

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

**Held on: Wednesday 09 September 2020, 11:00 – 12:30**

**Venue: Microsoft Teams Meeting**

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

<b>Name of Attendee</b>	<b>Organisation and or Role</b>
Amanda Dunn	Vice co-chair; Assistant Direct Learning Disabilities and Autism 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
Maxine Blocksidge	Acting Head of Virtual School for Section 19, Education, Children's Services, (NCC)
Rosemary Boutet	Family/Carer
Sharon Brooks (From 12:02)	Voluntary sector representative Chief Officer, Carers' Council
Stephen Durrance	Autistic Adult
Alison Furniss	Voluntary sector representative Family Voice
Lee Gibbons	Voluntary sector representative, ASD Helping Hands Engagement Working Group Lead
Catherine Haig	Autism Service Norfolk, NCH&C
Walter Lloyd-Smith	Safeguarding Adults Board Manager/Business Lead
Rebekah Muttitt	Norfolk & Suffolk Foundation Trust, Child & Adult Mental Health Service
Tracey Walton	NAPB Autism Lead. Autism Commissioning Manager, Adult Social Services (NCC)
Carolyn Watts	Public Health (NCC)

<b>Apologies Received</b>	<b>Organisation and or Role</b>
James Bullion	Co-chair; Executive Director Adult Social Services, Norfolk County Council (NCC)
Sue Bridges	N&SFT
Jared Carpenter	Autistic Adult

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
Bethany Slaughter	Norfolk Constabulary
Stephanie Summers	NCH&C
Kim Woodrow	Family/Carer
Joanne Yellon	Adults Norfolk & Waveney (CCG)

Observers	Organisation and or Role
Richard Peat	Prospective Volunteer Member
Mel Rose	Prospective Volunteer Member

Names of Presenters	Organisation and or Role
Carolyn Watts	SEND & Area Partnership Transformation Lead. (NCC)
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.  <b>Noted:</b> Tom Bassett agreed to monitor Code of Conduct.	No action or due date.
1.2	Prospective new members Richard Peat and Mel Rose introduced themselves. They observed the meeting before making a final decision on whether to join the Board.	

Agenda Item 2	Minutes of previous meeting (16/07/20) and matters arising not on the agenda.	Action and Due Date
2.1	<b>Agreed:</b> Minutes of previous meeting accepted as true record of the meeting. Will be added to the NAP Webpages.	<b>Administrator</b>
2.2	<b>Actions from the Meeting held 16/07/20</b>	No Action or Due Date
2.2.1	Item 2.2.4: Covered by agenda.	No Action or Due Date
2.2.2	Item 2.2.11: Covered by agenda.	No Action or Due Date
2.2.3	Item 2.3.1: Covered by agenda.	No Action or Due Date

2.2.4	Item 2.3.2: Ongoing.	No Action or Due Date
2.2.5	Item 2.3.3: Covered by agenda.	No Action or Due Date
2.2.6	Item 2.3.4: Completed.	No Action or Due Date
2.2.7	Item 2.4.1: Ongoing.	No Action or Due Date
2.2.8	Item 3.3: Completed.	No Action or Due Date
2.3	<b>Review of Action Log.</b>	
2.3.1	<b>Autism Hoarding and Self Neglect</b> Covered by agenda.	No Action or Due Date
2.3.2	<b>Buddy Scheme, Strategy Multi-Agency Plan, and Data Dashboard</b> Administrator will distribute documents for a final time. Progress to be reevaluated at next meeting.	<b>Administrator. November 5</b>
2.3.3	<b>NAPB Website</b> Covered by agenda.	
2.3.4	<b>Tricky Friends Video</b> Walter Lloyd-Smith advised that most, if not all, of the submitted feedback comments were used to revise the video. The full animation script has now been signed off, the studio is working on storyboards, and will go into full production soon. Animation should be available for endorsement by the NAPB in the next four to six weeks.	No Action or Due Date
2.3.5	<b>Safeguarding Locked Provision</b> Walter Lloyd-Smith advised that Covid-19 has delayed work, but invitations will be extended to enable active participation of Partnership members soon. Walter will provide an update via the Engagement Working Group, which will report into the Board.	<b>Walter Lloyd-Smith</b>
2.3.6	<b>Autism Training</b> Work ongoing.	<b>Tom Bassett</b>
2.4	<b>Working Group Highlight Reports</b>	
2.4.1	The Diagnosis Working Group report will be circulated following the next Diagnosis Working Group, scheduled for 10 September 2020.	<b>Administrator</b>
2.4.2	The Workforce Development lead will ensure reporting clearly communicates what the measures/targets are, to demonstrate that the training outcomes are being achieved.	<b>Tom Bassett</b>
2.4.3	<b>Noted:</b> All available working group highlight reports approved. Updates required on Data and Diagnosis Working Groups by next meeting.	No Action or Due Date

<b>Agenda Item 3</b>	<b>Presentation: Hoarding and Autism with Carolyn Watts</b>	<b>Action and Due Date</b>
3.1	Carolyn Watts provided an update on a report completed by Dr Abi Oludeye (GP Specialist Registrar) on Hoarding and Autism, following up on an earlier presentation to the Board by Walter Lloyd Smith on behalf of the Norfolk Adult Safeguarding Board. This prompted the Board to identify a potential link between autism collecting behaviour versus hoarding and self-neglect.	No Action or Due Date
3.1.1	<b>Noted:</b> NCC will consider the recommendations of the report and explore options <b>Agreed:</b> Ask those leading in NCC to work with the Diagnosis Working Group to develop the proposal.	<b>All</b>
3.1.2	<b>Noted:</b> Alison Furniss offered her experience of collecting behaviour and offer her support to any on-going studies. The Board welcomed her offer.	
3.1.3	<b>Action:</b> 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.	<b>Walter Lloyd-Smith</b>
3.1.4	<b>Action:</b> Presentation and report to be circulated to members.	<b>Administrator</b>
3.1.5	<b>Action:</b> Tracey Walton will link with Chris Scott within NCC regarding community work and future links with the Board regarding Co-production.	<b>Tracey Walton</b>

<b>Agenda Item 4</b>	<b>Presentation: New NAPB Website presentation with Lee Gibbons, followed by approvals from the Board</b>	<b>Action and Due Date</b>
4.1	Lee Gibbons outlined changes to the independent NAPB website since the last meeting: <ul style="list-style-type: none"> <li>• The draft website designed by Tracey Walton has now been transferred to new domain name along with minor formatting changes.</li> <li>• Newsletters can now be added as blog posts.</li> <li>• Ability for visitors to add comments to pages added.</li> <li>• NAP membership signup process has been streamlined for website engagement.</li> <li>• Antispam, usage analytics and other technical processes have been added to the backend of the website. Certain key words, such as those from adverts for services, will be automatically blocked. Monitoring of web activity applied to enable KPIs and reporting.</li> <li>• all content will be aligned to government web content accessibility guidance.</li> </ul>	No Action or Due Date

	<p>For assurance, no data will be saved on the website itself. Any data is sent from the website, such as a completed consent form, will be sent in an encrypted email to <a href="mailto:autism@norfolk.gov.uk">autism@norfolk.gov.uk</a>, where it can be processed by the Administrator. NCC will remain the data controller.</p> <p>The Administrator is working to ensure all NAPB documents meet accessibility standards before they are updated to the new website.</p>	
	Tracey Walton provided the historic context for the move to an independent website, outlining criticism from the Autism Norfolk Forum attendees and that it may be difficult for autistic people to see the Board as independent while it is 'hosted' on the NCC servers.	
4.1.1	<b>Agreed:</b> Unanimous support for the move from the NCC hosted site to a NAPB Independent Website.	
4.1.2	<p><b>Action:</b> Lee Gibbons, as Engagement Working Group Lead, will complete and submit the form to request the NAPB hosted data is removed from the NCC webpages, demonstrating that this approach is fully supported by the Board.</p> <p>The move from the hosted NCC webpages to independent website needs to be a smooth transition for it to go live. Tracey Walton will provide support to the Engagement Working Group regarding the forms and transition as required to achieve this.</p>	<b>Lee Gibbons and Tracey Walton.</b>

<b>Agenda Item 5</b>	<b>Discussion around Member attendance and input outside of meetings</b>	<b>Action and Due Date</b>
5.1.4	<b>Action:</b> Lee Gibbons will investigate whether it is possible for visitor comments to be added to meeting agendas and other documents uploaded to the independent NAPB website. These comments could be used to share feedback at NAP meetings	<b>Lee Gibbons</b>
5.2	The Board raised concerns regarding inconsistent responses to requests for feedback by Board members. The Board acknowledged the pressure on resources to responding to the Covid-19 crisis. The Board will consider the barriers for progress aligned the autism strategy and add this to the risk register for mitigation.	

<b>Agenda Item 6</b>	<b>Any Other Business and Wellbeing Check</b>	<b>Action and Due Date</b>
6.1	The Board congratulated Tom Bassett on his successful appointment to the role of Transformation Board Manager. Tom will manage ongoing coordination of the partnership with Tracey Walton continuing as the NAPB Autism Lead.	No Action or Due Date

6.2	A definition of Pathological Demand Avoidance has been explored by clinicians and key stakeholders. This will be discussed at the next Diagnosis Working Group and then brought to the Board for agreement by October 2020.	Administrator, 15/10/2020
6.3	Mel Rose thanked the Board for inviting her to the meeting and confirmed that she would like to continue as a member and be part of NAPB working groups.	No Action or Due Date

<b>Date, time and location of next meeting</b>
<ul style="list-style-type: none"> <li data-bbox="178 539 1283 577">• Thursday 05 November 2020, 11:00am-1:00pm, Microsoft Teams Meeting</li> </ul>

## **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