

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

Held on: Wednesday 03 June 2020, 11:30 – 12:45

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
James Bullion	Co-chair; Executive Director Adult Social Services, Norfolk County Council (NCC)
Trevor Key	Autism Co-chair; Family/Carer
Autism Administrator	Note Taker (NCC)
Clare Angell	Senior Commissioning Manager for Children, Young People & Maternity Norfolk and Waveney, on behalf of Tracy McLean
Tom Bassett	Learning Disability and Autism Consultant (NCC), Workforce Development Working Group Lead
Maxine Blocksidge	Senior Adviser Special Educational Needs and Disabilities [SEND], (NCC)
Stephen Durrance	Autistic Adult
Alison Furniss	Voluntary sector representative Family Voice
Lee Gibbons	Voluntary sector representative, ASD Helping Hands Engagement Working Group Lead
Rebekah Muttitt	Norfolk & Suffolk Foundation Trust, Child & Adult Mental Health Service
Bethany Slaughter	Norfolk Constabulary
Jo Walmsey	Inspector, Mental Health and Learning Disabilities Team Norfolk Constabulary
Tracey Walton	NAPB Autism Lead. Autism Commissioning Manager, Adult Social Services (NCC)

Apologies Received	Organisation and or Role
Sharon Brooks	Voluntary sector representative Chief Officer, Carers' Council
Jared Carpenter	Autistic Adult
Catherine Haig	Autism Service Norfolk
Alan Hunter	Head of Community Children's Services, Norfolk Community Health and Care (NCH&C)
Tracey Mclean	Children and Young People Norfolk & Waveney Clinical Commissioning Group (CCGs)

Sue Medley	Norfolk & Suffolk Foundation Trust (N&SFT)
Shaun Saunders	Autistic Adult
Stephanie Summers	NCH&C
Carolyn Watts	Public Health (NCC)
Kim Woodrow	Family/Carer
Joanne Yellon	Adults Norfolk & Waveney (CCG)

Observers	Organisation and or Role
Amanda Dunn	Vice co-chair; Assistant Direct Learning Disabilities and Autism Commissioning (NCC)

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.	No action or due date.
1.2	Noted: Bethany Slaughter advised that Inspector Jo Walmsley from Norfolk Police will be attending future meetings replacing Lucy King's membership.	
1.3	Noted: As there were no other volunteers, Tracey Walton was asked and agreed to monitor Code of Conduct.	

Agenda Item 2	Minutes of previous meeting (29/01/20) 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. Add to the NAP Webpages	Administrator
2.2	Noted: Within the Action log the timeframes for delivery were disrupted by the coronavirus pandemic and subsequent reassignment of staff to frontline duties. Timelines have been adjusted accordingly with the action log reviewed and updated. It will be recirculated.	Tracey Walton

Agenda Item 3	Approval of Governance	
3.1	In response to Covid-19 and social/physical distancing the Board coproduced new ways of working, celebrated achievements to date and defined the priorities for each working group to the end of October 2020.	
3.2	In response to feedback the phrasing "social / physical distancing" will be made consistent across Board communications. The literal meaning of the	

	word social does not fit with the intention of physical distancing.	
3.3	A new Governance, Compliments and Complaints working group agreed. This new group, on behalf of the NAPB, will manage compliments and complaints, manage queries and review all existing policies and procedures as they are due. Members were asked to express an interest in joining the group.	All Members
3.4	The Engagement, Workforce Development and Diagnosis working group acknowledged as groups that meet regularly via MS Teams. The new Governance, Compliments and Complaints working group will meet as required via MS Teams. The Data and Education Working Groups acknowledged as virtual groups who report into the Board. The SEND Transformation programme will report into the Board every quarter. All members of the Board are members of the data working group.	
3.5	It is the intention that the Autism Norfolk Forum will be sent work packages from the Autism Administrator as agreed by Tracey Walton (Autism Lead and Lee Gibbons (Working Group lead). The information will be reviewed monthly and sent via email. The engagement Working Group will consider other methods to engage people via MS Teams and other technology to facilitate an ANF forum.	Engagement Working Group
3.6	Agreed: Members agreed to complete the buddy scheme and return to autism@norfolk.gov.uk	All Members
3.7	Agreed: New governance agreed	
3.8	Agreed: “social / physical distancing” will be used in NAPB communications.	All Members
3.9	Noted: To continually improve the distributed MS Teams and Chairs guidance. These will be updated as feedback is obtained from members regarding efficiency and advice from government regarding easing the lockdown.	Administrator

Agenda Item 4	Acknowledgement of Strategy Launch	Action and Due Date
4.1	The local autism strategy “My Autism, Our Lives, Our Norfolk” was officially launched on 1 June 2020 at 09:00am. The launch was supported by a press release, NAPB newsletter, promoting membership of the partnership and an autism Covid-19 Survey.	
4.2	An autism covid-19 survey “Coronavirus Survey May 2020” was launched alongside the strategy. The Survey results will be analysed in 6 weeks, by either the Data or Engagement Working Group dependent on resources available.	Tracey Walton

	Tracey Walton advised that the ADASS East of England Network recognised the progress Norfolk has made in launching a coproduced all-age strategy and have requested to use the autism Covid-19 Survey across the region. The Board discussed the potential issues and concerns that would prevent sharing.	
4.3	Agreed: all members encouraged to read Newsletter and other products launched with the strategy.	All Members
4.4	Agreed: Survey will be shared with ADASS East of England Network.	Tracey Walton
4.5	Agreed: NAPB Engagement Working Group to consider the frequency of the Newsletter and implement.	Engagement Working Group
4.6	Noted: Board thanks Tracey Walton and Administrator for work on strategy launch. Special acknowledgement given to all autism volunteers who have been involved in the process and the NAPB engagement Working Group Lead Lee Gibbons.	

Agenda Item 5	Business case to manage NAPB complaints	Action and Due Date
5.1	The NAPB Engagement Working Group advised the Board of the challenges and difficulties it has experienced in managing complaints on behalf of the NAP. It advised that some complaints were complex and multi-faceted, and that was preventing their ability to progress other elements of their work. To provide a transparent and fair process the Engagement Working Group presented the Board with recommendations to manage the current active complaints.	
5.2	The Board discussed the NAPB Co-Chairs devolved role in managing complaints on behalf of all NAP.	
5.3	The Board discussed all options presented in the report. To do nothing was not considered an option. To appoint an unknown independent reviewer was considered challenging. This was due to concerns of scope creep and escalating costs and the challenges of working with someone new during different ways of working including social / physical distancing. But the benefits of additional independence were noted. To appoint a known independent reviewer was considered the best option overall with benefits of familiarity reducing the fear of the unknown, autism knowledge and ability to prevent scope creep.	
5.4	The Board discussed the costs involved and acknowledge that all NAPB statutory members would need to have internal conversation to agree match funding.	

5.5	Noted: all members agreed that the co-chairs have the authority to oversee complaints on behalf to the partnership.	
5.6	Agreed: recommendation 2 an Independent Reviewer. Tracey Walton to implement this process.	Tracey Walton
5.7	Agreed: that all statutory organisation will have internal conversations to agree joint funding the independent review. Feedback to Tracey Walton by 17 June 2020	All members By 17 June 2020
5.8	Note: The police advised they are unable to contribute to the recommendations or the funding until their additional questions raised by email on the 26 May have been answered. Tracey Walton will address these and copy in the Co-Chairs before proceeding.	Tracey Walton

Agenda Item 6	Any Other Business and Wellbeing Check	Action and Due Date.
6.1	Based on feedback received the Engagement Working Group has delivered a wellbeing check survey. This will be sent to attendees after each meeting. Its purpose is to provide consistency for analysis but also to enable participants to feedback honestly, free of pressure rather than follow the majority.	

Date, time and location of next meeting
<ul style="list-style-type: none"> • Thursday 16th July 2020, 10:30am-12:30pm Microsoft Teams Meeting • Wednesday 5th August 2020, 11:00am-1:00pm Microsoft Teams Meeting • Thursday 9th September 2020, 11:00am-1:00pm Microsoft Teams Meeting • Thursday 15th October 2020, 10:30am-12:30pm Microsoft Teams Meeting

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