

Lancashire Autism Partnership Board

Friday 16 January 2015, 9.30am – 12.30pm

John of Gaunt Room, County Hall Preston

MINUTES

	Name	Job Title/Organisation
Present	Kizzy Felstead (KF)	Parent/Carer
	Ali Wilson	Parent/Carer
	Catherine Frost	Parent/Carer
	Liz Monks	Parent/Carer
	Mark Haynes	Employment Service – Lancashire County Council
	Sandra Mercer	Operations Manager – HFT
	Sue Austen	Clinical Psychologist – LCFT
	Helen Hughes (HH)	Work Psychologist DwP JobCentre Plus
	Denise Edwards	Ideas CIC, Director, Trainer & Parent
	Terry Mears (Chair) (TM)	Head of Central Commissioning – Lancashire County Council
	Julia Pilkington (JP)	Co-Chair Lancashire Autism Partnership Board
	Mark Bleasdale (MB)	Co-Chair Lancashire Autism Partnership Board
	Nick Donkin (ND)	Integrate
	Kate Silver (KS)	Autism Initiatives
	Neil Willcocks	Advanced Practitioner – Lancashire County Council
	Ellen Rowley (ER)	Locality Commissioning Manager North Lancashire – 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)		

Item No	Description of each item and main details of discussions, feedback and decisions	Action														
1.	Welcome and Introductions MB welcomed everyone to the Board.															
2.	Apologies <table border="1"> <thead> <tr> <th>Name</th> <th>Job Title/Organisation</th> </tr> </thead> <tbody> <tr> <td>Terry Keely (TK)</td> <td>Parent/Carer</td> </tr> <tr> <td>Sue Hird</td> <td>Area Commissioning Manager – Central Lancashire – Lancashire County Council</td> </tr> <tr> <td>Lesley Kennedy</td> <td>Clinical Psychologist – LCFT</td> </tr> <tr> <td>Jo Treasure</td> <td>Independent Autistic Advocate</td> </tr> <tr> <td>Sam Atkinson</td> <td>Autism Team Leader – Brothers of Charity</td> </tr> <tr> <td>Julie Richmond</td> <td>Autism Advocate</td> </tr> </tbody> </table>	Name	Job Title/Organisation	Terry Keely (TK)	Parent/Carer	Sue Hird	Area Commissioning Manager – Central Lancashire – Lancashire County Council	Lesley Kennedy	Clinical Psychologist – LCFT	Jo Treasure	Independent Autistic Advocate	Sam Atkinson	Autism Team Leader – Brothers of Charity	Julie Richmond	Autism Advocate	
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<p>4.</p>	<p>Approval of Minutes and Actions Log of Meeting held on 6 November 2014</p> <p>The minutes were agreed as an accurate record.</p> <p>The <i>Action Log</i> was updated from the last meeting as below.</p> <ul style="list-style-type: none"> • NW was confirmed as having been invited to become a member of the Board and he attended the meeting today. • Letter to go to all Board members (past and present) still to be sent out by TM and SH. • SH to chase up arranging a CCG rep to sit on the Board. • Sub Groups and how they will interface with each other is to be discussed at the February Communications Sub Group Meeting. • SH to chase up an LCC Children & Young People rep (through Lesley Tiffen) to lead on the Young People Sub Group before the next Board. • SH to confirm who will be sitting on the Criminal Justice Sub Group following on from her meeting with Danielle Marsh from the Police back in November. • SH to confirm she has arranged a process on how Sub Groups will communicate in between Board meetings. • Confirmed that all sub groups will need to send HC their updates prior to the next meeting. • Confirmed a Connect 4 Life rep will not sit on the Board but SH and ER will feed information into the Board around this. • Confirmed that DE provided information to the group around the Now Card Renewal issue raised at the last meeting. • TM confirmed he is still waiting on a response from the CCG around issues raised at the last meeting around speech and language therapy. • It was advised that the Board should write to the Chief Executive of LCFT again to chase a Mental Health rep to sit on the group. • JP to discuss with ER how an offer can be communicated around offering social enterprises and set up of social groups • KF confirmed she would contact her local NAS branch to find out if a representative from NAS can be identified to sit on the Board. 	<p>TM/SH</p> <p>SH</p> <p>JP/ER</p> <p>SH</p> <p>SH</p> <p>SH</p> <p>ALL</p> <p>TM</p> <p>TM</p> <p>JP</p> <p>KF</p>
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5.	<p>Matters Arising from the Minutes & Actions Log (Not on Agenda)</p> <p>None.</p>	
6.	<p>Terms of Reference – Final Sign Off</p> <p>After some discussion MB suggested that this items could be postponed until the next Board. It was mentioned that items should not keep being postponed. ER explained the she thought she took an action at the last Board to circulate and comment on the Terms of Reference.</p>	
7.	<p><u>Feedback from Themed Groups - Specific Decisions Needed or Key Updates:</u></p> <p>Communication & Engagement Themed Group</p> <p>a. Response to the Department of Health Consultation</p> <p>This has now been sent JP confirmed. ER discussed the self-assessment. She confirmed she will liaise with the Board in between meetings around this. She will also check the deadlines when information needs to be submitted to the Department of Health.</p> <p>b. Capital Funding (£18.5K)</p> <p>DE updated the group around the drop in centre now set up as well as what her organisation has done around this work. Funding issues still need to be looked at. It was agreed to liaise with those who are involved in the NAS offer. Mobile Library service discussed.</p> <p>ER to check to see whether the Capital Fund needs to be spent by a certain date. She also confirmed she would e-mail the group with information around what the Capital Fund is.</p> <p>On a separate note it was agreed to purchase a desk light with some of the monies for use at Board meetings.</p> <p>c. Peer and Mentor Officer (£30K)4</p> <p>This is money awarded from the Department of Health as part of the Innovation Fund. Money from this is due to be released imminently ER confirmed. This will be reviewed after three months (and will complete a Highlight Report after each month). If we are progressing well after three months the rest of the funds will be released. It was confirmed that all funds need to be spent in a six month period.</p>	<p>ER</p> <p>ER</p> <p>JP</p>

	<p>Agreed Action: ER to share the Project Action Plan with the Board.</p> <p>Discussed Web Enable which Merion was due to present to outline a particular web resource for this project but was unable to attend today's meeting. ER discussed what the Board could get out of these proposals.</p> <p>Merion is due to attend the Communication & Engagement Sub Group on 9 February to discuss the proposal and it was suggested that if any other Board members not part of this sub group wish to attend to hear his presentation they are welcome to do so. The sub group will pull together a proposal following the presentation to bring back to the next Board meeting for a full discussion.</p> <p>d. Catalyst Project (Lancaster University)</p> <p>This is the assistive technology project for which we have now been awarded additional funding. ER discussed the workshop she is attending on 3 February and will feedback at the next Board around proposals put forward and how this Board can link in with the Peer and Mentor Support.</p> <p>e. Planning for World Autism Awareness Day (2 April 2015)</p> <p>We want to capitalise on the success from last year's event. It was agreed for a task and finish group from the Board to be pulled together to look at planning for this year. TM offered assistance from Kevin O'Hara from Central Lancashire Commissioning Team to help (as he did last year) as well as including some of the parent/carers in this process.</p>	<p>ER</p> <p>Comms Sub Group</p> <p>ER</p>
8.	Tea & Coffee Break	
9.	<p>Education, Training and Employment Themed Group</p> <p>HH explained there were 24 Job Centres in Lancashire. Three of these had been chosen for a pilot project to develop an environment which is more accessible for individuals with an ASC. HH explained the pilot was aimed at those who probably would not be 'eligible' for personal budgets (formal Social Care Support from the Council). However they may be claiming Job Seekers Allowance.</p>	
10.	<p>Diagnosis, Assessment and Support Planning Themed Group</p> <p>ND advised the Board that the last meeting had been cancelled.</p>	
Item	Learning & Development Themed Group	

Missed off Agenda	MB apologised to KS for this items not being on the Agenda.	
11.	<p>Feedback from Parent/Carers Group</p> <p>No feedback was given as TK was unable to attend today's board and there were no other members from the group present.</p>	
12.	<p>Any Other Business</p> <p>Tea/Coffee Fund</p> <p>JP explained that as tea and coffee would not be provide from today would the board like have a 'coffee fund' which she would be willing to organise. MB asked whether or not members would prefer to go to 'Reflections' for the break, HH felt that Reflections was more conducive to networking, the Board agreed with this proposal.</p> <p>TM thanked the Co-Chairs and members of Board for their contributions.</p> <p>MB thanked the Board and closed the meeting.</p>	
13.	<p>Date & Time of Next Meeting</p> <p>Wednesday 11 March, 9.30am, John of Gaunt Room, County Hall</p>	