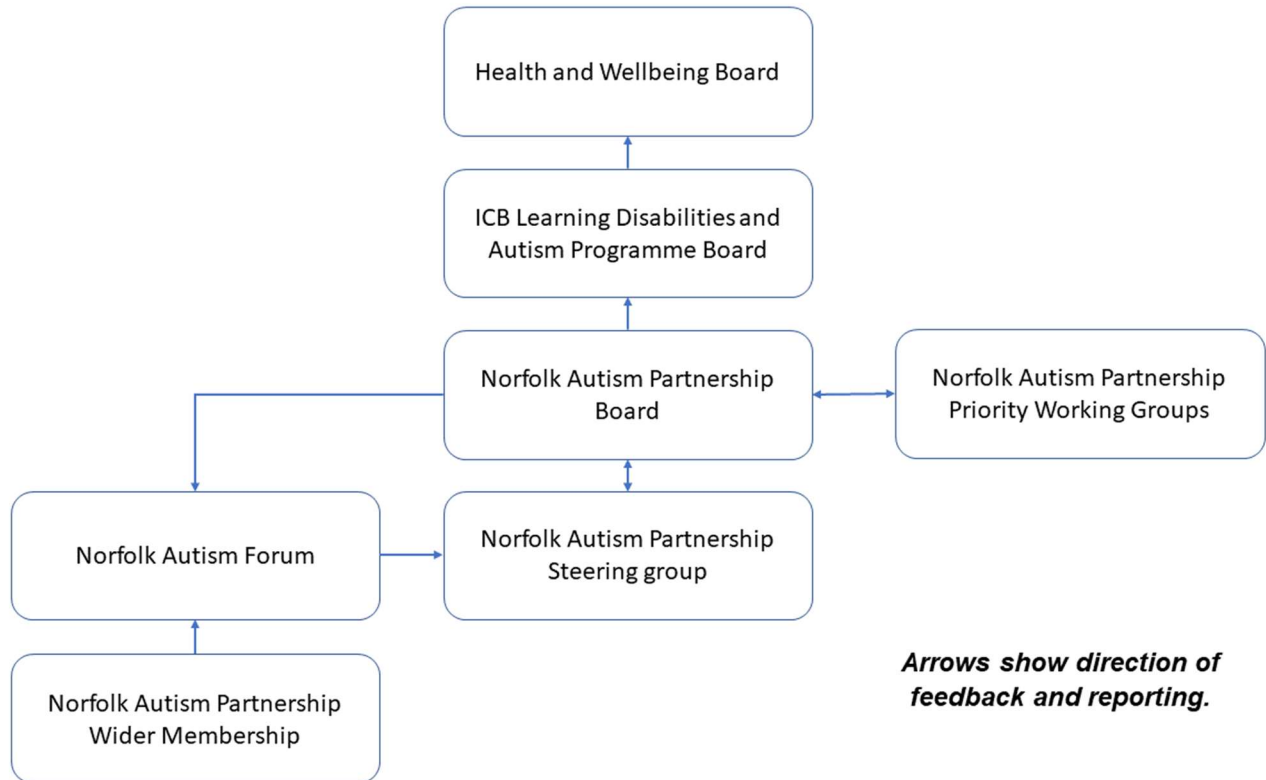
- The Working Groups report to the Board at each board meeting.
- The Board writes a report for the Health and Wellbeing Board annually to inform them of the progress made on the Autism Strategy.
- Members of the Partnership report to their own governance structures to ensure their organisations deliver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

## 8. Structure of the Norfolk Autism Partnership

Norfolk Autism Partnership: Ways of working



## 9. Governance structure of the Norfolk Autism Partnership



## **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.

## **Glossary**

ANF:	Autism Norfolk Forum
ASD:	Autism Spectrum Disorder
CQC:	Care Quality Commission
ICB:	Integrated Care Board
FOI:	Freedom of Information
GDPR:	General Data Protection Regulations
ICB:	Integrated Care Board
LDP:	Learning Disability Partnership
LDPB:	Learning Disability Partnership Board
NAP:	Norfolk Autism Partnership
NAPB:	Norfolk Autism Partnership Board
NAS:	National Autistic Society
NCC:	Norfolk County Council
NCH&C:	Norfolk Community Health and Care
N&SFT:	Norfolk and Suffolk Foundation Trust
SEND:	Special Educational Need and Disabilities
UEA:	University of East Anglia
WAW:	World Autism Week
WG Lead:	Working Group Lead