**Template Terms of Reference - For Groups of people with lived experience of services in Thurrock**

**Name of group: Adults Autism Action Group**

**Title:** Terms of reference (followed by date terms of reference written / revised)

**Purpose / role of the group:** for example

* To oversee progress against the autism strategy – *Fulfilling and Rewarding Lives*  and it’s the 2014 update *Think Autism*
* To help identify local need and plan appropriate services and support
* To engage people with autism and family members in the development local plans
* To monitor and to help Thurrock Council to deliver against the Adults Autism Strategy Action Plan
* The group was established in November 2014 by Thurrock Coalition & Thurrock Council, based upon principles of Personalisation, Peer Support, Choice and Control in Thurrock

**Membership:** for example

* Adults with autism, their families or carers
* Representative from Thurrock User-led Organisation
* Representative from Thurrock Council, Adult Social Care
* Key public bodies such as health, education, housing and criminal justice (it would be anticipated that these organisations will be invited to attend, provide update(s) and presentations for discussion where there is an agenda item or action point)

**Accountability:** for example

* The group will report to the Thurrock Disability Partnership Board
* Any sub groups will report to the Action Group

**Review:** for example

* Terms of reference will be reviewed annually
* The group will produce an annual report based on progress against the Adults Autism Strategy Action Plan

**Working methods / ways of working:** for example

* The group will meet 4 times per year which can coincide with report to the Disability Partnership Board
* Meetings will be co-chaired by an individual with lived experience of Autism and a representative from a local parent/carers group
* Meetings will be facilitated by a representative from Thurrock Coalition and Thurrock Council
* Agenda items for each meeting will be agreed at the end of each meeting
* Papers will be issued 2 weeks prior to each meeting
* Minutes/Action Points will be noted
* Any sub groups will be convened as working groups where deemed necessary by the Autism Strategy Action Group

**Sharing of information and resources (including confidential materials):** for example

* It is not anticipated that there will be a need to share confidential information as all relevant items for consideration should be already within the public domain. However, if there is a need to share confidential information during the meeting(s), these will be subject to the usual data protection and confidentiality policies and principles followed by organisations working in the voluntary sector and public sector.

**Definition of terms:**

**AAAG – Adults Autism Action Group**