

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

Held on: Thursday 04 October 2018, 11:00 – 14:00

Venue: The Kings Centre, 63-75 King St, Norwich, Norfolk, NR1 1PH

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; NCC Executive Director Adult Social Services
Mark Rushen	Autistic adult; vice-co-chair AAAPB
Katherine Rice	Note Taker, NCC
Maxine Blocksidge	Senior Adviser SEND, Children's Services, NCC
Rosemary Boutet	Parent/Carer
Sue Bridges	Norfolk & Suffolk Foundation Trust (NSFT)
Sharon Brooks	Voluntary sector representative Chief Officer, Carers' Council
Jared Carpenter	Autistic adult
Toni Collinson	Norfolk Constabulary
Alison Furniss	Voluntary sector representative Family Voice
Sarah Gentry	Public Health JSA Agenda Item.
Lee Gibbons	Voluntary sector representative ASD Helping Hands Engagement Working Group Lead
Andy Goff	Children Services Performance and Challenge
Catherine Haig	Asperger Service Norfolk
Bruce Hubbard	Autistic Older Person
Lauren Lonergan	Young autistic person
Tracy McLean	NHS Clinical Commissioning Group (CCG) representative – Children
Rebekah Muttitt	Child and Adult Mental Health Services (CAMHS)
Jocelyn Pike	NHS Clinical Commissioning Group (CCG) representative - Adults
Donald Timson	Autist Adult
Michelle Trollope	Norfolk Community Health & Care NHS Trust
Stephanie Tuvey	Healthwatch Norfolk
Clare Smith	Co-chair of AAAPB; Autistic adult
Tracey Walton	Autism Commissioning Manager, Adult Social Services, NCC

Kim Woodrow	Family carer representative
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Apologies Received	Organisation and or Role
Joanna Corbyn	Family member/carer of autistic person
Hayley Griffin	NCC Children's Services
Claire Miller	Family member/carer of autistic person
Carolyn Watts	Public Health, NCC

Agenda Item 1	Welcome and Introduction	Action and Due Date
1.1	Mark Rushen co-chair welcomed everyone to the meeting, ran through the housekeeping and advised a quiet room is available in training room 2 on the second floor or along the corridor to the right-hand side.	
1.2	Mark Rushen advised that Clare Smith had resigned as co-chair and thanked her for all the work achieved and her contribution as co-chair.	
1.3	Mark Rushen introduced new members to the board.	
1.4	<p>Clare Smith raised concern regarding the number of statutory representation - particularly NCC Children's Services - verses autism representation and requested a balance for contribution and voting. NAPB autistic representatives echoed the importance of parity of members whilst achieving the requirements of the agenda</p> <p>Following a two-minute recess between Andy Goff, Hayley Griffin and Maxine Blocksidge, Andy Goff explained to the NAPB members, the functions and role of the representatives from each of the departments and how they each individually contribute to the NAPB agenda. Andy Goff advised on this occasion he could represent CS operational department from a strategic perspective but if a focus on practice is required Hayley Griffin will need to attend and contribute.</p> <p>James Bullion thanked Andy Goff, Hayley Griffin and Maxine Blocksidge for the solution and noted, for the minutes, the role and function of each department.</p>	

Agenda Item 2	Minutes of previous meeting (25/07/18) and matters arising not on the agenda.	Action and Due Date
2.1	Page 1. Present. Rosemary Boutet advised she was voted as a Parent/Carers and not an older autistic person. Clare Smith advised this position was not available. James Bullion requested this is looked into and clarified by Tracey Walton.	Tracey Walton with Rosemary Boutet

2.2	Page 3, item 2.5 – Claire Smith stated that Tracy McLean standing as CAMHS representative would represent a conflict of interest. Rebekah Muttitt confirmed that she would be representing CAMHS and that her delegate would be Rob Mack.	
	<i>Matters Arising</i> Matters arising not mentioned below will be addressed as part of the agenda.	
2.3	Page 5, item 3.3. Tracey Walton apologised on behalf of Zandrea Stewart that this has not been achieved for the meeting. To be circulated with the minutes.	Data Workstream Tracey Walton
2.4	Page 5, item 3.4. Tracey Walton advised the glossary of terms for the board will be developed through the creation of the strategy.	Tracey Walton
2.5	Page 6, item 3.5.8 Clare Smith requests summary version as referenced in previous minutes. James Bullion asks Tracey Walton to circulate link to HOSC document as action item.	Tracey Walton
2.4	Page 7, item 4.5. Tracey Walton advised work is in progress to suggest a workshop on coproduction for all board members.	Tracey Walton
2.5	Page 7, item 6.3. Lauren Lonergan asked if the vacant position of young person (aged 14-24) had been appointed to? Tracey Walton advised it has not to date but will be included as part of the communications and discussions with the autism community.	Tracey Walton
2.6	Page 8, item 8.1. Kim Woodrow requested a copy of the PowerPoint presentation.	Tracey Walton
2.7	Page 9, item 10.2. Tracey Walton advised that a draft autism strategy is in circulation and requested that members provide feedback on the strategy. Clare Smith advised that the structure of the strategy is currently out of sync, but to focus on its content.	NAPB members
	Bruce Hubbard queried what is the purpose of the strategy as it focuses on current position rather than where we need to be. Clare Smith directed Bruce Hubbard to the purpose, and how the purpose would be achieved.	
	James Bullion requested that the document is circulated to the NAPG and Mark Rushen suggested an extra ordinary NAPG meeting to focus on the strategy and obtain feedback.	Mark Rushen
2.8	Page 9, item 12.1. Clare Smith requested clarification on the expenses policy. Tracey Walton advised that if members attend the NAPB or working groups, events they have specifically been asked to attend they can	

	<p>claim the involvement fee and expenses. If members attend the NAPG they can claim travel expenses only as it is optional to attend.</p> <p>James Bullion asked Tracey Walton to provide clarity on the NAPG as some members of the board attend to represent the board.</p>	Tracey Walton
2.9	<p>Page 9, item 14.2. Tracey Walton advised discussions with working group leads are underway to develop a plan, to share the activities and outcomes from each of the working groups to enable the NAPB to monitor progress in the absence of an autism strategy. Tracey Walton advised once the autism strategy is signed off and agreed the plan will be replaced with an action plan.</p>	Tracey Walton & Working group leads.
2.10	<p>Page 9, item 14.3. Tracey Walton advised the NAPG dates will change, to two weeks post the NAPB. The NAPG was provided with an update from the NAPB to the date of the last board meeting. This meant on the 25th September the group only received an update of the work to the 25th July. The approach proposed will resolve this issue. All members agree.</p> <p>Tracey Walton to distribute the dates of the NAPG ASAP.</p>	Tracey Walton

Agenda Item 3	NAPB Election Status and Board Members	Action and Due Date
3.1	<p>Mark Rushen welcomed the following members of the board:</p> <p>Donald Timpson as an autistic adult</p> <p>Bruce Hubbard as an autistic older person</p> <p>Clare Smith as a Parent/Carer of an autistic person</p> <p>All Members introduced themselves and clarified their function and role as members of the board.</p>	
3.2	<p>James Bullion, thanked Mark Rushen for stepping into the co-chair position following Clare Smiths resignation.</p> <p>James Bullion proposed that Mark Rushen steps up to co-chair and the position of vice co-chair is elected by the autism community, along with the other vacant NAPB posts. James Bullion asked Tracey Walton to remind the group of the technical position of the board in the Terms of Reference.</p> <p>Tracey Walton advised the terms of reference do not specify what will happen in the event of a co-chair's resignation. Mark had come second in the original vote meaning he had the vote of the autism community</p>	

	<p>and agreed stability would benefit the board at this point.</p> <p>Clare Smith advised the autism community should vote for the person who represents them.</p>	
3.3	<p>James Bullion requested that the autism community is contacted via Tracey Walton to identify if they object to Mark Rushen stepping up to co-chair.</p> <p>When the voice of the autism community has been heard Tracey Walton is to carry out the appropriate election process.</p>	Tracey Walton
3.4	<p>Lauren Lonergan requested the approach, when agreed, is written into the terms of reference. The board agreed.</p>	Tracey Walton

Agenda Item 4	Updates from Working Groups	Action and Due Date
4.1	<p>Workforce Development and Training</p> <p>Clare Smith provided a brief update, celebrating the progress of the working group to date.</p> <p>Tracey Walton advised for clarity that NCC are waiting for a quote from NSFT on the costs to implement the changes to the NSFT e-learning programme. The e-learning module is not ready for roll out.</p> <p>Sue Bridges agreed to chase this up.</p>	Sue Bridges
	<p>For clarity Tracey Walton re-confirmed the wording within the Statutory Guidance for LA and NHS organisations to support the implementation of the Adult Autism Strategy March 2015, Page 11, Section 1.4 for the audience of the e-learning programme and Section 1.3 for the audience of the specialist training.</p> <p>Jocelyn Pike advised CCGs continue to work with NCC to meet its requirements under the Autism Act. In the main these staff will be based within commissioned services and as such funding for any training will already be in contract, with providing holding the responsibility to ensure their staff are appropriately trained. If additional training is required, the CCG welcomes a business case.</p> <p>Clare Smith requested statistics on how Key staff in health are trained.</p> <p>James Bullion advised that this is part of the self-assessment and would be managed through that process.</p>	
	<p>Maxine Blocksidge offered influence through the Education Norfolk Board to support the work of this group.</p>	Maxine Blocksidge

4.2	<p>Engagement</p> <p>Lee Gibbons provided an update on the progress of the group and advised that an adult questionnaire is ready for piloting.</p> <p>An expression of interest will be circulated to the autism community to enable autistic people and their carers to be involved.</p>	Tracey Walton
	<p>Lee Gibbons advised that the next steps are the review the membership of the working group to enable them to focus on the young people preparing for adulthood questionnaire. The autism community will be contacted to identify if anyone aged 14 – 24 and their parents/carers would like to be involved.</p>	Tracey Walton
	<p>Lee Gibbons advised the progress of the Engagement and Communication plan. The plan was coproduced with members of the engagement working group and distributed to working group leads to share with their members.</p> <p>James Bullion acknowledged that there is merit in achieving something that will facilitate engagement.</p> <p>Lee Gibbons advised that Clare Smith is meeting with Oliver Cruickshank to further develop the plan on Friday, after which it will be circulated again for working group leads and members to provide feedback.</p> <p>Clare Smith queried the engagement working group headings, stating they are similar to the outcomes defined as part of the plan Tracey Walton has in draft format. If these are the same outcomes, the autism community have not had influence in their creation and the wording is incorrect.</p> <p>Tracey Walton advised that the plan has been created with working group leads and is in place to ensure activities are delivered in the absence of an autism strategy. Once a strategy is in place, the autism plan will be built upon. Tracey Walton will continue to work with all to ensure the plan is reflective.</p>	Oliver Cruickshank
4.3	<p>Data collection</p> <p>Mark Rushen provided an update on the data working group.</p> <p>Sarah Gentry thanked Clare Smith for attending the JSNA meeting. To test the recommendations within the report, Sarah Gentry would like to work with Tracey Walton to engage the wider autism community.</p> <p>Andy Goff invited conversation on how NCC can better use and present their existing data.</p>	

	Jocelyn Pike encouraged the requirement for an agreed data set to be collated, to benefit the aims of the board.	
	<p>Clare Smith challenged the progress of the group and the lack of involvement from the autistic community.</p> <p>Tracey Walton will work with Mark Rushen to schedule a meeting ASAP.</p> <p>Tracey Walton advised that progress to date has been made by improving the recording of autism within NCC. Tracey Walton also confirmed now the Self-Assessment Framework is launched the group can assemble to focus on this piece of work.</p> <p>James Bullion requested a meeting to take place asap to focus on the SAF.</p>	Mark Rushen & Tracey Walton
4.4	<p>Diagnostic Pathways</p> <p>Tracey Walton and Clare Smith provided an update to the board.</p>	
	Tracey McLean, Michelle Trollop and Rebekah Muttitt provided updates on the pathways, with it agreed the detail needs to remain within the working group.	
	Jocelyn Pike advise she may be able to get a GP representative for the working group, if held on a Tuesday or Wednesday. The GP representative will provide an overview from his perspective but can influence wider GPs.	
	It is agreed that the working group membership will be reviewed to obtain or provide an easily accessible pathway for pre and post diagnosis and understand what is currently working and not working to recommend improvements and inform commissioning intentions. This should be achieved by March 2019 with progress reported to the NAPB in January.	Tracey Walton

Agenda Item 5	Update from the NAPG (DATE)	Action and Due Date
5.1	<p>Mark Rushen advised that 10% of the conversation was regarding employment and 90% focused on education issues, with a top priority to make improvements to SEND.</p> <p>Mark suggested we create a working group to focus on education and the outcomes to be achieved. The members understood the current capacity of the board and autism community, but felt education was a significant issue that required attention and agreed to create another working group.</p>	

	<p>Maxine Blocksidge offered to obtain the current themes on education to start the building of an Education working group.</p> <p>Members requested involvement in the group. Bruce Hubbard, Maxine Blocksidge, Kim Woodridge, Alison Furness, Lee Gibbons, Donald Timpson, Mark Rushen, Andy Goff, Lauren Lonergan. Maxine Blocksidge also suggested Mark Gower and Barbara Kewns involvement as SEND professionals.</p> <p>Tracey Walton to work with members to create the working group and agreed the outcomes.</p> <p>The board has agreed to reschedule the NAPG meetings to be two weeks after the board meeting. Tracey Walton to set up and distribute.</p>	Tracey Walton with members
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Agenda Item 6	Welcome and Introduction	Action and Due Date
6.1	Clare Smith provided in good faith an update from the meeting with Sara Tough. Clare Smith requested that the report from the meeting is added to the NAPB website.	
	<p>Members who attended the meeting raised concerns regarding content within the report, and members of the NAPB felt they could not endorse it having not known about it or seen the report. Those who had seen it from the autism community felt that it could raise unrealistic expectations, and this needs to be managed.</p> <p>Clare Smith informed that board that she had already published her report to NAAN, but that she is willing to respond to factual inaccuracies and make changes where appropriate.</p>	
	It is recommended that Clare works with all members who attended the meeting (people with autism, their parents/carers and NCC members who attended) to ensure the report is not misleading.	Clare Smith
	<p>James Bullion reminded members that without consensus, nothing should be published on behalf of the NAPB. James Bullion also advised that as the meeting was not the direct work of the board, it would not be appropriate for it be published on the NAPB website.</p> <p>Maxine Blocksidge asked that a copy of the report be made available to members on request for their information.</p>	Tracey Walton

Agenda Item 7	Update on NAPB Autism Training	Action and Due Date
7.1	Tracey Walton advised that of the options offered, a majority of members had opted for the date of the 2 nd November. Tracey Walton will set up the training with Melanie White and encourage all NAPB members to attend regardless of historical autism training.	Tracey Walton

Agenda Item 8	Possible agenda items for next meeting	Action and Due Date
8.1	Norfolk Sustainability and Transformation Plan (STP) Rt Hon Patricia Hewitt STPs review of Mental Health in Norfolk Progress on the Autism Plan Autism Self-Assessment. Autism Strategy	

Agenda Item 9	Any Other Business	Action and Due Date
9.1	Joanna Corbyn Proposed that the Terms of Reference be updated as a response to earlier discussions. James Bullion agreed.	
9.2	Tracey Walton advised members of the involvement opportunity available and encouraged people to get involved. These will be circulated to the NAPG.	
9.3	Stephanie Turvey advised that Healthwatch Norfolk would be publishing their autism findings early next week and will distribute via Tracey Walton.	Stephanie Turvey
9.4	Tracey Walton stated that the existing Autism Plan will be replaced once an autism strategy is in place with an implementation plan.	

Date, time and location of next meeting
<ul style="list-style-type: none"> Thursday 31st January 2019 10:30am–1:30pm. Colman Room, County Hall