

Moray Autism Partnership Board

Working Agreement

Aim

The aim of the Moray Autism Partnership Board is to bring together adults with Autism and their carers, staff from The Moray Council, the NHS and people who provide support and services to those with autism to help implement the Moray Autism Strategy.

They will do this by:

- Agreeing the priority of the aims set out in the Strategy,
- Setting the high level actions which are required,
- Identifying who will carry out these actions,
- Where, if required, permission needs to be sought from e.g. Local Authority Committees, Community Planning, NHS Boards, etc.

Chairing Arrangements

The Partnership Board will have two Chairs, one Co-Chair being a person with autism, the other a representative from a statutory or third sector organisation.

In year one of the Board, people with autism known to the Local Authority will be asked to nominate themselves as Co-Chair, prior to the first Board meeting. From these nominations a Co-Chair will be appointed by the Specialist Service Manager. In subsequent years nominations, will be asked for and a co-Chair voted for by the Board.

The first Board will be co-Chaired by the Head of Community Care with nominations of future co-Chairs to be made at the end of the first meeting and a vote taken by Board members.

The Co-Chairs will be elected annually.

Timescale and Frequency of Meetings

The Partnership Board will meet 3 times a year. Additional meetings will be held if necessary.

Working groups will be formed as required to take forward specific projects/tasks. They will report back to the full Partnership Board. Individuals with specific areas of expertise may be appointed to these as agreed by the Partnership Board. Working group meetings will be held at appropriate intervals.

Consideration will be given in the future as to whether a joint annual meeting or event with services for children with autism is required

Structure & Membership of the Partnership Board

Anyone with an interest in autism will be welcome to take part in Board meetings.

Those with Autism who are attending are welcome to bring a support person with them if they wish.

Those who are attending on behalf of an organisation must be able to make decisions on behalf of their organisation.

The suggested membership of the Board is as follows:

Membership/Organisation	Suggested Member (to be discussed and confirmed)
Service Manager (Assessment)/Rep	Joyce Lorimer/Team Manager
Specialist Services Manager	Anne Pendery
MH Service Rep – LA	Gill Pritchard
MS Service Rep – NHS	Linda Arnott & Julie McKay
LD Service Rep – LA	Gordon Mackenzie
LD Service Rep – NHS	Jane Shepheard
Transitions Officer	Frankie Barton
Provider Service Manager/Rep	Charles McKerron/Angela Keegan/ Jacqui Short
Supported Employment Rep	Brenda Brown
Moray HIU	Tom McGarry
Education Department Rep – Assistant Head Teacher	<i>To be confirmed</i>
16+ Learning Choices Development Officer	Joe Bodman
Principal Educational Psychologist	Susan Dean
Clinical Lead (GP)	Graham Taylor, Mark Houliston
Health Service Manager Rep	Sean Coady
Social Work Rep (Child Care)	Jennifer Gordon
Job Centre Plus	Karen Millar
Carers Officer	Pauline Knox
Public Involvement Officer	Ann Griffin
Training Team	Leisa Zakeri
Advocacy North East	Lesley Fraser
People with ASD	All
Carers	Quarriers and all Carers
Voluntary Sector	All those with an interest in ASD in Moray
Private Sector Org	All those with an interest in ASD in Moray
Criminal Justice Rep	Blair Dempsie
NAS	Sarah McGregor
SSA	Teresa Thomson
Jigsaw	John Forrester
Housing Dept Rep	Fiona Geddes
Police Rep	Willie Findlay

Elected Members	<i>To be confirmed</i>
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How the Board will be organised

- Members will have at least one month's notice of Board meetings.
- At least nine members of the Board must be present at any Board meeting for it to go ahead. This must include:
 - The Co-Chairs (or their stand-ins)
 - The Head of Community Care (or their stand-in)
 - The Service Manager for Mental Health – NHS Grampian (or their stand-in)
 - At least 5 other members, one of whom is not a member of Moray Council or NHS Grampian staff.
- Any reports/ papers will go out two weeks before the Board meetings.
- A pre-meeting will be held the week before the Board meeting for people with autism to attend, if they wish, to discuss the agenda for the meeting, help to clarify any issues which might come up at the Board meeting.
- A member of Council staff will be available immediately after each Board meeting for people with autism to clarify any issues raised, etc.
- All meetings will be minuted in large font and using plain English. Minutes and any papers/ reports will be published on the Moray Autism Partnership Board web page (to be developed). All papers will be available in different formats on request.
- Everyone attending the Board must agree to:
 - Use plain English
 - Respect other people's opinions
 - Not talk over each other
 - Not to talk for too long
 - To be polite to other members of the Board.
 - To complete any actions allocated to them by the board within the agreed timescales.

Partnership Board Meetings (year one)

The agenda for each Board meeting will be as follows:

- Welcome from the Chair
- Working group feedback
- Comments/questions regarding feedback
- Introduction of 'Topic for Discussion' by the Chair (including an outline of what the strategy says)
- Group work to consider the topic and high level actions required
- Feedback from groups and actions agreed
- Other business

The first Board meeting will also give a brief overview of the strategy and consider the order in which the aims from the strategy will be addressed. A vote for the co-Chair will also take place at the end of the meeting (see Chairing Arrangements).

Group work - The members of the Board will separate into 3 groups for approximately 1 hour, those with ASD, those who are carers and those who are professionals. Each group will be facilitated to look at the aim and consider agreed questions, e.g. –

- 1 What do we currently do well?
- 2 What is missing?
- 3 What do we need to do?

There will be short feedback from each group. The Co-Chair's will co-ordinate the agreement of actions to be taken forward and identify members of a working group to take them forward.

Partnership Board Meetings (year two)

The third meeting of the Board will review the working of the Board including its working groups to date and will agree the future development of the Board.

Conflict of Interest

A conflict of interest is when a Board member has one duty to the Board and another duty to their employer or agency or to themselves.

All members will come from organisations or groups who have an interest in the Board's decisions.

Everyone will say who they represent and their interests in Autism services. A register of members will be kept and updated at each meeting.

Organisations having a conflict of interest

If the Board is making a decision that will affect an organisation, the person from the organisation will declare an interest and leave the room while the decision is made.

Individual members having a conflict of interest

There are two sorts of interest:

- Financial interest – for example a Board decision means someone will benefit or lose out financially themselves (e.g. a decision about the policy on charging for services will have an effect on service users and/or carers).
- Personal interest – this means the person will benefit or lose out personally on services because of the decision.

If a Board member has a financial interest in a decision they must say so as soon as they realise.

The person will leave the meeting while that item is discussed.

If a Board member has a personal interest, they will tell the Board.

This will be noted and the Chair, in consultation with other members, will decide if that member should be asked to leave the room.

Councillors will work to their own Code of Conduct.

Decision making by the Board

The Board will try not to make decisions by voting but will discuss things to reach an agreement.

Decisions that cost money from Budgets may have to be agreed by external committees e.g. Local Authority or NHS but a recommendation from the Board will be presented to the appropriate authority to help them make a decision.

Dealing with Disagreements

All working groups will consult with or involve service users, carers, staff and others to reduce the risk of disagreements.

When the Board makes a decision the Chair will ask for everyone's views – anyone who disagrees with the decision can have the reasons written down.

The majority decision will be taken forward.

Reports from the Board

Reports will be sent to the Health & Social Care Committee, NHS Health Board and Community Planning Partnership every year.

After every meeting the written record will be sent to the Health & Social Care Committee and NHS Health Board.

NB. These arrangements will change according to the new Integrated Service development once this has been agreed.

Variations

The Board can change some of these rules by arrangement as long as the changes are legal and in keeping with the statutory duties of all members.