



Kent and Medway NHS and Social Care Partnership Trust

The Transforming Neurodiversity Support Programme Board Terms of Reference







Updated January 2022

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Why are we here?

	<p>The Transforming Neurodiversity Support Programme began in November 2020</p>
	<p>The aims of the programme are for all people to get the right support when it is needed</p>
	<p>We want people with learning disabilities, autistic people and people with attention deficit hyperactivity disorder to work in partnership on the programme</p>
	<p>We are supporting lots of work to help people live better lives</p>

As a board we have created a vision for the programme which says what we want to happen:

The Transforming Neurodiversity Support programme offers support to and alongside autistic people, those with a learning disability and attention deficit hyperactivity disorder (ADHD).

It is our goal to ensure that all staff are trained to support an individual as a whole, including their families/ carers and loved ones when it is needed (before, during and after diagnosis).

It is our ambition that this programme will help create access to new local treatment, new opportunities and local care for those in crisis, and those who have an ongoing struggle, and will work in partnership with different services and organisations.

What are we going to do?

The transforming Neurodiversity Support programme board will:



Oversee and direct the programme



Support organisations across Kent and Medway and their Partners



Provide direction and guidance to the programme in line with the aims



Help to share the programme's work and discussion with people outside of the board meetings










Agree and monitor what the programme does



Ensure that everyone's views are listened to and become part of any decisions made

The meetings

	New reporting is currently being developed across the organisation and will be added once agreed
	The members of the board will be responsible for sharing updates with people they know and work with
	Members of the board must attend any meetings that require decisions to be made.
	The board will be supported by a member of the programme team
	An expert board member will be the main chair for the board meeting
	The board will meet every 6 weeks
	Meetings will last for 90 minutes



All meetings will take place online with a video conferencing system.



If there is an in-person meeting lunch will be provided. If you have any allergies or intolerances, please let a board member know

Who is on the board?

The board will have professional representation from:



People with learning disabilities, autistic people, people with ADHD, family members, carers, system and trust leaders and service providers

A **Service Provider** is a business that offers services within the organisation.



We want people to attend all meetings; if they cannot they can send someone else instead but this cannot happen all the time



If you are sending someone on your behalf to the board they need to know enough to help with decisions



You should not send a different person all the time

Guests



Guests can be invited to each meeting for a topic-related item or as support so a board member can attend the meeting



A maximum number of 2 guests per board member can be invited to each meeting



Guests cannot vote







Anyone who wants to bring a guest for support on a topic has to get the permission of the team



Those presenting projects are to be situated in a quiet environment or office to stop any background noise, for easy hearing.

Communication and information

 An icon with the word 'Info' in white on a blue background. Below the text is a white speech bubble containing a small image of a person and some horizontal lines representing text.	<p>The board will make sure as many people as possible get to know about the work it does and how to be involved</p>
 An icon showing a computer monitor with a globe on the screen and the letters 'WWW' in white. A keyboard is visible in front of the monitor.	<p>We will write an update report every 6 months to let people know what the board has been doing</p>
 A photograph of a man in a blue and grey jacket shaking hands with a woman in a blue top.	<p>The meeting notes and presentations will be shared by email to board members</p>
 A photograph of four people standing together: a woman in a dark suit, a woman in a light blue dress, a man in a dark suit, and a man in a white shirt.	<p>Although every member's views are important and useful, people must make sure they represent others too</p>
	<p>This means passing on the views of other people, such as other members of their group or organisation</p>

Guidelines for speakers & members

About what you **SAY**...



Make sure you speak clearly – don't speak too fast



Do not use any **abbreviations** in what you say, or in the work you produce

Abbreviations are shortened versions of a word or phrase



Do not use **jargon** that only you or a few people at the meeting will understand

Jargon are special words or expressions used by certain groups that are difficult for others to understand



Always explain what you are talking about. If you have to use a jargon word or phrase, please say what it means

About what you **SHOW** on work you produce...



Do not put too many words on pages

Use at least **size 36** font



If you use bullet points, allow lots of space between each point as well as each line of text



Use graphics or photos to make your work easier to understand

Arial

Use a font like Arial. This is easier for people to read



Traffic light cards will be used in all meetings

Traffic light cards ensure that all members can take part



Red means: I have got something to say



Yellow means: Can you slow down and explain that again



Green means: I agree with what you are saying