

## Autism Strategy Implementation Steering Group

### Terms of Reference:

The Autism Strategy Implementation Steering Group will be responsible for the multi-agency delivery, implementation and monitoring of the strategy. This group will report to the Community Planning Partnership, as well as to Directors and Chief Officers of the agencies and services involved.

### Membership:

#### **Agencies**

- Education
- Health
- Social Services
- Forth Valley College
- Scottish Autism
- Plus
- Employability
- Stirling Carers Centre
- Parent
- Advocacy
- Transition
- Autism Development Officer

### Purpose:

To coordinate the implementation and monitoring of the Autism Strategy for Stirling and Clackmannanshire. Specifically, we aim to implement and monitor the delivery of the 16 key local priorities and agreed action points of the strategy, including but not limited to, the following ongoing projects:

Autism Forth Valley website/ completion of the site and maintenance

Online directory of local services/ Completion and maintenance

Autism Forth Valley social media: Promotion and monitoring of activities

Autism App: Completion, launch and monitoring

Autism Awareness month April 16: Plan and organise events

Develop, implement and monitor the Safe Place Scheme for Stirling and Clackmannanshire if funding received (notification of outcomes of the bids shortly forthcoming)

Development of a system of performance monitoring

The exact details of the strategy priorities will be decided by the group upon evaluation of the progress made for each of the action plans and key priorities.

The group will use project management and the Covalent Performance and Risk Management tool to assist its activities.

Each member of the group will have the responsibility to create the necessary opportunities to carry out the actions identified by the group, involving other professionals, statutory or third sector organisations as required. This might involve the development of short-term sub-groups around a particular set of action plans, or may require individual, face to face or e-mail exchanges with other professionals as required. The group aims to tap into the wide range of expertise of the autism strategy partners across Forth Valley who have been involved in the development of the strategy.

Working arrangements:

The group will meet every month for the first 6 months and thereafter will meet 4 times a year, dates to be agreed for the full year in advance.

Governance:

The steering group will meet quarterly to monitor and evaluate targets and timescales, and will produce a progress report every 6 months. These reports will be made available on the Autism Forth Valley website and shared with Community Planning Partnership, as well as the Directors and Chief Officers of the agencies and services involved.