



**Minutes of the
Norfolk All Age Autism Partnership Board (NAPB)**

Held on: Wednesday 06 January 2021, 11:00 – 13:00

Venue: Microsoft Teams Meeting

Please note: These notes represent an overview summary of this meeting rather than a verbatim transcript.

Name of Attendee	Organisation and or Role
Amanda Dunn	Vice co-chair; Assistant Director Learning Disabilities, Autism and Mental Health Commissioning (NCC)
Trevor Key	Autism Co-chair; Family/Carer
Autism Administrator	Note Taker (NCC)
Clare Angell	NHS Norfolk & Waveney, representing Rebecca Godfrey
Tom Bassett	Learning Disability and Autism Consultant (NCC), Workforce Development Working Group Lead
Rosemary Boutet (from 12:40)	Family/Carer
Sue Bridges	N&SFT
Jared Carpenter	Autistic Adult
Stephen Durrance	Autistic Adult
Tabitha Filler	Norfolk & Waveney Clinical Commissioning Group (CCG), attending for Tracey McLean
Alison Furniss	Voluntary sector representative Family Voice
Lee Gibbons	Voluntary sector representative, ASD Helping Hands Engagement Working Group Lead
Alan Hunter	Head of Community Children's Services, Norfolk Community Health and Care (NCH&C)
Walter Lloyd-Smith	Safeguarding Adults Board Manager/Business Lead
Rebekah Muttitt	Norfolk & Suffolk Foundation Trust, Child & Adult Mental Health Service
Richard Peat	Family/Carer
Hannah Riches (from 11:40)	Learning and Development Consultant (LD and Autism) (NCC), Workforce Development Working Group Lead
Laura Taylor	Norfolk Constabulary, attending for Bethany Slaughter

Apologies Received	Organisation and or Role
Maxine Blocksidge	Acting Head of Virtual School for Section 19, Education, Children's Services, (NCC)
James Bullion	Co-chair; Executive Director Adult Social Services, Norfolk County Council (NCC)
Sharon Brooks	Voluntary sector representative Chief Officer, Carers' Council
Mel Mulholland	Family/Carer
Shaun Saunders	Autistic Adult
Stephanie Summers	NCH&C
Carolyn Watts	Public Health (NCC)
Tracey Walton	Autism Commissioning Manager (NCC)
Joanne Yellon	Adults Norfolk & Waveney (CCG)

Names of Presenters	Organisation and or Role
Walter Lloyd-Smith	Safeguarding Adults Board Manager/Business Lead
Lee Gibbons	NAPB Engagement Working Group Lead

Agenda Item 1	Welcome and Introduction	Action and Due Date
1.1	Welcome and introductions made. MS Teams introduced and guides referred to. No reasonable adjustments were requested. Members reported no declaration of interest. Noted: Lee Gibbons agreed to monitor Code of Conduct.	No action or due date.
1.2	Noted: As a new coronavirus lockdown had been announced by the Prime Minister on evening of 04/01/20, several Board members were unavailable due to urgent new priorities. This was understood and accepted by the Board.	

Agenda Item 2	Minutes of previous meeting (05/11/20) and matters arising not on the agenda.	Action and Due Date
2.1	Agreed: Minutes of previous meeting accepted as true record of the meeting. Will be added to the NAP Webpages.	Administrator
2.2	Actions from the Meeting held 05/11/20	No Action or Due Date
2.2.1	Item 2.3.1: Covered by agenda.	No Action or Due Date
2.2.2	Item 2.3.2: Covered by agenda.	No Action or Due Date
2.2.3	Item 2.3.4: Work ongoing.	No Action or Due Date

2.2.4	Item 2.4.1: Covered by agenda.	No Action or Due Date
2.2.5	Item 2.4.2: Work ongoing	No Action or Due Date
2.2.6	Item 2.4.3: Diagnosis Working Group update covered by agenda. Data Working Group unable to provide update as resource has been given to Covid response. Action complete.	No Action or Due Date
2.2.7	Item 2.4.4: Covered by agenda.	No Action or Due Date
2.2.8	Item 3.1.1: Work ongoing.	No Action or Due Date
2.2.9	Item 4.4: Complete.	No Action or Due Date
2.3	Review of Action Log.	
2.3.1	Autism Hoarding and Self Neglect, Tricky Friends, Safeguarding and Locked Provisions Covered by agenda, see below.	
2.3.2	Buddy Scheme, Strategy Multi-Agency Plan, and Data Dashboard Covered by agenda, see below.	
2.3.3	NAPB Website Covered by agenda.	
2.3.4	Autism Training Work ongoing.	
2.4	Working Group Highlight Reports	
2.4.1	Engagement Working Group lead reports that the membership drive continues and that applications are being processed. The letter to providers giving Covid-19 feedback is being redrafted, considering the new lockdown restrictions, to highlight advice over what was deemed useful and what was less helpful. An NAPB newsletter has been created but is still being made accessible and may need to be updated considering current events. Volunteer agreements will be worked on further at the next Engagement Working Group on 07/01/20. Updates to the Independent website will be dealt with as a separate agenda item, below.	
2.4.2	Diagnosis Working Group lead reports that significant progress is being made with group's objectives, particularly around improving waiting times for under 18s and getting support to children at the right time and in the right place.	

	<p>A draft clinical review has been completed of the Adult service, but the final draft is still being negotiated.</p> <p>Work to develop a PDA definition is ongoing and will be brought back to the group in March. An update from Alan Hunter on adults and children diagnosis is at the next meeting.</p>	
2.4.3	<p>Workforce Development Working Group Lead reports that the e-learning is now released, and information is being gathered on how it is being used.</p> <p>The training has been uploaded to the NAPB independent website and, once the site is completely live, will be available to anyone in the world to access. Procurement of in-person trainers is being monitored.</p>	

Agenda Item 3	Presentation: Autism Hoarding and Self Neglect, Tricky Friends, Safeguarding and Locked Provisions update with Walter Lloyd-Smith	
3.1	Walter Lloyd-Smith gave a short update on Safeguarding issues raised at previous Board meetings, as well as presenting the Tricky Friends video with updates suggested by the Engagement Working Group	
3.2	Noted: Board unanimously approves of updated Tricky Friends video and hopes that it can be hosted or otherwise linked to on the new independent website.	
3.3	Action: Walter will update a future Board meeting with more information about safeguarding issues, with particular attention given to Locked Provision cases and Hoarding and Autism studies.	TBA

Agenda Item 4	Presentation: Update on Independent NAPB Website, Training Hosting, and Newsletter with Lee Gibbons	Action and Due Date
4.1	Engagement Working Group lead reports that the new website has full functionality for training. As soon as documents have been approved for upload it is ready for launch.	
	As a condition for removing the current NAPB and ANF webpages from the NCC website and transferring the information to the independent website, the NAPB needs to commit to keeping the content up-to-date. Lee Gibbons gave assurances that the Engagement Working Group will continue to update, using established processes.	
4.2	Agreed: Board approves launching website as soon as possible.	
4.3	Agreed: Board would like other websites to link to the new website, such as Norfolk Community Directory.	

Agenda Item 5	Future Vision of the Partnership, discussion and goal setting exercises with Tom Bassett	Action and Due Date
5.1	<p>Tom Bassett outlined his objectives as Partnership Transformation Manager. Tom facilitated a discussion about:</p> <ul style="list-style-type: none"> • The boards successes • Ways of working in the future • Strategy priorities 	
5.2	<p>Agreed: Board meetings will now be held quarterly rather than bimonthly. Working Group meetings will continue to be held monthly. Other meetings will be held as-and-when they are required, being mindful of reasonable adjustment requirements.</p>	
5.3	<p>Agreed: A new Vision and Long-Term Plan working group will be created. This will work up ideas and proposals for future working arrangements for the NAPB. It will report back to the next full Board meeting.</p> <p>All current Working Group Leads, as well as Jared Carpenter and Trevor Key, volunteered to be part of the new group. Board Members who are not present at today's meeting will be given the opportunity to volunteer to join it.</p>	
5.4	<p>Action: The Administrator will send out an invitation to join the new Vision and Long-Term Plan working group</p>	Administrator, 06/01/21
5.5	<p>Action: The Administrator will arrange a new quarterly Board meeting schedule and send revised invitations.</p>	Administrator, 29/01/21
5.6	<p>Action: Tom Bassett and the Administrator will compile feedback generated for the Board meeting as well as comments made in the meeting itself. This will form the basis of the Vision and Long-Term Plan working group's discussion.</p>	

Agenda Item 6	Special thanks to Sue Medley	Action and Due Date
6.1	<p>Former NAPB member Sue Medley left NSFT on the 31 December.</p> <p>The Board extended its thanks for her representation of NSFT as well as her contributions to the Board, particularly in putting in place autism training for Board members and support for developing easy read documents. The Board wish her every success in her future endeavours.</p>	

Agenda Item 11	Any Other Business and Wellbeing Check	Action and Due Date.
11.1	No other business. Link to wellbeing survey shared via meeting agenda.	

Date, time and location of next meeting
<ul style="list-style-type: none"> <li data-bbox="177 414 679 448">• To be arranged, as per Item 5.2

Action Highlights

Activity	Progress against timeframe	Key Areas of work updated	Action	PROGRESS
Autism Hoarding and Self Neglect	Walter Lloyd-Smith will work with Tracey Walton to scope a venture with Sussex University for a bid, through the National Institute for Health Research funding, to commission a study on self-neglect in the Norfolk community. Tracey Walton will link with Chris Scott within NCC regarding community work and future links with the Board regarding Co-production.	Continued conversations with Dr David Orr - Sussex University, via Walter Lloyd Smith, to explore research questions to secure a successful bid by January 21. Inclusive of the research methodology criteria of active partnership participation.	Tracey Walton	In progress
Buddy Scheme	To enable effective participation and support of volunteers and new NAPB members, all existing members are asked to sign up to the Buddy Scheme.	The scheme will continue to be supported by the engagement working group.	All members	Closed
Communications	Covid-19 Survey Members to advise how they have used the information and how it has informed support and service design.	Include within November Newsletter and report to Board via the Engagement Working Group	Lee Gibbons	GREEN
Communications	NAPB Independent Website to be presented to NAPB members	Exemption sent to NCC, policy and procedure drafted for approval.	Lee Gibbons	GREEN
Communications	Tricky friends' video.	Engagement working group continues to work with Walter Lloyd Smith to promote the product once production is completed.	Tracey Walton	GREEN
Strategy Multi Agency Plan	Framework circulated to members to completed and return. Links for criminal justice and housing to be achieved.	Alternate ways to generate plans sought.	All members	Closed
Safeguarding Locked Provision	Contribute to a case review of locked provision.	Work with Walter Lloyd Smith to secure partnership engagement to the review	Tracey Walton	GREEN
Data Dashboard	Template sent to members to complete and return information regarding autism data.by 30 July 2020.	Specific action closed, but data work continues.	Tracey Walton	Closed
Workforce Development	Autism training delivered within organisations to be shared with autism@norfolk.gov.uk to enable understanding of gaps.	Workforce Development group to include within highlight report to Board. Work ongoing.	Tom Bassett	AMBER

Green = Good progress being made. Amber = Some challenges with concerns raised. Red = potential blockages or timeframe not achieved.

Action Highlights

Glossary

ADASS:	Directors of Adult Social Services
ANF:	Autism Norfolk Forum
ASD:	Autism Spectrum Disorder
CCG:	Clinical Commissioning Groups
FOI:	Freedom of Information
GDPR:	General Data Protection Regulations
NAP:	Norfolk Autism Partnership
NAPB:	Norfolk Autism Partnership Board
NAS:	National Autistic Society
NCC:	Norfolk County Council
NCH&C:	Norfolk Community Health and Care
N&SFT:	Norfolk and Suffolk Foundation Trust
SEND:	Special Educational Need and Disabilities
WAW:	World Autism Week
WG Lead:	Working Group Lead