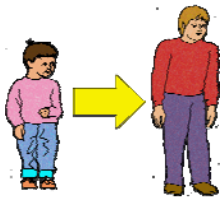


# Brighton & Hove Transition Forum

## Terms of Reference – July 2010



### 1. What is our aim?

To create an interagency partnership that will promote effective transition into adulthood, for young people with special needs and disabilities.

We make sure everyone works together



- To provide a vehicle for discussing and analysing transition issues to reach agreement and have a work plan for priority areas of development
- To develop joint working practises that will facilitate smooth transitions
- To identify, develop, monitor, and evaluate procedures and protocols for effective transition planning
- To ensure the experiences of parents & young people inform the group's work
- To provide an opportunity for information exchange
- To consider both local and national developments when deciding future work priorities.
- To disseminate information on transition issues through children, adult and health services (including CAMHS).

We involve everyone



We check our work






### 2. How do we do this work?

- Members of the forum represent people in the local community.
- People providing services and local organisations are involved
- We identify, promote and share good practice ideas
- We act as a resource and source of information
- We link into the other planning groups in the city to make sure that the issues for young people in transition are made known.
- We report to the Children' Disability Partnership Board and to the Learning Disability Partnership Board on the work we are doing
- We support and advise the Transition Development Worker
- We include the principles of Valuing People Now in our work
- We will monitor progress using the National Transition Support Programme guidance and toolkits

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## Terms of Reference – July 2010

	<h3>3. How does the Transition Forum work?</h3>
<p>We have meetings</p> 	<ul style="list-style-type: none"><li>• The forum will determine the frequency of meetings in line with its work programme. A forum representative will report to the Child Review Board and the CYPT Board and the Learning Disability Partnership Board.</li><li>• Staff from within the CYPT will administer the forum. Action points decisions and recommendations agreed at each meeting will be circulated within a month of the meeting and will form the basis of reporting to the relevant strategic groups.</li><li>• The forum has a membership list that represents all the major stakeholders involved in young people's transitions.</li><li>• We invite other people to attend our meetings when needed.</li></ul>
<p>We speak up for others</p> 	<ul style="list-style-type: none"><li>• Members share the views of those they are representing at the meeting.</li><li>• Members make sure they share information from the meeting with others and with the people they represent.</li><li>• Any member can ask for things that are important to them to be added to the agenda.</li><li>• All members should actively participate through regular attendance and preparation for meetings.</li></ul>
<p>We make decisions together</p> <p>We respect each other</p> 	<ul style="list-style-type: none"><li>• Members agree to be part of a group decision-making process. All members support and share responsibility for decisions made by the Transition Forum.</li><li>• We respect honest and straightforward thinking and will respect confidentiality at all times.</li><li>• If a member has a conflict of interest in a discussion then the member must declare this interest. This will be recorded and the member will not be part of the decision making process.</li><li>• Where a member strongly disagrees with a decision made by the Transition Forum the member can choose to have this disagreement formally recorded.</li><li>• Four members are needed at a meeting to make a decision.</li><li>• We make sure that the processes and decisions made within the Transition Forum are open and transparent.</li></ul>