

Bristol Autism Forum

Terms of Reference – its role and what it does

The reason people meet at the Autism Forum is to:-

- be a place where things that matter to people with autism are discussed and recommendations are made that will lead to Bristol being a more accessible `autism friendly` city
- write a local Action Plan on the basis of the National Autism Strategy, including specific outcomes and timescales
- monitor the implementation of this Action Plan
- report on progress to the relevant boards at the Council and the Clinical Commissioning Group

1. The Work Plan

The work plan will be agreed annually and will be reviewed at each meeting of the Forum.

2. Membership of the Forum

The Forum will benefit from a wide representation of people who have an interest in seeing improvements in the way that autistic adults and children and their families are supported in Bristol.

2.1. The Chair

The Forum will be co-chaired by the Director of Adult Social Care and the Council's Autism Champion.

2.2. Members of the Forum should include:

- autistic adults, ideally representing a range of different views and experiences
- family carers ideally representing a range of different experiences and age groups
- decision-makers from the local authority (Adults Social Care, Children and Young people, Housing, Education and skills), local health commissioners, healthcare providers, and a representative from the criminal justice service

(The above are suggestions and should be seen as flexible. The intention is to allow the Forum to capture as much expertise as possible)

3. How we will make the Forum accessible for autistic people

3.1. The minutes will be in detail and in an accessible format. They will be circulated at the most 2 weeks after a Forum meeting. When the minutes are circulated then people will be asked what they would like to be on the Agenda for the next meeting.

3.2. The Agenda will be circulated 4 weeks before the next meeting

3.3. All Forum members are to be given the opportunity to speak at Forum meetings. We use a card system¹ so that people can stop and start the meeting when they want to speak.

3.4. Forum meetings will be held at an accessible, central venue in Bristol.

4. When do meetings happen and how are they organised?

4.1. The Forum will meet at least twice a year.

¹ Each person has a set of 3 cards. A red one, an amber one and a green one.

People hold up cards for the following reasons

Red = I don't agree please stop what you are saying

Amber = I don't understand what you are saying please can you explain what you mean

Green = I agree or I want to say something

4.2. The dates of meetings, agendas and minutes will be published on the Bristol City Council website www.bristol.gov.uk/autism.

4.3. Meetings of the Autism Forum are held in public and are open to the public as observers. If members of the public wish to contribute they may do so. They can send written questions to the chair of the meeting a week before the Forum is due to meet.

4.4. Minutes of the Forum will be published on the Bristol City Council website within 4 weeks after the date of the meeting.