

Pan Dorset ASC (Autistic Spectrum Conditions) Partnership Board

(to be known as the Pan-Dorset ASC PB).

TERMS OF REFERENCE

These terms of reference will be reviewed annually or when significant changes occur that would alter the purpose and objectives of the group.

Introduction

These Terms of Reference relate to the Pan Dorset ASC (Autistic Spectrum Condition) Partnership Board (the Pan Dorset ASC PB). This Board is to be set up to carry forward the work initially undertaken by the Dorset, latterly pan Dorset, ASC Strategy Group.

Purpose and Objectives

The Partnership Board will exist to make sure that the policies and practices recommended nationally as a result of the Autism Act 2009 are implemented across pan Dorset. The Board will maintain progress on the ASC Strategy document.

The Board will oversee the approval process for the Pan Dorset Adult ASC Strategy.

The Board will monitor progress on the Implementation Plan developed as part of the Pan Dorset Adult ASC Strategy. This implementation Plan covers nine areas of work and relates to the whole pan Dorset area.

The Board will take account of all new guidelines issued regionally and nationally and ensure that the Implementation Plan is revised as and when necessary to address such guidance.

The Board will ensure that all relevant assessments and returns are completed (for example the 2011 and 2012 Adult ASC self assessments distributed by the Department of Health).

Chair

A chair and deputy chair for the Board will be appointed at the first meeting. They will be representatives of two of the statutory partner organisations and the deputy chair will take over the Chair role at the end of each annual period. This arrangement will commence in February 2012. Board meetings will be minuted by the officer responsible for service user and carer involvement at Dorset County Council.

Venue for Meetings

For equity, meetings will be arranged in a central location within pan Dorset (in 2012 this will be Wimborne).

Frequency of Meetings

It is anticipated the Board will meet 4 or 5 times a year. Additional meetings may be arranged to cover specific matters, and "Task and Finish" groups may be set up as sub-groups of the main Board to cover specific areas of work.

Membership

Board members will include representation from:-

Dorset CCG (NHS)

Borough of Poole

Bournemouth Borough Council

Dorset County Council

Dorset HealthCare University NHS Foundation Trust

Community Adult Aspergers Service (CAAS)

A General Practitioner representative

Criminal Justice System

Family Carers, to include a family carer of a person with autism

Self Advocates/Users of services from across the county

A representative from Dorset Parent Carers Council

The Wessex Autistic Society (TWAS)

Dorset Adult Aspergers Support (DAAS)

The National Autistic Society

Job Centre Plus

N.B in some cases one person may represent two elements (e.g. family carer and DAAS representative). Both mental health and learning disability services will be covered within the representation on the Board. If a member is unable to attend they may nominate someone to deputise for them (please let the chair know in advance).

Subgroups

Subgroups will be set up as and when the Board deems this appropriate and will run for as long as needed.

Reporting arrangements

The Board will report as and when appropriate (for both learning disability and mental health) to the commissioning bodies within the statutory organisations which are represented on the Board. Reporting will include a regular (annual) full update of the Implementation Plan. To work towards this, the Board will review progress on the Implementation Plan at each of its meetings.

Papers, such as the pan Dorset Adult ASC Strategy, will be made available on the relevant websites (such as NHS Dorset and Dorset for You) once approval processes have been completed.

Funding

The work of the Board will be funded by the statutory partner organisations, initially with £3,000 p.a. from Dorset County Council, and £1,000 p.a. each from Poole Borough Council, Bournemouth Borough Council and NHS Dorset, Poole and Bournemouth. This will cover the costs of meetings, conferences, publicity and other events.