

NAPB ROLES AND RESPONSIBILITIES

There are a number of roles and responsibilities within the NAPB.

- 1. NAPB Co-Chairs**
- 2. Autism Lead / Commissioning Manager**
- 3. Working Group Leads**
- 4. Steering Group Members**
- 5. NAPB Members.**
- 6. Norfolk Autism Partnership Coordinator**

1. The role of the NAPB Co-Chairs

NAPB Co-Chairs

The NAPB Co-Chairs are responsible for ensuring that the voices and views of autistic people and their families (the autism community) are informing and contributing to the implementation of the autism strategy through co production and engagement.

The NAPB Co-Chairs are representatives of the partnership and need to be prepared to deliver shared and agreed communication when representing the board and leading the board meetings.

In addition; they provide the role of a critical friend, regarding informing, monitoring, evaluating and signing off the activities from the working groups within the Norfolk All-age Autism Partnership Board (NAPB).

Role of NAPB Co-Chair

- *Compliance:*
Needs to take a lead and work with all board members and Working Group Leads to ensure that the Board fulfils its function, legal duties and is well governed, providing a strategic oversight and vision of the work
- *Governing:*
Needs to take responsibility for ensuring the Board follows the governance model adopted and the Board does not stray into management tasks.
Ensures representation to provide information on the programme to and from other appropriate boards.
- *Meetings:*
Needs to ensure the Board meetings are chaired effectively and that the meetings are based on a clear agenda and well minuted.
Needs to read papers and make comments for discussion, identifying gaps prior to the meeting and providing an appropriate challenge for the Boards discussion
- *Communication:*
Between the NAPB Co-Chair and Working Group Leads is important to make sure everything develops smoothly.

Some specific roles:

- *Chairing Meetings:*
Needs to chair a meeting well. Ensuring that all the members contribute, items for discussion are delivered on time aligned with the agenda, all members are clear on what has been agreed and appropriate voting has taken place, members behave in line with the NAPB procedures.
- *Ensuring compliance:*
needs to take a lead in ensuring that the compliance responsibilities of the Board are fulfilled, while keeping an eye on the fact that the main role of the members is to ensure the working groups are fulfilling its objectives, having a clear vision and looking to the future. Include a standing item on declaration of interests to enable individuals to raise any issues and/or make a declaration at the meeting.
- *Vision setting:*
Needs to ensure that members take the key appropriate vision, values and strategic decisions in line with the level of interest.
- *Right information:*
Needs to ensure that the right information is provided to the members, both inside and outside meetings. This should include both internal information as well as wider information.
- *Non-operational:*
Needs to ensure that other members do not overstep the mark in interfering in operational issues.
- *Support and challenge:*
Needs to get the balance right between support and challenge.

2. Role of Autism Lead – Autism Commissioning Manager

Lead commissioning of services for adults with autism in the area. Due to the all age approach the autism lead will liaise with appropriate commissioners to influence the commissioning of services for children with autism and parent support in the area.

Bring partners together to ensure information sharing protocols are in place and that all necessary information for service planning is available.

3. The Role of Working Group Lead

To work with the NAPB Co-Chairs to ensure the outcomes of the working group are achieved in line with the autism plan.

Meeting to be run in line with the NAPB code of conduct and meeting rules.

To effectively support the meeting and ensure all members can actively and meaningfully participate.

Ensuring working group members contribute to the setting of the agenda.

Ensure the agenda and papers are forwarded to contact@norfolkautismpartnership.org.uk in good time for distribution 10 working days before the working group meets.

Ensure support material is available on the day.

4. Role of Steering group members

Members of the steering group are responsible for receiving and analysing feedback received from the:

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

Using this information, they will set the agenda and prioritise that they wish the Norfolk Autism Partnership Board to focus on. The autistic members of this group will receive support from statutory partners to enable them to do this.

The steering group is not responsible for providing feedback to the sources listed above but this responsibility will be of the Partnership Board.

5. Role of the Working Group Chair

Ensure the meeting is conducted in line with NAPB procedures

To effectively Chair the meeting and ensure all members can actively and meaningfully participate.

6. Role of all NAPB Members

All NAPB members will respect other members' opinions and values.

Members will actively and equally contribute to discussion and decision-making.

Members will show each other respect in all forms of communication (including written correspondence and emails) to encourage open debate and work together

creating a safe environment for all through behaving appropriately, listening to others and being prepared to speak in discussions.

Members will take part in working groups as appropriate.

All members must represent the wider partnership and ensure they do not explicitly or tacitly use the NAPB as a platform to promote the work of their own organisation or cause.

Members will be prepared for meetings, through reading documents issued and ready to engage in conversations.

NAPB members representing autistic people are responsible to ensure that the voices and views of autistic people and their families (the autism community) are informing and contributing to the implementation of the autism strategy through co production and engagement.

7. Role of Norfolk Autism Partnership Coordinator

Provide a single point of contact for all NAPB members, distributing emails to the Co-Chairs, Working Group Leads and Autism Lead as appropriate.

Arrange all board meetings, Working groups and Autism Norfolk Forums. Ensuring agendas and relevant information is circulated inline with good practice recommendations

Work to the service specification provided during the tender process

As directed by the Co-Chairs process volunteer expenses.

As directed by the Co-Chairs, working group leads, provide good administration.

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