

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

Held on: Wednesday 29 January 2020, 10:00 – 13:00

Venue: Costessey Town Council, The Costessey Centre, Longwater Lane, Costessey, NR8 5AH

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	Vice co-chair; Assistant Direct Learning Disabilities and Autism Commissioning (NCC)
Trevor Key	Acting Autism Co-chair; Family/Carer
Autism Administrator	Note Taker (NCC)
Rosemary Boutet	Family/Carer
Owen Grand	Deputy for Caroline Horton, Head of Social Work-Children with Disabilities (NCC)
Sue Bridges	NSFT
Kerrie Campbell	Healthwatch Norfolk
Jared Carpenter	Autistic Adult
Stephen Durrance	Autistic Adult
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), for Tom Bassett (NCC)
Tracy McLean	Children and Young People Norfolk & Waveney Clinical Commissioning Group (CCGs)
Bethany Slaughter	Norfolk Constabulary
Tracey Walton	Autism Commissioning Manager, Adult Social Services (NCC)

Apologies Received	Organisation and or Role
James Bullion	Co-chair; Executive Director Adult Social Services, Norfolk County Council (NCC)
Maxine Blocksidge	Senior Adviser Special Educational Needs and Disabilities [SEND], (NCC)
Sharon Brooks	Voluntary sector representative Chief Officer, Carers' Council
Catherine Haig	Asperger Service Norfolk

Ryan Hardy	Autistic Adult.
Bruce Hubbard	Autistic Adult
Alan Hunter	Head of Community Children's Services, Norfolk Community Health and Care (NCH&C)
Sue Medley	Norfolk & Suffolk Foundation Trust (N&SFT)
Rebekah Muttitt	Norfolk & Suffolk Foundation Trust, Child & Adult Mental Health Service
Shaun Saunders	Autistic Adult
Lorraine Stephen	Interim Head of Education High Needs Education Service (NCC)
Joanne Yellon	Adults Norfolk & Waveney (CCG)
Stephanie Summers	NCH&C
Carolyn Watts	Public Health (NCC)
Kim Woodrow	Family/Carer

Names of Presenters	Organisation and or Role
Jeremy Bone	Delivery Manager (NCC)
Walter Lloyd-Smith	Safeguarding Adults Board Manager/Business Lead (NCC)

Agenda Item 1	Welcome and Introduction	Action and Due Date
1.1	<p>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.</p> <p>Noted: Amanda Dunn advised that Joanne Yellon from the CCG will be attending future meetings replacing Jocelyn Pike's membership.</p> <p>Noted: Agreement obtained to record the meeting for note taking purposes and in line with GDPR requirements. NCC being the data controller on behalf of the NAPB.</p>	No action or due date.
1.2	<p>Position of NAPB Autistic Co-Chair</p> <p>Post expressions of interest received from autistic members of the board. Trevor Key nominated with full support from all members.</p> <p>Decision: Trevor Key NAPB Autistic Co-Chair.</p>	No action or due date.

Agenda Item 2	Presentation: Autism Data Dashboard with Jeremy Bone	Action and Due Date
2.1	To enable the partnership to grasp and measure progress quickly and easily, the data working group is looking to design and implement an Autism Dashboard. This involves using the 9 priorities within the local Autism Strategy, and how to measure success against them.	No action or due date.

	On the 22 Jan 2020 at the Coproduction Meeting voluntary and autistic board members started to look at priority 1 and 3. Jeremy Bone gave a progress update and asked approval from the Board to continue with the approach.	
2.2	Decision: Agreed approach to deliver an autism dashboard.	No action or due date.
2.3	Decision: Jeremy Bone identified as the Data Working Group Lead.	No action or due date.
2.4	Agreed: A proposed nine-month plan to be developed that aims to enable the Data Working Group and members to work together to create measurable priorities for success.	Tracey Walton By: 27 Feb 2020
2.5	Agreed: Walter Lloyd-Smith to forward to Tracey Walton a table that enables members to prioritise the work, by looking at resource required and impact. This will be shared with members who will complete the template and return to autism@norfolk.gov.uk for the data working group's attention.	Members By: 18/03/20
2.6	Agreed: The Autism Strategy priority list will be sent to members for them to go back to their organisations and teams to ask how they are currently capturing progress against the priorities and share with autism@norfolk.gov.uk for the data working groups attention.	Members By: 18/03/20
2.7	Agreed: To utilise existing resources within the partnership. Members to identify the leads within their own data analytical teams and forward their contact details to the Data Working Group. This aims to speed up work and prevent duplication of effort. Information and contacts will be sent to autism@norfolk.gov.uk for the data working group's attention.	Members By: 18/03/20
2.8	Agreed: Add data as standing Board agenda item, to share the progress to deliver an autism dashboard presented by the Data Working Group Lead.	Autism Administrator By: 16/04/20
2.9	Noted: The Board asked that the Data Working Group considers as part of their work, how we capture and measure non-commissioned activities for example NSFT autism assessments when not commissioned.	WG Lead

Agenda Item 3	Presentation: Safeguarding Concerns with Walter Lloyd-Smith	Action and Due Date
3.1	Presentation about an ongoing safeguarding adult review with an invite for the partnership to contribute to the final report by sharing their experience of specialist hospital provision.	No action or due date.
3.2	Decision: NAPB members offered to support the Safeguarding Board by sharing experiences at a co-production event.	No action or due date.

3.3	Agreed: A planning meeting for the session will include Sue Bridges, Tracey Walton and Walter Lloyd-Smith. The planning meeting will consider how to set up a focus group and what support is needed. The purpose of the focus group will be to share experience and identify key questions they would like the commissioned independent report to consider.	Walter Lloyd-Smith By: 18 Mar 2020
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Agenda Item 4	Presentation: Education Update with Lorraine Stephen	Action and Due Date
4.1	Noted: Agenda Item - Education Update deferred to next meeting.	No action or due date.

Agenda Item 5	Minutes of previous meeting (17/10/19) and matters arising not on the agenda.	Action and Due Date
5.1	Agreed: A separate action log will be created to ensure previously agreed actions are discussed and completed. The actions discussed and completed from this meeting will be added to the log.	Autism Administrator
5.2	Agreed: Autism Self-Assessment 2018 to be recirculated to members.	Autism Administrator
5.3	Agreed: Data presentation from NAPB 17 Oct 2019 to be recirculated to members.	Autism Administrator

Agenda Item 6	Update on Autism Norfolk Forum (ANF) with Lee Gibbons	Action and Due Date
6.1	ANF held on the 31 Oct 2019 at County Hall attended by 11 people. The agenda included an update from the Board, session on post support and autism issues raised by participants, shared with working group leads.	No action or due date.
6.2	Agreed: Autism Administrator will work with commissioners to ensure there is commissioner input into each ANF. Electronic invites to ANF forums sent.	Autism Administrator By: 27 Feb 2020
6.3	Agreed: A review of key people who can support the Forum to be completed and ensure they are invited.	WG Lead By: 27 Feb 2020
6.4	Agreed: Create a poster to communicate all ANF dates, times and venues to be distributed to all members, groups and organisations.	Autism Administrator By: 27 Feb 2020
6.5	Noted: The Board acknowledge the challenges experienced, and steps taken to create a friendly and welcoming experience for all attendees that are in line with the NAPB Independent Review. Complaints and issues are being learned from and dealt with swiftly as part of Engagement Working Group remit.	No action or due date.
6.6	Agreed: Board agreed a process will be put in place to enable Working Groups Leads to prepare a short	Tracey Walton

	paragraph on their priorities and next steps to provide an update for the NAPB webpages and Forum.	By: 12 Feb 2020
6.7	<p>ANF held on the 27 Nov 2019 attended by NAS West members.</p> <p>The agenda included an update from the Board, and autism issues regarding the difficulties experienced in the western locality, primarily surrounding diagnosis, education and support.</p> <p>Noted: With receipt of Autism Norfolk Forum Agenda three weeks in advance of the meeting, NAS West Karan McKerrow is planning to hold regular focus groups with families to provide their feedback into the Forums. Feedback will either be sent in advance of Forums or be given in person by a volunteer attending on behalf of NAS West.</p>	No action or due date.

Agenda Item 7	Update on Autism Strategy “My Autism, Our Lives, Our Norfolk” and Partnership Plans	Action and Due Date
7.1	<p>As agreed at the last Board meeting, Tracey Walton created a template for partners to complete and return by end of Dec 2019. The returns would enable Tracey Walton to create an autism partnership plan, measure progress to implement the local autism strategy and identify gaps for discussion.</p> <p>Agreed: All members will check they have completed the template and will return it within the timeframe.</p>	All members By: 28 Feb 2020

Agenda Item 8	Update on Diagnosis Working Group	Action and Due Date.
8.1	Approved: Diagnosis Working Group report.	No action or due date.
8.2	Agreed: Review the membership to ensure information filters out to other working groups and the wider partnership and that there are routes for the wider partnership and others to feedback.	WG Lead By: 01/04/20

Agenda Item 9	Update on Engagement Working Group	Action and Due Date.
9.1	Approved: Engagement Working Group report.	No action or due date.
9.2	<p>Launch of Strategy, Questionnaire and Membership</p> <p>Discussed the benefits and challenges of delaying the launch of the strategy until World Autism Week (WAW).</p> <p>The strategy, adult autism questionnaire and activities to promote the membership of the Norfolk Autism Partnership will be launched. A request for partners to fund the event to was made.</p>	No action or due date.

9.2.1	Decision: Launch of the strategy during World Autism Week, with acknowledgement and thanks to ASD Helping Hands for offering support to facilitate the event.	No action or due date.
9.2.2	Agreed: Subject to match funding, NCC has offered £400 for the event. Tracey McLean to discuss with CCG.	Tracy McLean By: 2 Feb 2020
9.2.2.1	Noted: In addition to Lynn Sport and Open Space, Public facing venue suggestions in King's Lynn to be forwarded to autism@norfolk.gov.uk .	Trevor Key/ Amanda Dunn By: 7 Feb 2020.
9.2.2.2	Agreed: Co-Chairs to write to statutory partners about funding for the event.	Members By: 7 Feb 2020
9.2.3	Agreed: Tracey Walton to send information to autistic members and voluntary organisations to promote the launch of the strategy and completion of the adult autism questionnaire.	Tracey Walton
9.2.4	Noted: Ensure the plan to launch the strategy include a partner briefing that they can share with their communication leads to promote the launch of the strategy.	Tracey Walton
9.2.5	Noted: On confirmation of event Sue Bridges will put a call out for GreenLight Champions to support the event.	Sue Bridges
9.3	NAPB Application Forms and Consent Forms Lee Gibbons advised that both the Application Form and Consent forms have been updated to reflect partnership membership. A one-page process is also available to show what happens from completion of application through to acceptance onto the working group/Board or decline with feedback.	No action or due date.
9.3.1	The engagement working group is confident that the application form has been simplified after working with an individual with learning disabilities and autism to successfully complete the form. Board members asked for the following changes to the application form: <ul style="list-style-type: none"> • Reference will be changed to Personal Recommendations. • A link added to the NAPB webpage to find out the descriptions of the current working groups. Both forms will be shared at the ANF on the 12 Feb 2020 for further coproduction and feedback.	WG Lead By: 12 Feb 2020
9.3.2	Decision: The application form and consent form were approved.	WG Lead
9.4	NAPB Code of Conduct Following coproduction and feedback obtained from the Autism Norfolk Forums, members and queries raised with the NAPB. The NAPB Code of Conduct	No action or due date.

	<p>has been reduced to one page and now incorporates the coproduction principles and sanctions. The principles were taken from the National Autistic Society coproduction event with NAPB members 10th September 2019.</p> <p>The Code of Conduct will be shared at the ANF on the 12 Feb 2020 for further coproduction and feedback.</p> <p>Board members asked for the following changes:</p> <ul style="list-style-type: none"> • Rephrasing the text to be clearer about first warning, second warning, red warning. • Add the word “monitor”. • If at the stage of being asked to leave, ensure form includes an offered of other ways to get involved. • Use the word “discuss” rather than “challenge”. • Reword paragraph with “is responsible or has responsibility”. 	
9.4.1	<p>Decision: The draft was approved, subject to the changes above. However, it was also agreed that amendments may be needed following the ANF on 12 February, when it will be shared for feedback.</p> <p>Sign off of Code of Conduct, following amendments after the ANF delegated to the Working Group.</p>	WG Lead
9.4.2	<p>Agreed: Once signed off by the Working Group, the Code of Conduct to be sent to all members.</p>	Autism Administrator By: 17 Mar 20
9.4.3	<p>Agreed: Ensure standing item on all agendas to communicate who is identified by the chair to implement the Code of Conduct.</p>	Autism Administrator By: 06/02/20
9.5	<p>Freedom of Information requests (FOIs) and Data Compliance</p> <p>The NAPB is a partnership and does not have a legal entity. It is in place to influence the Council, CCG and wider partners. It also should monitor the progress to implement the local autism strategy. This means there is no statutory or organisational process in place to manage complaints, compliments, Freedom of Information requests or compliance with General Data Protection Rules known as data compliance.</p> <p>NCC is identified as the data controller on behalf of the NAPB. Therefore, questions regarding data compliance or Freedom of Information will be answered by the Board via the council.</p> <p>It is suggested by the Engagement Working Group that it manages all FOI requests on behalf of the Board, with James as the NAPB Co-Chair or his Deputy providing the sign off for such requests.</p>	No action or due date.
9.5.1	<p>Decision: Engagement Working Group to monitor, respond and keep a record of all NAPB Freedom of Information Requests (FOIs) on behalf of the NAPB</p>	WG Lead

	and liaise with NCC via Tracey Walton to seek resolutions.	
9.5.2	Agreed: Partners must advise members of the public to direct their FOI requests to autism@norfolk.gov.uk if about the NAPB.	Members 16/04/20
9.6	Complaint Process In receipt of a complaint and absence of an established process The Engagement Working Group has coproduced one.	No action or due date.
9.6.1	Decision: Board thanked the Engagement working group for coproducing the document and approved the implementation of the process.	WG Lead
9.6.2	Agreed: Working Group Lead to prepare a report to the Board to review the complaint process in 6 months. This will include a review of the process itself and a review of the themes of complaints.	WG Lead By: 16/07/20
9.6.3	Decision: all members will direct members of the public to the NAPB complaints process if a complaint is received and it is about the NAPB. If the complaint is from a volunteer member of the board or working group the relevant process will continue to be the internal volunteering process that is within the NAPB standards.	All members
9.7	Engagement and Communication Plan Agreed: Tracey Walton will put in place a process for all working groups to update the Communication and Engagement Plan and forward to autism@norfolk.gov.uk at the end of each meeting.	Tracey Walton By: 28 Feb 2020

Agenda Item 10	Update on Workforce Development Working Group	Action and Due Date.
10.1	Approved: Workforce Development Working Group Report. Agreed: NAPB members with responsibility to do so will continue to instruct relevant NCC staff to complete the eLearning. Scope for this training should be widened to educational professionals who would benefit from this training.	NCC Members

Agenda Item 11	Any Other Business and Wellbeing Check	Action and Due Date.
11.1	<p>Rosemary Boutet requested that the Board considers the use of “people with autism in the community” rather than “Autism Community”. The term “Autism Community” could imply segregating people whereas the Board promotes inclusion.</p> <p>Decision: Board consensus with no objections expressed to use from this point forward.</p>	All Members
11.2	<p>Rosemary Boutet and others expressed the challenges of parking at County Hall. The NAPB does not have a budget for venues and therefore where possible free venues will be sourced and asked members to consider options available to find solutions to the problems presented.</p> <p>Agreed: Use of other venues such as Dereham hospital will be explored.</p>	All members By: 16/04/20
11.3	<p>Noted: Members expressed that the meeting felt productive and informative. Presentations were considered good and impactful.</p>	No action or due date.

Date, time and location of next meeting
<ul style="list-style-type: none"> • Thursday 16th April 2020, 10:30am-1:30pm. Edwards Room, County Hall • Thursday 16th July 2020, 10:30am-1:30pm. Edwards Room, County Hall • Thursday 15th October 2020, 10:30am-1:30pm. Edwards Room, County Hall • Thursday 14th January 2021, 10:00am-1:00pm. Edwards Room, County Hall

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