



Lancashire Autism Partnership Board
Wednesday 11 March 2015, 9.30am – 12.30pm

John of Gaunt Room, County Hall Preston

MINUTES




Present	Name	Job Title/Organisation
	Sue Hird (Chair) (SH)	Area Commissioning Manager – Lancashire County Council
	Julia Pilkington (JP)	Co-Chair Lancashire Autism Partnership Board
	Mark Bleasdale	Co-Chair Lancashire Autism Partnership Board
	Terry Mears	Head of Central Commissioning – Lancashire County Council
	Kizzy Felstead	Parent/Carer
	Ali Wilson	Parent/Carer
	Terry Keely (TK)	Parent/Carer
	Helen Hughes (HH)	Work Psychologist DwP JobCentre Plus
	Denise Edwards (DE)	Ideas CIC, Director, Trainer & Parent
	Kate Silver (KS)	Autism Initiatives
	Neil Willcocks (NW)	Advanced Practitioner – Lancashire County Council
	Lesley Kennedy (LK)	Clinical Psychologist - LCFT
	Ian Beaver	Specialist Support Development Lead – Brothers of Charity
	Jo Treasure (JT)	Independent Autistic Advocate & Parent
	Kevin O'Hara (KO'H)	Care Connector – Lancashire County Council
	Helen Carr (Minutes)	Secretary to Terry Mears – Lancashire County Council
N.B. Those with initials in brackets next to their name denote their names included in the discussions below. (Please also see apologies list below)		

1.	<p><u>Introductions & Welcome</u></p> <p>SH, MB & JP welcomed everyone to the Board.</p> <p>Please note that embedded documents will be e-mailed separately when the Board minutes are circulated to the group.</p> <p>Apologies</p> <table border="1"> <thead> <tr> <th data-bbox="193 488 762 524">Name</th> <th data-bbox="762 488 1337 524">Job Title/Organisation</th> </tr> </thead> <tbody> <tr> <td data-bbox="193 524 762 560">Catherine Frost</td> <td data-bbox="762 524 1337 560">Parent/Carer</td> </tr> <tr> <td data-bbox="193 560 762 595">Liz Monks</td> <td data-bbox="762 560 1337 595">Parent/Carer</td> </tr> <tr> <td data-bbox="193 595 762 676">Mark Haynes</td> <td data-bbox="762 595 1337 676">Employment Service – Lancashire County Council</td> </tr> <tr> <td data-bbox="193 676 762 712">Sue Austen</td> <td data-bbox="762 676 1337 712">Clinical Psychologist – LCFT</td> </tr> <tr> <td data-bbox="193 712 762 748">Nick Donkin</td> <td data-bbox="762 712 1337 748">Integrate</td> </tr> <tr> <td data-bbox="193 748 762 860">Ellen Rowley</td> <td data-bbox="762 748 1337 860">Locality Commissioning Manager North Lancashire – Lancashire County Council</td> </tr> <tr> <td data-bbox="193 860 762 896">Julie Richmond</td> <td data-bbox="762 860 1337 896">Autism Advocate</td> </tr> </tbody> </table>	Name	Job Title/Organisation	Catherine Frost	Parent/Carer	Liz Monks	Parent/Carer	Mark Haynes	Employment Service – Lancashire County Council	Sue Austen	Clinical Psychologist – LCFT	Nick Donkin	Integrate	Ellen Rowley	Locality Commissioning Manager North Lancashire – Lancashire County Council	Julie Richmond	Autism Advocate	
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2.	<p><u>Minutes of Previous Meeting – 16 January 2015</u></p> <p> Autism Partnership Board Minutes - V2 <i>Autism Partnership Board Minutes – V2 16 January 2015</i></p> <p>Minutes agreed as an accurate record.</p>																	
3.	<p><u>Approval of Minutes of Meeting held on 16 January 2015</u></p> <p>Agreed as an accurate record.</p>																	
4.	<p><u>Matters Arising from the Minutes (Not on Agenda)</u></p> <ul style="list-style-type: none"> Letter to previous Board members was sent out on 4 March. <p> 20150304-Letter to Autism Partnership I <i>20150304-Letter to Autism Partnership Board Ex-Members</i></p> <ul style="list-style-type: none"> CCG Rep – SH confirmed Rosemary Cowell has been identified but will link in with the Board via SH rather than attending the meetings. Sub Group Interface – JP confirmed this was shelved as the Communications & Engagement Sub Group were concentrating on discussions around the development of the Autism Partnership Board website. 																	

	<ul style="list-style-type: none"> • Children & Young People Rep – SH has linked in with Nigel Sanderson from Children & Young People's Directorate around the SAF as he will complete the Children's section. SH confirmed she would link in with Nigel around future children and young people issues in relation to the Board although he will not attend the meetings. • Criminal Justice Sub Group – SH confirmed she is due to meet Danielle Marsh from the Police on 17 March so they can look at the draft Action Plan for that sub group and take it forward so the group can be set up. SH will feed back at the next Board about what the confirmed arrangements are. • Sub Group Template – Agreed that this is to be sent to HC (or the new identified minute taker from April 2015 onwards) as soon as sub group meetings have taken place and before the following Board meeting. • Connect 4 Life Rep – It was agreed that there will not be a rep as such but K'OH would be the link around this and would attend Board meetings. • NoW Card – SH has contacted Michael Swaffield from the Department of Health but will chase up a response. • Speech & Language Therapy – SH confirmed she would discuss these issues with TM. • LCFT Autism Group – LK wrote to Emma Foster and confirms that the group is in the process of being developed. LK will be the link between that group and this Board. • Social Enterprises – JP confirmed she is to discuss this with ER. She has already had a brief discussion with DE. The Communication & Engagement Sub Group can feed this into their update. • NAS Rep – KF confirmed she contacted her local branch and has been given Emma Shepherd's name. JP has subsequently contacted NAS only to be told they are not permitted to attend these meetings due to their restructure. As JP has a contact at NAS, Mark Lever, she will discuss with him what she has been told to see if this could be changed. SH also suggested NAS could write to Michael Swaffield about this issue. 	<p>SH</p> <p>SH</p> <p>Sub Group Leads</p> <p>SH</p> <p>SH</p> <p>JP/ER</p> <p>JP</p>
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	<ul style="list-style-type: none"> • 18 stall holders are now confirmed, with a total of 30 stalls allocated (so 12 more were available at the point of the notes being written). • Local papers have been contacted so they can promote the event and Facebook and Twitter have been used to promote the event too. (Through Connect 4 Life). • KO'H highlighted that NAS have a week of events taking place and we will be promoting that too as we want to raise awareness of any events happening in Lancashire to promote World Autism Day. • Flyers are being produced which should be ready in the next week. • If anyone has any questions or would like to get involved to contact KO'H: Kevin.O'Hara@lancashire.gov.uk 	
8.	<p><u>Proposed Lancashire Autism Partnership Board Website</u></p> <ul style="list-style-type: none"> • The Communications and Engagement Sub Group have prioritised this as their current main focus. • Merion Harris has been contacted and provided a questionnaire so we could compile our requirements. The results of this were sent back to Merion following on from yesterday's meeting. • Any decisions to be made following on from this will be run by the Board first. • It was agreed to send a test website to social groups to pilot it to see if it would be useful. • The content of the website will include a section on the Board – who we are and what we do. (One Page Profiles to be refreshed and included) • Relevant reports such as the Autism Strategy to be included. • Further down the line to include Facebook at Twitter details to link to but for the present time just a basic e-mail address to be added to the website as a point of contact. • Blogs and online surveys may also be considered to be included in the future. • Legislation to be part of the content • Board Minutes and Reports also to be added • Contacts and useful information to form one page of the website 	

	<ul style="list-style-type: none"> • It has also been suggested to include films around autism and Luke Beardon has agreed to feature. Another film with a local rep also to be included. • Agreed that KS will assist with the speech and language for suitability for the website. Also to be considered is to add something to the website for people whose first language isn't English. It was suggested that a link to the Lancashire County Council Communications page could be included for this purpose. And also to include an easy read version of items such as Board minutes. • It will need to be agreed how the website will be managed as currently there is no funding for this. It was suggested to possibly pay for someone to do this over an initial six month period. • It was suggested the Sub Group leads could provide their updates for the website after their meetings. • It was discussed whether a joint project with UCLan could be looked at for someone outside the Board to manage the website. KO'H is due to discuss a third party putting information on the LD Partnership Board website with Bill Nightingale so will exchange ideas that could be used for the Autism Partnership Board website too. He is also due to meet with someone from UCLan in their Communications Team so will also discuss the joint project idea and feed back to JP. • Once the website is 'live' regular testing will need to take place to ensure it is working and where areas of improvement/change can be identified. The website is intended to be kept fairly fact based. • JP confirmed she would update Merion on what has been discussed today. JT asked that if there are any creative aspects to be included on the website to involve her in this work. If it is agreed to do anything on this at a later date. • It was confirmed that the Self-Assessment information is in the public domain. This would be included on the website. And we can view other self-assessments completed by other Authorities. <p>The Self-Assessment document will need to be a 'living document' and <i>would</i> be accessible via our website as well as linking people to support groups throughout Lancashire as well as disseminating information to Personal Social Care teams in Lancashire County Council.</p> <p>Another item to note is that the Lancashire Autism Partnership Board is listed on the NAS website with the correct contact information.</p>	<p>KS</p> <p>KO'H</p> <p>JP</p>
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9.	<p><u>Feedback from Parent/Carers Group</u></p>  <p>Parent Carers Group-Autism Partn</p> <p><i>Parent Carers Group-Autism Partnership Board</i></p> <ul style="list-style-type: none"> • Unfortunately the meeting planned for 9 March did not go ahead due to apologies. TK reiterated what the group's 'mission statement' was. (Attached above). He confirmed that the purpose of the group was to avoid parent/carers feeling isolated and disconnected from the work underway around autism. • He feels that it is important to agree at the next meeting what will be discussed so other parent/carers are aware in advance of the planned topics. Each meeting will follow a theme prior to a following Board meeting. Ideally a schedule of these meetings will be pulled together at each Board meeting to find the most suitable dates when most people can meet. • KO'H also highlighted that the Central & West Lancashire Carers Centre has a pot of £500 available for carers groups. Therefore the Parent/Carers Group may wish to look into this to see if it can be accessed. 	
10.	<p>Tea & Coffee Break</p>	
11.	<p>Communication & Engagement Themed Group</p>  <p>Lancashire Autism Partnership Board-</p> <p><i>Lancashire Autism Partnership Board – Communication & Engagement Sub Group Update</i></p> <p>Discussed under Item 4.</p>	
12.	<p>Education, Training and Employment Themed Group</p>  <p>ETE subgroup update 5th March.d</p> <p><i>Lancashire Autism Partnership Board – Education, Training & Employment Sub Group Update</i></p> <ul style="list-style-type: none"> • Following on from their meeting last week HH confirmed that the draft survey to go out to employers has been pulled together (see attached below): 	



Survey for
Employers updated

- At the last sub group meeting they concentrated on drafting this questionnaire. They now need to get details of employers so they can be contacted to complete the survey.
- The Board were asked if they were happy with the draft. Some amendments were suggested so HH will update and recirculate for approval before this is sent out. It was also agreed that JP and SH would pull a covering letter together to introduce who the Board is and the link to Think Autism and why we are sending out the questionnaire.
- SH confirmed she would link in with LCC's Business Information Unit to ask them to send the questionnaire out, chase responses and collate the information on return. It was felt best therefore to send these out via e-mail to keep costs down.
- HH expressed concern around how we could get the questionnaire out to as many employers as possible. Suggestions included:
 - Chamber of Commerce
 - NHS
 - CCG's
 - LCC
 - Action for ASD
 - Providers
 - Supermarkets
 - GP's
 - Dentists
 - District Councils
 - To reach smaller employers through our networks and via carers and through Libraries

HH to pull the list together and ask the group to check if there is anyone else to add.

The survey will help to identify who is already employing adults with autism and we can then follow up with them for any future developments.

It was suggested to add the information captured from the survey to the website and providing a list of employers who employ people with autism (with their consent).

Also to have individuals with autism share their own experiences of employment.



HH to additionally add a question to the survey to see if employers would sign up to a charter and KS confirmed she would provide information from what the Learning & Development Group have been looking at. (See Item 14).

HH
JP/SH

SH

HH

HH
KS

13.	<p>Diagnosis, Assessment and Support Planning Themed Group</p> <p>Meeting on 6 March rearranged to 18 March so no current update available.</p>	
14.	<p>Learning & Development Themed Group</p> <p> 2015m02 LAPB L-and-D minutes 23</p> <p><i>Learning & Development Sub Group Update</i></p> <ul style="list-style-type: none"> • The group were focusing on sorting out a charter for employers to sign up to. This work may follow on from the survey the Employment, Education & Training Sub Group are look at. It has been suggested that CCG's and District Councils are written to in order to find out what current reasonable adjustments are being made for employees with autism and what training is available. • It has also been suggested a survey may be undertaken but this group will liaise with the Employment, Education & Training Sub Group to ensure there is no duplication from the other survey. The work the two sub groups are doing will be kept separate. • Briefly discussed training for providers which will need to be taken forward in due course. Suggested KS links in with LWDP around training. We will need to ensure any training offered is in context and being delivered in the right way. 	KS
15.	<p>Any Other Business</p> <p>15.1 LCFT CQC Inspection & Patient Stories</p> <p>LK discussed that LCFT are due to be inspected by CQC in April and have requested patient stories. LK was requesting any patient stories that could be sent to her for this inspection and would send on a link to the group so anyone can send these to the correct person. (See attached below).</p> <p> FW Patient stories CQC.msg</p> <p>15.2 ABP Lead</p> <p>SH confirmed that Ian Crabtree would be the lead following on from TM's departure from the Authority at the end of March. Ian will not be attending Board meetings so SH will take that role and he will link in with her around this work.</p>	
9.	<p>Date & Time of Next Meeting: Thursday 7 May 2015, 9.30am, Henry Bolingbroke Room (Cabinet Room D), County Hall</p>	

DRAFT