

LANCASHIRE AUTISM PARTNERSHIP BOARD

Terms of Reference

Purpose

The Lancashire Autism Partnership Board aims to:

1. Oversee and make decisions on the implementation in Lancashire of the Department of Health's Autism Strategy '*Rewarding and Fulfilling Lives*' (2010) and the subsequent updates '*Think Autism*' (2014) and '*Adult Autism Strategy: statutory guidance*' (2015).
2. Bring together representation from public, community and voluntary sector organisations and services; adults with autism, their parents, family members and other relevant stakeholders.
3. Guide efforts to implement a county-wide approach by drawing upon both professional expertise and lived experience.
4. Agree the Department of Health Local area self-evaluation exercise (SAF) for Lancashire before submission.
5. Focus on the key themes (in relation to the Autism Strategy) which have been identified as a priority in Lancashire.

The main Board will comprise of:

- 2 Co-Chairs (who represent those with Autistic Spectrum Conditions)
- A senior officer (commissioning) from Lancashire County Council
- 3 Lancashire County Council Officers
- 5 parents/carers
- 4 adults with Autism, representing the full Autistic Spectrum
- 3 providers (direct care support)
- 2 voluntary, community, or faith sector representatives (not direct care)
- 3 Health sector representatives, including Clinical Commissioning Group (CCG) Commissioners and clinicians
- 1 representative from *Jobcentre Plus* - Department of Work and Pensions

NB – the numbers above are subject to change and are merely indicative

Board Meetings

Frequency: 6 bi-monthly meetings

Duration: Up to 3 hours

Location: At County Hall offices, Preston.

Organisation of meetings:

- A schedule of dates and times of board meetings will be agreed and circulated to members annually.
- Themed Sub-group Leads should forward their respective updates to Bhaveni Parmar (bhaveni.parmar@lancashire.gov.uk) at least **15 working days** prior to board meetings as they facilitate the planning of the main Board Agenda. The updates should then be forwarded to both co-chairs and LCC senior officer.
- Minutes of the previous board should be circulated to all members **15 working days** prior to the next meeting.
- The agenda and Themed Sub-group updates should be circulated to all board members **10 working days** prior to the next meeting.
- Board meetings will focus on the overall analysis, planning, implementation and reviewing of the Autism Strategy in relation to activity in Lancashire.
- Each Themed Sub-group will feed-back to the Board on progress against their specific action plans, as described in the '*Protocol for communication and Co-working between sub-groups*' The board will then be able to ask questions and reach any decisions as required.
- The '*Protocol for communication and Co-working between sub-groups*' explains how the board and Themed Sub-groups should interact, this can be found at Appendix C.
- Any email correspondence, information and/or updates for the Board's attention from members should be sent to Bhaveni Parmar for circulation. Any responses to such correspondence received from Board members, that require escalating further, should be sent to Ellen Smith and Bhaveni Parmar for follow up in the first instance. **Copies** of such responses should also be sent to both Co-chairs for their information only.
- At the end of each board the date, time and room of the **next** meeting will be confirmed, if they change after this time, all members will be emailed with the amended details.
- A list of standard agenda items can be found at Appendix A.
- At each main board meeting there will be the opportunity for members to advise the board of any potential or actual conflicts of Interests.

All Board members should:

- Attend all meetings. If anyone is unable to attend a meeting then they should advise Bhaveni Parmar (bhaveni.parmar@lancashire.gov.uk) and send a representative to attend in their place, if appropriate.
- Respond promptly to requests for information and action.
- Ensure that everyone has the opportunity to give their view and that their views are respected.
- Be committed to the aims and objectives of the Board and encourage others within their networks to do the same.
- If a member believes they may have a conflict of interest they should declare this at the beginning of the meeting under '*Conflicts of Interest*'. In addition members are welcome to discuss the matter with the senior officer (commissioning) from Lancashire County Council who sits on the main board and/or the Co-Chairs.

Themed Sub-groups

In addition to the main Board membership, there are 4 themed sub-groups:

- Communication and Engagement
- Learning and Development
- Diagnosis, Assessment and Support Planning
- Education, Training and Employment

There is also a Family Carers Group which is not an official sub-group but acts as a friendly critic of the board so as to ensure from a 'hands on approach' that we as a board meet the needs of autistic people and follow the themes of the Autism Act.

Additional subgroups may be formed where a need has been identified, for example *Mental Health, Criminal Justice* and/or *Children and Young People – Transition*.

Each Themed Sub-group will have a nominated lead and deputy, who do not necessarily need to be board members.

Themed sub-groups will focus on the operational planning, implementation and review of their action plans.

Representatives of other stakeholders will be co-opted onto a Themed Sub-group as required, in accordance with the '*Protocol for communication and co-working between sub-groups*') see Appendix C.

The themed subgroups are expected to meet outside of the main board and to agree the frequency of these meetings.

Review of Terms of reference

The Terms of Reference should be reviewed annually at the main board meeting each March.

Reviewed: November 2015

Approved by the Board on: ?? November 2015

Appendix A - Standard Agenda Items

- 1. Welcome and Introductions**
- 2. Conflict of Interests**
- 3. Apologies for Absence**
- 4. Approval of Minutes from previous meeting**
- 5. Matters arising from the Minutes (not on Agenda)**

Feedback from Themed Sub-groups - Specific Decisions Needed or Key Updates:

For each group: 10 minutes (maximum) for feedback and a further 15 minutes (max) for Board to discuss and reach decision (if required).

- 6. Parent/Carers**
- 7. Communication and Engagement**
- 8. Learning & Development**
- 9. Education, Training and Employment**
- 10. Diagnosis, Assessment and Support Planning**
- 11. Any Other Business**
- 12. Date & Time of Next Meeting**

Appendix B-Current Board Members

Ali Wilson	Parent / Carer
Bhaveni Parmar	Lancashire County Council Commissioning Support Officer (minutes)
Catherine Frost	Parent/Carer
Dawn Clarke	Chorley and South Ribble Clinical Commissioning Group
Denise Edwards	Ideas CIC, Director, Trainer & Parent
Ellen Smith	Lancashire County Council Commissioning Manager – Live Well (Co-chair)
Hanna Ingleby	Action for Autism Spectrum Disorder
Helen Hughes	Work Psychologist – Department of Work & Pensions Jobcentre Plus
Ian Beaver	Brothers of Charity
Jo Treasure	Independent Autistic Advocate & Parent
Julia Pilkington	Co-Chair Lancashire Autism Partnership Board
Julie Richmond	Autism Advocate
Kate Silver	Autism Initiatives National Director
Kevin O'Hara	Lancashire County Council Community Connector
Kizzy Felstead	Parent/Carer
Lesley Kennedy	Clinical Psychologist – Lancashire Care Foundation Trust
Liz Monks	Parent/Carer
Mark Bleasdale	Co-Chair Lancashire Autism Partnership Board
Mark Haynes	Lancashire County Council Employment Service
Neil Willcocks	Lancashire County Council Advanced Practitioner
Nick Donkin	Integrate
Rosemary Cowell	Chorley and South Ribble Clinical Commissioning Group Commissioner
Sue Austen	Clinical Psychologist – Lancashire Care Foundation Trust
Terry Keely	Parent/Carer

Appendix C - Protocol for communication and co-working between sub-groups

LANCASHIRE AUTISM PARTNERSHIP BOARD

Protocol for communication and Co- working between Themed Sub-groups

Background

This protocol has been produced in response to an action point tasked to Julia Pilkington, following a discussion at the Board, to devise an efficient and clear way to encourage communication, co-operation and co- production on projects.

Before Board Meetings

Copies of Individual sub-group plans and reports are to be sent out as attachments with the Board Agenda to allow members to view and to prepare comments before the Main Board Meeting. These should ideally, be sent out at least a week before the meeting.

During Board Meetings

A major part of the regular Board Agenda is given over to reports from the individual sub-groups on meetings and activities held since the previous Board. This is delivered by the sub-group lead or by an appointed deputy where possible. Discussion can then take place and any action or requirements logged.

Membership of Themed Sub- groups

To apply for a place on any particular sub-group please contact the sub-group lead. Each sub-group tries to ensure membership comprises representation from each of the geographical areas of central, east and north Lancashire and includes autistic folk, carers, decision makers and other professionals, covering skills and experience needed to help implement the relevant points in the autism strategy. A high level of commitment to attend all meetings is also expected.

Attendance at sub- group meetings

Attendance at sub-group meetings by personnel other than those regularly attending can be arranged in one of the following ways:

Invitation from the sub-group lead, where the person/s invited would join for the duration of a specific project where the person's specific skills would be advantageous. These individuals may be Board Members or from outside the board or sub-groups.

Request from other sub-group leads to work together on given projects where there is mutual interest e.g. the training and employment group working together on a project to gather information regarding training requirements from employers that then would be delivered by training group and Board approved trainers.

Individuals interested in projects carried out in other sub-groups would have the opportunity to be part of the discussions taking place in the Main Board after seeing the sub-group plans.

Appendix D - Themed Sub-group Members

Family Carer Forum
Ali Wilson
Catherine Frost
Jo Bebbington
Jo Treasure
Julie Richmond
Kizzy Felstead
Liz Monks
Terry Keeley

Communication and Engagement
Ellen Smith
Ian Beaver
Julia Pilkington (Chair)
Kizzy Felstead

Learning and Development
Denise Edwards
Jo Treasure
Ju Richmond
Justine McDonagh Bond
Kate Silver (Chair)
Lesley Kennedy

Education, Training and Employment

Ali Wilson

Catherine Frost

Gill Collins

Helen Hughes (Chair)

Jan Domleo

Jayne Frodsham

Jennie Faun

Karen Catlow

Pauline Counsell

Diagnosis, Assessment and Support Planning

Dawn Clarke (Co-Chair)

Hanna Ingleby

Kizzy Felstead

Neil Willcocks

Nick Donkin

Rosemary Cowell (Chair)

Terry Keeley

Appendix E- Abbreviations/acronyms

CCG	Clinical Commissioning Group
DoH	Department of Health
DWP	Department of Work and Pensions
L/APB	Lancashire Autism Partnership Board
LCC	Lancashire County Council
LD	Learning Disability
LWDP	Lancashire Workforce Development Partnership
SAF	Local area self-evaluation exercise - Department of Health