



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

Held on: Wednesday 14 July 2021, 10:00am to 12:00pm

Venue: Microsoft Teams

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	Co-chair
Trevor Key	Parent/Carer
Autism Administrator	Note Taker (NCC)
Tom Bassett	Learning Disability and Autism Consultant (NCC), Workforce Development Working Group Lead
Rosemary Boutet	Family/Carer
Sue Bridges	N&SFT
Jared Carpenter	Autistic Adult
Laura Cox	N&SFT
Stephen Durance	Autistic Adult
Alison Furniss	Voluntary sector representative Family Voice
Lee Gibbons	Voluntary sector representative, ASD Helping Hands Engagement Working Group Lead
Adrian Grant	Autistic Adult
Ryan Hardy	Autistic Adult
Morganne Hervy	CHANCES Project Coordinator, NCC
Tracy Mclean	NHS Norfolk & Waveney, Children and young people
Rebekah Muttitt	Norfolk & Suffolk Foundation Trust, Child & Adult Mental Health Service
Laura Taylor	Norfolk Constabulary, attending for Bethany Slaughter
Tracey Walton	Autism Commissioning Manager (NCC) Diagnosis Working Group lead
Caroline Williams	Healthwatch

Apologies Received	Organisation and or Role
James Bullion	Co-chair; Executive Director Adult Social Services, Norfolk County Council (NCC)
Catherine Haig	Autism Service Norfolk, NCH&C

Caroline Horton	Head of Social Work, Children with Disabilities (NCC)
Alan Hunter	Head of Community Children's Services, Norfolk Community Health and Care (NCH&C)
Richard Peat	Family/Carer
Shaun Saunders	Autistic Adult
Hannah Riches	Learning and Development Consultant (LD and Autism) (NCC), Workforce Development Working Group Lead
Joanna Yellon	Adults Norfolk & Waveney (CCG)

Observers	Organisation and or Role
Charlotte Ladyman	Market and Business Lead, NCC

Names of Presenters	Organisation and or Role
Andrew Morter	Future Projects representative
Thomas Humphreys	CHANCES Project, skills policy manager

Agenda Item 1	Welcome and Introduction	Action and Due Date
1.1	Welcome and introductions made. Communication cards distributed, and their use explained. Directions to quiet rooms were given. 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.

Agenda Item 2	Minutes of previous meeting 14 April 2021 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 14/04/21	No Action or Due Date
	Item 3.3: Tom Bassett to share Sue Starling Facebook and twitter engagement as soon as ready.	
	Item 3.4: Work ongoing.	
	Item 4.3: See agenda item below.	
	Item 5.3: Work ongoing, with substantial progress made on Terms of Reference, Application Forms and associated documents.	
	Item 6.1: Work ongoing.	
	Item 6.3: Complete, see item 2.4.1 below	
	Item 6.4: Action attempted, but data is not available so cannot be completed.	

	Item 6.5: Document cleared for distribution and sent to members during the meeting.	
2.3	Working Group Highlight Reports	
2.3.1	<p>Diagnosis Working Group lead indicates significant progress being made on objectives. New member Adrian Grant appointed autistic co-chair and working to lead group. Work continuing compiling data dashboard with Clare Angell.</p> <p>Action: Tracey Walton will bring an update on Data Dashboard to the next meeting.</p>	
2.3.2	<p>Engagement Working Group reported lead showed visitor statistic to explain that the partnership website is working well. An autistic volunteer member is being trained to update the website to ensure business continuity.</p> <p>A new newsletter is planned to be released around the end of August or beginning of September.</p> <p>With lockdown rules changing and following consultation Autism Norfolk Forums (ANF) will be reorganised. The first ANF is proposed to be arranged for September 2021 at the Forum in Norwich as a hybrid of in-person and virtual meeting.</p>	
	<p>Agreed: To compliment the larger ANF, Lee Gibbons to run informal engagement events (i.e.. coffee mornings) via ASD Helping Hands.</p> <p>Action: Lee Gibbons and Tom Bassett to work together assessing resource implications involved in running informal groups.</p>	Lee Gibbons,
	Action: All members are asked to submit material for a newsletter. Submitted material may also be suggested for release via the Partnership website.	All members, 20/08/21
	Action: Voluntary Sector Members who would like to have a 15 minute "conversation" item at next ANF to contact autism@norfolk.gov.uk as soon as possible	Voluntary Sector members, 20/08/21
	Action: Administrator to send anonymised data on Partnership Member locations (where known) to Lee Gibbons to aid organisations of future ANFs,	Administrator. 28/07/21
2.3.3	In Hannah Riches' absence, Tom Bassett gave Workforce Development Working Group report. Significant progress made in all areas of interest. As objectives have largely been completed, group is planning to meet less frequently and move towards a monitoring rather than direct action role.	
	Agreed: Partnership and Board will continue to recommend training, at least until more details about	

	Oliver McGowan national training have been revealed.	
	Action: Co-chairs to work together on messaging for Community Care Team leaders encouraging even greater uptake of training.	Co-chairs, 14/08/21
2.4	Other matters arising	No Action or Due Date
2.4.1	The level of autism training held by Board members has now been assessed. All current members of the Board have either reached the expected level of training suggested by the Partnership's Terms of Reference or are booked onto appropriate training courses organised by the NAPB or else their home organisation.	
2.4.2	Action: Administrator to set aside time in Board agenda going forward for progress update on meeting objectives.	
	Action: Working Group Leads to create slides for Board updates.	
	Action: Tracey to send Administrator plans etc for distribution.	

Agenda Item 3	Future and Vision of the Partnership Update with Tom Bassett	Action and Due Date
3.1	Tom Bassett gave an update on progress made with development of the Board. Business case for the project is still being worked on. It is complex and evolving. It is linking up with lots of different projects e.g. Front Door project and NCC Innovation Team. The project will be front-loaded with money from the Partnership's current budget contribution from NCC, but is hoped to be self-sustaining once initial investment made. Additional contributions from other members requested.	
3.2	Noted: Issues involving funding from NHS providers and Clinical Care Commissioning Groups raised.	
	Noted: There are targets and deadlines for actions associated with the project, but rely heavily on too many other parties to give specific dates at this time.	
	Noted: Adrian Grant volunteered to help make contact with personnel in Primary Care Networks.	
3.3	Action: Tom Bassett and Lorayne Barrett to meet and discuss how to integrate with the Primary Care Networks.	
	Action: Tom Bassett and Tracey McLean to discuss CCG Funding with Cath Byford.	
	Action: Health Colleagues and Health-related Members to help Tom Bassett with business case/funding issues.	

	Action: All members requested to contact autism@norfolk.gov.uk if they have advice on how to get in touch with their home organisations or groups they are familiar with.	
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Agenda Item 4	Presentation: Chances Project with Thomas Humphries and Andrew Morter	Action and Due Date
4.1	Thomas Humphries and Andrew Morter gave a short presentation on the Chances Project, its aims and its impact on employment in Norfolk, followed by a short discussion about Future Projects.	
	Noted: Future Projects staff have undertaken the autism eLearning on the NAP's website. They are signposting it to other staff and clients.	
4.2	Agreed: invitation extended for Chances Project personnel to join to any forthcoming Employment Working Group or Task and Finish group.	
4.3	Action: Lee Gibbons and the Engagement Working Group will discuss with Tom Humphries and Andrew Morter to mutually promote work. Invitation extended to future working group meeting.	Lee Gibbons
4.4	Action: Laura Cox to contact the CHANCES team. Admin to facilitate if necessary.	Laura Cox

Agenda Item 5	Any Other Business and Wellbeing Check	Action and Due Date.
5.1	Employment Working Group to be set up as a priority. Administrator and Tom to action.	

Date, time and location of next meeting
<ul style="list-style-type: none"> • Wednesday 13 October 2021, 10:00am • Wednesday 12 January 2022, 10:00am

Glossary

ANF:	Autism Norfolk Forum
ASD:	Autism Spectrum Disorder
CCG:	Clinical Commissioning Groups
FOI:	Freedom of Information
GDPR:	General Data Protection Regulations
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