

**Terms of Reference**

**AUTISM WAY FORWARD**

**Updated: March 2016**

**To be reviewed: January 2017**

**What is a ‘Terms of Reference’?**

A ‘terms of reference’ document sets out the rules about the group. These rules will tell you what the Autism Way Forward group does and how it does it.****

**What is the Autism Way Forward group?**

This is a group of people who get together and meet on a regular basis, working together to make Oldham a better place to live for children, young people and adults with Autism.

**What is the Autism Way Forward group here to do?**

The group is here to make sure that people with autism who live in Oldham have the same chances in life as everybody else.

The group will:

* develop a strategy – through developing the strategy, the Board will hold professional people to account for improving the design and delivery of services for people with autism – through committing to specific and measurable outcomes for the strategy
* make sure that the money that is spent on services for people with autism and family carers is spent properly and on things that are of a good quality
* be consulted and involved about big plans or changes that will affect people with autism and for family carers

**Information and awareness**

As a key part of the strategy, the Autism Way Forward group will develop a communications campaign, and website information for people with autism, and people who care for people with autism in Oldham. This will link to a wide range of information on the support and services that are available for people with autism in Oldham, and will include information on the strategy when it has been finalised. A key aim will be to make Oldham an “Autism Friendly Town”.

**Who does the Board report to?**

The Autism Way Forward group will report to Oldham’s Health and Wellbeing Board, the Integrated Commissioning Partnership, and link to the following established Boards in Oldham:

* SEND (Special Educational Needs and Disabilities) Board
* Learning Disability Partnership Board
* Community Safety Partnership Board
* Mental Health Strategy Partnership Board
* Safeguarding Adults Board
* Safeguarding Children Board

You can find a representation of this in the diagram at Appendix 1.

The Autism Way Forward Group will present **an annual report** to the four Boards set out above once a year, and will provide **regular updates** or reports on other issues when necessary. The report will contain information on progress in developing the strategy, information on topics and issues the Board has discussed, and any issues or questions the Autism Way Forward group would like to ask.

This will help the Autism Way Forward Partnership Board to:

* Influence and engage senior leaders on issues of concern for people with autism in Oldham.
* Make sure senior leaders are aware of these issues, and that they can get behind the changes needed to make life better for people with autism in Oldham.
* Make the right links to other related areas of service delivery, namely the SEND agenda, and the Learning Disabilities agenda.

**How often does it meet?**

The Autism Way Forward Partnership Board will meet bi-monthly.

2016 – 2017 meeting dates are included as Appendix 2.

**Who will support the running of the Board?**

The Head of Service, Learning Disabilities for Adult Services will take the overall responsibility for the Board. They will be supported by officers in the Disability Service and Commissioning Services.

**Who is on the group?**

A range of representation as a core membership will be required across adults and children’s services from health, local authority, and voluntary sector services.

There will be involvement from parents / carers and children and adults on the Autism Spectrum – this will be further defined / clarified after further discussion with parents / carers and children and adults.

Representatives will include the following:

* National Autistic Society/Greater Manchester Consortium for Autism (GMAC)
* Parents and family members
* Commissioners – health, children, adults and education
* Health – clinical psychology, assessment and nursing support services
* Social work/Care Management
* Educational Psychology and advisory teachers
* Transitions
* Adults on the Autistic Spectrum
* Providers of Autism services
* Schools
* Police and community safety.

**How are the topics of the meetings decided?**

Meetings will have focused discussions on themes of the **Autism Strategy.** The strategy aims to change the design and delivery of services in Oldham so that children, young people and adults with Autism:

* are supported to be a **valued member of the community**
* get the **right support at the right time** during their lifetime
* have choice and control in their lives that enhances **skills and** **independence** and promotes **health and positive wellbeing**

This joint strategy will improve the planning and development of appropriate services for children, young people and adults with autism, by working better together with all public services to:

* ensure services are of a **good quality and commissioning is joined up** wherever possible to ensure a seamless journey, by evaluating and ensuring outcomes are measured so that they can be continually improved
* develop a clear, consistent, timely **pathway for diagnosis** and post diagnosis support
* **improve access** for people with autism to the services and support they need – including people who have **not received a formal diagnosis** of autism
* increase **awareness of autism** among frontline professionals and in the community – and work together to make Oldham an ‘Autism Friendly Town’
* Improve the availability **of information, signposting and support** for people with autism and their **families and carers**.

Meetings will have a focus on **themes in the strategy**.

**The group will nominate leads and people to sit on ‘sub-groups’ for each of the four themes of the strategy. They will regularly report back to AWF based on the themes of the Autism Way Forward meetings.**

This will allow the Autism Way Forward to suggest other actions for improvement, raise any issues they have in the theme area, and make sure people are delivering the actions that have already been agreed.

**Theme 1: Joined up commissioning**

* Health and social care working better together to deliver more effective, joined up care
* A better understanding of current and future needs
* Better health and wellbeing
* Meaningful engagement and consultation

**Theme 2: Diagnosis and post diagnosis support**

* Improving access to diagnosis
* developing a clear, consistent pathway for diagnosis and post-diagnostic support
* Strengthening the role of education settings in early detection, intervention and support

**Theme 3: Getting the right support at the right time**

* Employment, volunteering, training and finances
* Relationships
* Housing
* Life transitions
* Support for carers

**Theme 4: Better information and awareness**

* Community acceptance and awareness of autism
* Being safe in the community
* Awareness and training in services and professionals
* information, signposting, advice, advocacy and training

* The **Health and Wellbeing Board** is a meeting of senior leaders from a wide range of organisations in Oldham, who work together to improve the Health and Wellbeing of the people of Oldham. Health and Wellbeing Boards are a statutory function of all local authorities.
* The **Integrated Commissioning Partnership** is a meeting of senior commissioners from health and social care commissioning services, who work together to develop approaches to commissioning health and social care services.
* The **SEND Board** (Special Educational Needs and Disabilities) is a meeting of practitioners and officers from education, health and social care services, who work together to develop approaches to improving the delivery of services for children and young people with special educational needs and disabilities.
* The **Learning Disability Partnership Board (LDPB)** is a meeting of practitioners and officers from a range of organisations, who work together to develop approaches to improving the delivery of services for people with learning disabilities.
* The **Safeguarding Adults Board** is a multi-agency group tasked with protecting adults and older people from abuse in Oldham.
* The **Safeguarding Children Board** is responsible for safeguarding and promoting the welfare of children in Oldham.
* The **Community Safety and Cohesion Partnership** is a group of organisations working together to tackle different problems that affect communities.

Accountability

**Theme Action Group 1: Joined up commissioning**

**Theme Action Group 2: Timely assessment and diagnosis**

**Theme Action Group 3: Getting the right support at the right time**

**Theme Action Group 4: Better information and awareness**

**Community Safety & Cohesion Board**

**Safeguarding Children Board**

**SEND Board**

**LDPB**

**Autism Way Forward**

**Safeguarding Adults Board**

**Integrated Commissioning Partnership**

**Health and Wellbeing Board**

**Appendix 1 – Governance for Autism Way Forward**

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| **Appendix 2 – Meeting dates for 2016 - 17** | **Autism Way Forward Partnership Board** | **Venue** | **Autism Strategy Theme meetings** | **Theme lead** | **Date** | **Venue** |
| Jan – Feb 2016 | Wednesday 27 January 2016(10am - 12pm) | Civic Centre, Lees Suite | **Getting the Right Support at the Right Time** | Oldham Council – Claire Hill | Wednesday 23 March 2016 (10am – 12pm) | Crompton Suite, Civic Centre |
| **Diagnosis and Post Diagnosis** | CCG – Louise Herniman | 22 March 2016 |  |
| **Better Awareness and Information** | Oldham Council – Claire Hill | Thursday 17 March 2016 (10am – 12pm) | Crompton Suite, Civic Centre |
| **Joined up Commissioning** | Oldham Council – Claire Hill | NA |  |
| March – April 2016 | Wednesday 9 March 2016 (10am - 12pm)**Theme: Work Programme to be agreed** | Civic Centre, Crompton Suite | **Getting the Right Support at the Right Time** | Oldham Council – Claire Hill | **Strategy Consultation period – no meetings** |
| **Diagnosis and Post Diagnosis**  | CCG – Louise Herniman |
| **Better Awareness and Information** | Oldham Council – Claire Hill |
| **Joined up Commissioning** | Oldham Council – Claire Hill |
| May – June 2016 | Wednesday 25 May 2016 (10am - 12pm)**Theme: Better Information and Awareness**  | Civic Centre, Crompton Suite | **Getting the Right Support at the Right Time** | Oldham Council – Claire Hill | 8 June 2016 | Crompton Suite |
| **Better Awareness and Information** | Oldham Council – Claire Hill | 16 June 2016 | Lees Suite |
| **Diagnosis and Post Diagnosis** | CCG – Louise Herniman | June 2016 |  |
| **Joined up Commissioning** | Oldham Council – Claire Hill | 27 June 2016 | Shaw Room |
| July – Aug 2016 | Wednesday 27 July 2016 (10am - 12pm)**Theme: Timely Assessment and Diagnosis** | Civic Centre, Lees Suite | **Getting the Right Support at the Right Time** | Oldham Council – Claire Hill | 3 August 2016 | Crompton Suite |
| **Better Awareness and Information** | Oldham Council – Claire Hill | 11 August 2016 | Lees Suite |
| **Diagnosis and Post Diagnosis** | CCG – Louise Herniman | August 2016 |  |
| **Joined up Commissioning** | Oldham Council – Claire Hill | 22 August 2016 | Shaw Room |

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| Sept – Oct 2016 | Wednesday 28 September 2016 (10am - 12pm)**Theme: Getting the Right Support at the Right Time**  | Civic Centre, Crompton Suite | **Getting the Right Support at the Right Time** | Oldham Council – Claire Hill | 5 October 2016 | Crompton Suite |
| **Better Awareness and Information** | Oldham Council – Claire Hill | 13 October 2016 | Crompton Suite |
| **Diagnosis and Post Diagnosis** | CCG – Louise Herniman | October 2016 |  |
| **Joined up Commissioning** | Oldham Council – Claire Hill | 24 October 2016 | Shaw Room |
| Nov – Dec 2016 | Wednesday 30 November 2016(10am - 12pm)**Theme: Joined Up Commissioning**  | Civic Centre, Lees Suite | **Getting the Right Support at the Right Time** | Oldham Council – Claire Hill | 7 December 2016 | Lees Suite |
| **Better Awareness and Information** | Oldham Council – Claire Hill | 15 December 2016 | Lees Suite |
| **Diagnosis and Post Diagnosis** | CCG – Louise Herniman | December 2016 |  |
| **Joined up Commissioning** | Oldham Council – Claire Hill | 19 December 2016 | Shaw Room |
| Jan – Feb 2017 | Wednesday 25 January 2017 (10am - 12pm)**Theme: Annual Report** | Civic Centre, Lees Suite | **Getting the Right Support at the Right Time** | Oldham Council – Claire Hill | 1 February 2017 | Crompton Suite |
| **Better Awareness and Information** | Oldham Council – Claire Hill | 9 February 2017 | Lees Suite |
| **Diagnosis and Post Diagnosis** | CCG – Louise Herniman | February 2017 |  |
| **Joined up Commissioning** | Oldham Council – Claire Hill | 27 February 2017 | Shaw Room |
| March – April 2017 | Wednesday 29 March 2017 (10am - 12pm)**Theme: work programme to be agreed** | Civic Centre, Lees Suite | **Getting the Right Support at the Right Time** | Oldham Council – Claire Hill | 5 April 2017 | Crompton Suite |
| **Better Awareness and Information** | Oldham Council – Claire Hill | 13 April 2017 | Crompton Suite |
| **Diagnosis and Post Diagnosis** | CCG – Louise Herniman | April 2017 |  |
| **Joined up Commissioning** | Oldham Council – Claire Hill | 24 April 2017 | Shaw Room |