

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

Held on: Thursday 18 July 2019, 10:30 – 13:30

**Venue: County Hall, Norfolk County Council, Martineau Lane, Norwich,
Norfolk, NR1 2DH**

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)
Jarred Carpenter	Acting Co-Chair; Autistic Adult
Autism Administrator	Note Taker, NCC
Rosemary Boutet	Family/Carer
Maxine Blocksidge	Senior Adviser Special Educational Needs and Disabilities (SEND), NCC
Alison Furniss	Voluntary sector representative Family Voice
Lee Gibbons	Voluntary sector representative, ASD Helping Hands Engagement Working Group Lead
Jane Hanrahan	Workforce Development Manager, NCC
Bruce Hubbard	Autistic Adult
Alan Hunter	Head of Community Children's Services, Norfolk Community Health and Care (NCH&C)
Trevor Key	Family/Carer
Bethany Slaughter	Norfolk Constabulary
Tracey Walton	Autism Commissioning Manager, Adult Social Services, NCC
Carolyn Watts	Public Health, NCC

Apologies Received	Organisation and or Role
Sue Bridges/Sue Medley	Norfolk & Suffolk Foundation Trust (NSFT)
Sharon Brooks	Voluntary sector representative Chief Officer, Carers' Council
Stephen Durrance	Autistic Adult
Hayley Griffin	NCC Children's Service Head of Localities North and South
Catherine Haig	Asperger Service Norfolk
Ryan Hardy	Autistic Adult.
Tracy McLean	Children and Young People Norfolk & Waveney Clinical Commissioning Group (CCGs)

Rebekah Muttitt	Norfolk & Suffolk Foundation Trust, Child & Adult Mental Health Service
Mark Rushen	Vice Co-Chair Autistic Adult
Stephen Tuvey/Sam Revill	Healthwatch Norfolk
Jocelyn Pike	Adults Norfolk & Waveney CCG
Shaun Saunders	Autistic Adult
Stephanie Summers	NCH&C
Jocelyn Pike	South Norfolk CCGs (Adults Lead)
Kim Woodrow	Family/Carer

Observers	Organisation and or Role
Jonathan Rackham	Autistic adult; Express Interest Member
Amanda Dunn	Assistant Director Learning Disabilities and Autism Commissioning, Adult Social Services, NCC

Name of Presenter	Organisation and or Role
Walter Lloyd-Smith	Safeguarding Adults Board Manager/Business Lead

Agenda Item 1	Welcome and Introduction	Action and Due Date
1.1	James Bullion, co-chair, welcomed everyone to the meeting. Copies of papers and action cards distributed. Apologies from members who could not attend.	
1.2	Thanks were given to Jared Carpenter for agreeing to be stand-in autistic co-chair in Mark Rushen's absence.	
1.3	Attendees introduced themselves, giving brief description of their roles and interest in Autism.	

Agenda Item 2	Presentation: Hoarding and Neglect Policy with Walter Lloyd-Smith	Action and Due Date
2.1	<p>Walter Lloyd-Smith (WLS), Safeguarding Adults Board Manager, gave presentation on self-neglect, hoarding, its impact on people's lives and current policy initiatives.</p> <p>Examples of what was meant by hoarding and self-neglect were given, including photographic and anecdotal evidence. Unique nature of Self-neglect as a category of Adult Abuse in the Care Act as a violation where the victim and perpetrator are the same person was explained. The problems involved with attempting to resolve the problem were outlined: there is no nationally accepted definition of self-neglect beyond the specific wording of the Care Act; no two cases will present in the same way; with a responsibility to keep people safe.</p>	

	<p>Results of the 2018 county-wide survey aimed at frontline practitioners seeking information on self-neglect and hoarding were shared. The issues and challenges arising from the survey were used to develop a new county-wide strategy, the key points of which were outlined; guidance on approaches and what constitutes hoarding; focus on Early Help / Help Hubs; questions to help assess individual's capacity; and assessment guidance.</p> <p>Presentation concluded with information on where to find the strategy. WLS encouraged attendees to download and share the Strategy and accompanying information and asked that the Strategy be promoted via the NAPB network.</p>	
2.2	<p>Jarred Carpenter asked why in cases where hoarders were being taken advantage of by drug dealers, hoarding was flagged as a problem but not the drugs. WLS stated that both issues are important and the lead for issues around drugs will usually be the police. In the context of this presentation his focus was on hoarding and vulnerability, but where both are present, both will be followed up. The connection is something we will need to look into.</p>	
2.3	<p>The Board as a whole raised the issue of non-engagement with Safeguarding services, where individuals wish to be left alone and will not work with people who want to help. However, WLS explained that there are cases where services cannot walk away as there is a responsibility to keep the individual and others safe e.g. public health concerns.</p>	
2.4	<p>Bruce Hubbard questioned usefulness of the 2018 survey given low engagement with overall workforce. WLS agreed that low engagement was not ideal but stated that having any data when previously none had been collected was useful.</p>	
2.6	<p>Bruce Hubbard asked how many of Survey responses were from people working with autism. WLS stated that he did not know. He recognised that hoarding can be a trait for people with autism.</p>	
2.7	<p>Tracey Walton asked if hoarding and self-neglect are recorded in case management systems. WLS answered today that different services do not use the same systems, but Adult Social Services can via LiquidLogic Adults Social Care System (LAS) and housing partners will have something similar. This means that NCC can link autism/hoarding data so long as cases are recorded consistently.</p>	
2.8	<p>James Bullion thanked WLS on behalf of the Board. Agreement to support the Self-Neglect initiatives via the work of the Board.</p>	<p>Tracey Walton & Working Group Leads</p>

2.9	WLS explained that there may be a business case for a specialist Self-Neglect Service. WLS said he would like to bring the case to the NAPB for comment and to receive help with improving it. Amanda Dunn and the Commissioning team will support this work as it develops.	Amanda Dunn, Tracey Walton & Commissioning Team
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Agenda Item 3	Presentation: Special Education Needs and Disabilities (SEND) and Education Health and Care Plan (EHCP) Update with Maxine Blocksidge	Action and Due Date
3.1	<p>Maxine Blocksidge (MB), Senior Adviser for SEND at NCC, gave a presentation on the Norfolk Area SEND Strategy and SEND and Alternative Provision Transformation Programme. Michael Bateman, SEND & Alternative Provision (AP) Transformation Lead for Children’s Services. MB presented as Michael Bateman was unable to make the meeting and sent his apologies.</p> <p>The Area SEND Strategy has been co-produced with a range of stakeholders including Health and Family Voice. An information outlining the Area SEND Strategy has been sent to GP Surgeries. The Strategy on the Local Offer and a survey is open until the 13th August to gather feedback.</p> <p>The NAPB are encouraged to give feedback and share it as widely as possible.</p> <p>Maxine is involved in collating the self-evaluation framework for Norfolk SEND. This is part of a continuous cycle of review and planning.</p> <p>The Area SEND Strategy has four key priorities:</p> <ol style="list-style-type: none"> 1. The SEND journey 2. SEND Provision 3. Improve Confidence in the Local Offer 4. Preparation for Adult Life <p>More information is available on the SEND Local Offer webpage on the NCC website. https://www.norfolk.gov.uk/children-and-families/send-local-offer</p> <p>The SEND & Alternative Provision Transformation Programme has had a £120m capital investment agreed by NCC.</p> <p>The aims are to:</p> <ul style="list-style-type: none"> • Provide good quality education closer to a children’s home, improving children’s day-to-day lives by reducing travel times and supporting them to learn close to their families. 	

	<ul style="list-style-type: none"> • Champion good quality education for children with SEN needs, whether they are in a early years, school and college mainstream provision or special schools and alternative provision • Ensure that children that need special school places can access them, by increasing the number of places in the county • Reduce exclusions and ensure that children’s needs are met in their local mainstream schools, whenever possible • Ensure that the council understands and can meet future needs • Return to a balanced budget within the High Needs Block and the SEN Transport Budget <p>MB acknowledged that the current 20-week performance regarding EHCPs is not good enough and there is a workstream within the Transformation Programme to focus on this. A portal is also being developed in Synergy that parents will be able to monitor the progress of their child’s EHCP.</p> <p>Three new special schools are being developed and expansion/refurbishment of existing special schools.</p> <p>Mainstream inclusion is being developed through Workstream 1.</p> <p>John Crowley is leading Workstream 2 on EHCP Performance.</p> <p>Workstream one is looking at mainstream inclusion.</p> <p>Among their goals is the creation of a single “front door” for all schools, including academies, to provide basic help and support around inclusion and exclusion. Ways to apply for top-up funding for particular needs in schools will also be made simpler.</p> <p>SEND Local Offer working with Family Voice will be hosting six roadshows around Norfolk. These will provide an opportunity to give feedback about provision in Norfolk. Market place stalls will be available at these events which the NAPB would be able to support. These events will run from 10:30am to 12:30am with lunch provided. Flyer to be sent to NAPB members.</p>	
3.2	Bruce Hubbard noted that there were no targets given on any of the presented material.	Bruce Hubbard, Maxine Blockside & Tracey Walton

	<p>MB explained that each of the workstreams will have objectives and targets and these will be reported on.</p> <p>Bruce Hubbard, Tracey Walton and MB are scheduled to meet in the coming weeks to align this work with the NAPB Education working group. This will provide a clear plan for members.</p>	
3.3	Trevor Key highlighted the importance of sign language in improving inclusion. MB agreed and will take points back to the Workstream 1 led Stuart Mason.	
3.4	Agreed standing NAPB agenda item with Maxine Blocksidge to prepare and provide an update at each NAPB meeting	Maxine Blocksidge

Agenda Item 4	Updates from Working Groups	Action and Due Date
4.1	<p>Engagement</p> <p>Lee Gibbons updated the board on the Engagement Working Group progress.</p> <p>Working Group met with Deb Fair, Digital Experience Designer in the Customer Service and Communications team, to discuss changes to the NCC NAPB webpage with the aim to make it more concise and engaging. Tracey Walton to develop the raw content of the page then work with Working Group members to make it as appealing as possible to autistic users.</p>	Tracey Walton, Deb Fair & Lee Gibbons
	Tracey Walton and the Autism Administrator attended Easy Read Training provided by NHS, with the Autism Administrator taking additional training provided by NCC. Unfortunately, it proved unfeasible to translate the entire Autism Questionnaire due to its size. Consequently, it was decided to follow national examples, and have an easy-read introduction. The introduction will advise what the questionnaire is about, why the questionnaire is needed, what it will achieve and who can help the person filling it in to complete the questionnaire, followed by the original questionnaire. This will be distributed as soon as possible.	Tracey Walton
	Two seats are available for an autistic older person and an autistic young person to join the Working Group. It does not necessarily have to be someone from the Board, and it can be people from outside the NAPB. Anyone who wishes to become involved to email the administrator at autism@norfolk.gov.uk	Autism Administrator
4.2	<p>Data</p> <p>Tracey Walton reported that there has been little progress since the last NAPB meeting because of</p>	Tracey Walton & Working Group lead.

	<p>annual leave and the shorter time between meetings. An autistic employee has completed his placement, and his work which will form the foundation of an Autism Dashboard. Tracey will prioritise reviewing and getting it out as soon as possible.</p> <p>James Bullion requested that the Dashboard be made an agenda item for the next meeting or the one following that.</p>	
4.3	<p>Diagnostic Pathways</p> <p>Tracey Walton gave an update. There have been several Working Group meetings since the last NAPB and this has supported an independent commissioned review of pathways by RethinkPartners. The Working Group will be looking at the recommendations of the independent review and it was suggested that this be an item at a future Partnership Board.</p> <p>Tracey Walton advised that an improvement plan is in place with Autism Service Norfolk with meetings scheduled weekly with the clinical psychologist to progress the plan. A contract monitoring meeting with NCH&C has been arranged every month to ensure clear communication and share progress and identify issues for solution.</p>	
	<p>Alan Hunter assured the Board that a lot of work is going on with 3rd sector support.</p>	
	<p>James Bullion asked if there was enough input from the health services on the board. Amanda Dunn answered to say that this is being considered. A discussion needs to be had with Jocelyn Pike, Chief Officer at South Norfolk CCG, about where leadership sits and the wider CCG structure. Engagement is needed between Jocelyn and other Commissioning Group members.</p>	
4.4	<p>Education</p> <p>Maxine Blocksidge gave a short update. Bruce Hubbard, Maxine and Tracey Walton will meet next week to refresh and prepare for future Working Group meetings. Maxine asks for patience and hopes to have more progress to report at the next meeting</p>	<p>Bruce Hubbard, Maxine Blocksidge and Tracey Walton</p>
4.5	<p>Workforce Development and Training</p> <p>Jane Hanrahan, Workforce Development Manager, gave an update for the Board on behalf of Tom Bassett, who was delivering an autism course in Great Yarmouth based on material coproduced with the Board.</p> <p>Jane gave a brief update on Autism workforce development training at NCC. The learning consists of two parts, an eLearning module and an in-person</p>	

	face to face training day. Internally the program is rolling out positively.	
	<p>Jane sought advice from the Board regarding how to progress training to wider partners including the CCGs. The Workforce Development Group would like to ensure that the course NCC has developed in-house can be gifted to others, but need assurances that the people delivering the training were suitable and competent to deliver the specialised training. Following discussion of potential options, it was decided that seeking accreditation for potential trainers would be the best option. Organising this will be delegated to the Workforce Development WG.</p> <p>Because of the limitations of NCC's eLearning platform preventing outside users from accessing the autism eLearning an alternative solution must be found. Other platforms are available, but they have different costs and limitations. Jane asked the board whether they required reports from other organisations (e.g. NHS) on how many people have completed the training. Tracey Walton advised that the Autism Self-Assessment requests data on autism training delivered. James Bullion stated that it was important in principle to have this information and the Board unanimously agreed.</p>	
	<p>Following a question from Bruce Hubbard Jane Hanrahan briefly discussed explained the reasons for charging a fee to access the course and its materials. As per previous NAPB decisions, NCC will not make money from providing the training, but costs involved in hosting eLearning must still be covered.</p> <p>Jane Hanrahan asked if the Workforce Development WG can contact NHS and partners to talk about ICT and costs involved and report back. Board unanimously agreed.</p>	Workforce Development WG
	It was decided that ways to allow schools and the police to access training would be investigated at a later date once work with the NHS was completed.	
	Tom Bassett has delivered training to a local prison and will be delivering to Norfolk Museums Service. He has also made connections with Wymondham Town Council to potentially deliver the training there as well.	

Agenda Item 5	Minutes of previous meeting (22/05/19) and matters arising not on the agenda.	Action and Due Date
5.1	Page 1, Attendees – Louise King represented Norfolk Constabulary, not Bethany Slaughter	

5.2	Page 2, item 2.6 – the EHCP PowerPoint has been sent to Kim Woodrow.	
5.3	Page 3, item 2.9 – Action plans for Working Groups are being updated post every meeting.	
5.4	Page 4, item 3.1 – Tracey and Rebekah have not met yet.	
5.5	Page 4, item 3.3 – the data collected for the Autism Dashboard has been compiled and in the process of being reviewed. The Data WG will work through this.	
5.6	Page 5-6, item 3.4 – this continues to be worked on.	
5.7	Page 6, item 3.5 – item resolved as part of the Board meeting with Maxine Blocksidge's presentation.	
5.8	Page 7, item 4.3 – ways to support this are still being investigated. Lee Gibbons and the Engagement Working Group have scheduled a separate meeting post the NAPB to discuss in more details.	
5.9	Page 7, item 5.3 – recommendations have been added to the plan.	
5.10	Pages 7-8, item 6.1 – the Autism Strategy has gone through the Health and Wellbeing Board. The Health and Wellbeing Board is committed to doing the autism training. The Strategy will now go to Cabinet and the Joint Strategic Commissioning Committee in August.	
5.11	<p>The Autism Administrator informed the Board that dates for the next NAPB Meetings had been arranged until October 2020.</p> <p>The Administrator also reported that a Quiet Room had not been booked for the meeting on Wednesday 29th January 2020, and asked whether the Board wished to change the date or the venue. The Board decided to keep the date and change the venue.</p>	Autism Administrator

Date, time and location of next meeting	
<ul style="list-style-type: none"> • Thursday 17th October 2019, 10:30am-1:30pm. Edwards Room, County Hall • Wednesday 29th January 2020, 10:30am-1:30pm. Venue to be arranged – see 5.11 above. • Thursday 16th April 2020, 10:30am-1:30pm. Edwards Room, County Hall • Thursday 16 July 2020, 10:30am-13:30pm. Edwards Room, County Hall • Thursday 15th October 2020, 10:30am-13:30pm. Edwards Room, County Hall 	

