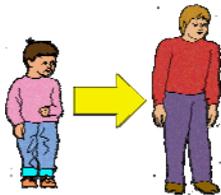


Brighton & Hove Transition Forum

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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	<h3>3. How does the Transition Forum work?</h3>
<p>We have meetings</p> 	<ul style="list-style-type: none">• 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.• 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.• The forum has a membership list that represents all the major stakeholders involved in young people's transitions.• We invite other people to attend our meetings when needed.
<p>We speak up for others</p> 	<ul style="list-style-type: none">• Members share the views of those they are representing at the meeting.• Members make sure they share information from the meeting with others and with the people they represent.• Any member can ask for things that are important to them to be added to the agenda.• All members should actively participate through regular attendance and preparation for meetings.
<p>We make decisions together</p> <p>We respect each other</p> 	<ul style="list-style-type: none">• Members agree to be part of a group decision-making process. All members support and share responsibility for decisions made by the Transition Forum.• We respect honest and straightforward thinking and will respect confidentiality at all times.• 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.• Where a member strongly disagrees with a decision made by the Transition Forum the member can choose to have this disagreement formally recorded.• Four members are needed at a meeting to make a decision.• We make sure that the processes and decisions made within the Transition Forum are open and transparent.