

# Lancashire Autism Partnership Board


Thursday 7<sup>th</sup> May 2015, 9.30 am – 12.30 pm

Henry Bolingbroke Room, County Hall Preston


## MINUTES

Present	Name	Job Title/Organisation
	Julia Pilkington (JP)	Co-Chair Lancashire Autism Partnership Board
	Mark Bleasdale (MB)	Co-Chair Lancashire Autism Partnership Board
	Ellen Rowley (ER)	Commissioning Manager – Live Well Lancashire County Council
	Liz Monks (LM)	Parent/Carer
	Ali Wilson	Parent/Carer
	Catherine Frost	Parent/Carer
	Meirion Harries (MH)	WebEnable
	Denise Edwards (DE)	Ideas CIC, Director, Trainer & Parent
	Lesley Kennedy	Clinical Psychologist – LCFT
	Claire Smith	Trainee Clinical Psychologist- LCFT
	Neil Willcocks	Advanced Practitioner – Lancashire County Council
	Jo Treasure (JT)	Independent Autistic Advocate & Parent
	Kevin O'Hara (KOH)	Care Connector – Lancashire County Council
	Gill Collins(GC)	LCC Employment Services
	Nick Donkin	Integrate
	Rebecca Addey (Minutes) (RA)	Commissioning Support Officer – 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><b><u>Welcome and Introduction</u></b></p> <p>MB &amp; JP welcomed everyone to the Board.</p> <p>Please note that embedded documents will <b>also</b> be e-mailed separately when the Board minutes are circulated to the group.</p>																			
2.	<p><b><u>Apologies for Absence</u></b></p> <table border="1" data-bbox="193 539 1337 994"> <thead> <tr> <th data-bbox="193 539 767 577">Name</th> <th data-bbox="767 539 1337 577">Job Title/Organisation</th> </tr> </thead> <tbody> <tr> <td data-bbox="193 577 767 616">Kizzy Felstead</td> <td data-bbox="767 577 1337 616">Parent/Carer</td> </tr> <tr> <td data-bbox="193 616 767 654">Terry Keely (TK)</td> <td data-bbox="767 616 1337 654">Parent/Carer</td> </tr> <tr> <td data-bbox="193 654 767 728">Mark Haynes</td> <td data-bbox="767 654 1337 728">Employment Service – Lancashire County Council</td> </tr> <tr> <td data-bbox="193 728 767 766">Sue Austen</td> <td data-bbox="767 728 1337 766">Clinical Psychologist – LCFT</td> </tr> <tr> <td data-bbox="193 766 767 804">Kate Silver</td> <td data-bbox="767 766 1337 804">Autism Initiatives</td> </tr> <tr> <td data-bbox="193 804 767 878">Helen Hughes</td> <td data-bbox="767 804 1337 878">Work Psychologist – DwP Jobcentre Plus</td> </tr> <tr> <td data-bbox="193 878 767 916">Julie Richmond</td> <td data-bbox="767 878 1337 916">Autism Advocate</td> </tr> <tr> <td data-bbox="193 916 767 990">Sue Hird (SH)</td> <td data-bbox="767 916 1337 990">Area Commissioning Manager – Lancashire County Council</td> </tr> </tbody> </table>	Name	Job Title/Organisation	Kizzy Felstead	Parent/Carer	Terry Keely (TK)	Parent/Carer	Mark Haynes	Employment Service – Lancashire County Council	Sue Austen	Clinical Psychologist – LCFT	Kate Silver	Autism Initiatives	Helen Hughes	Work Psychologist – DwP Jobcentre Plus	Julie Richmond	Autism Advocate	Sue Hird (SH)	Area Commissioning Manager – Lancashire County Council	
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3.	<p><b><u>Approval of Minutes from Meeting held on 11 March 2015</u></b></p> <p>  20150311-Lancashire Autism Partnership <i>Autism Partnership Board Minutes – 11 March 2015</i>  Minutes agreed as an accurate record.</p>																			
4.	<p><b><u>Matters Arising from the Minutes (not on Agenda or Action Log)</u></b></p> <p><b>Parents Group:</b> Discussed who the lead is for this group. It was confirmed that TK is not the lead.</p> <p>Amongst parent carer Board members, it was felt that there are plenty of potential individuals 'out there' and that publicity was key to attract potential members; the APB website could support parent carer communication and networking, once it is launched</p> <p>JP to discuss with TK to see if there are others who may wish to become involved in the subgroup. <b>JP</b></p> <p>JT to request upcoming dates from TK for the parent carer subgroup. <b>JT</b></p> <p>JT suggested that to resolve the issue around embedded documents in the minutes, the documents could be copied and pasted within the body of the minutes. ER felt this would result in the minutes being very long, however no decision was reached.</p>																			

5.	<p><b><u>Review and Update Action Log</u></b></p> <ul style="list-style-type: none"> <li>• <b>Criminal Justice Subgroup</b> - SH has met with Danielle Marsh and will feed any issues back. There currently is not going to be a formal subgroup introduced due to difficulty in establishing links with this sector and in securing commitment to attend a subgroup.</li> <li>• LM expressed that she felt that criminal justice should be a priority for the board.</li> <li>• ER will feed back to SH that the APB would like a subgroup to be introduced.</li> <li>• JT will share the potential contacts that she has for the Criminal Justice Subgroup with LM and forward this to ER/JP/MB</li> <li>• <b>Speech and Language Therapy</b> - ER confirmed she would discuss these issues with SH to establish the outcome of SH's discussion with Terry Mears.</li> <li>• <b>Autism as a primary category</b> - NW explained that Autism/ASC is not a primary category on the LAS/Liquid Logic system but can be included in the future. However it is possible to record Autism as a primary health category.</li> <li>• <b>NAS Rep</b> - JP has contacted NAS to enquire whether they can attend future APB meetings but was unable to get an update. JP is awaiting information from Mark Lever, contact at NAS.</li> <li>• It was requested that in the future specific dates are noted on the Action log instead of 'ASAP'.</li> <li>• <b>Draft survey</b> - GC advised that the draft employment survey has been amended and the Charter is being picked up nationally.</li> </ul> <p><b>Please note: order of the agenda was changed for this meeting to focus on the development of the website.</b></p>	<p>SH/ER</p> <p>JT</p> <p>ER</p> <p>JP</p> <p>ALL</p>
6.	<p><b><u>Terms of Reference Update (MB)</u></b></p> <p>MB explained that the TOR is being revised in light of recent statutory guidance, (March 2015). The Draft revised TOR will be circulated prior to the next APB.</p>	<p>MB, JP, ER &amp; RA</p>
7.	<p><b><u>Peer and Mentor Project (£30k) Update</u></b></p> <ul style="list-style-type: none"> <li>• ER gave some background on the peer and mentor offer. The project manager for the peer and mentor group is Ranjit Supra, a small group has been formed including ER, JP, KOH and Ranjit.</li> <li>• Ranjit was due to attend the meeting today to introduce herself and provide an update but unfortunately was unwell and unable to attend. An update will be circulated by email after the board meeting.</li> </ul>	<p>ER/JP/ KOH/ RS</p>

	<ul style="list-style-type: none"> <li>The group has reviewed the documentation, changed the scope and reviewed the draft project plan.</li> </ul>	
8.	<p><b>Capital funding (£18.5k) Project Update</b></p> <ul style="list-style-type: none"> <li>KOH explained they are still looking for a venue for the project to run from.</li> <li>Cottam Court, Church Street (Preston) may be a suitable venue. KOH mentioned it was fully accessible and on a main bus route in the centre of Preston which will be convenient for individuals living outside of Preston.</li> <li>KOH has considered a wide range of community centres and other venues but felt it was important to find a venue that could be used as a base long-term.</li> <li>Confirmed that the funding came from the Department of Health to be spent on IT equipment such as computers, projectors and screens. This is a one-off payment.</li> </ul>	
9	<p><b><u>Proposed Lancashire Autism Partnership Board Website - Update (JP)</u></b></p> <ul style="list-style-type: none"> <li>Merion Harris (MH) thanked the Communications and Engagement Subgroup for their input.</li> <li>MH presented to the Board a draft plan of the website and requested feedback. It has been designed to be accessible to as wide a constituency as possible and to provide links and support. 'What Autism is' will be included on the home page in a video which will be optional to play. MH noted that Dr Luke Beardon at Sheffield University will be starring in the video.</li> <li>MH advised the website can be trialled by the APB before it goes live and asked for preliminary feedback in this meeting:</li> </ul> <div style="display: flex; align-items: flex-start; margin-top: 20px;"> <div style="margin-right: 20px;">  <p>v1 Presentation to APB 7 May 2015.pdf</p> </div> <div style="text-align: center;"> <p><b>Presentation on Proposed APB Website (version 1) by MH</b></p> </div> </div>	

	<b>Tea &amp; Coffee Break</b>	
	<p><i>Before commencing with the revised agenda MB explained that due to unforeseen circumstances the meeting would need to finish by 12 pm. As a result we would be unable to discuss the Peer and Mentor offer and Themed Sub-groups.</i></p> <p><b><u>Proposed Lancashire Autism Partnership Board Website - Update (JP)</u></b> <b><i>Continued</i></b></p> <ul style="list-style-type: none"> <li>• JT/KOH requested a change in wording: 'parent carers' to 'family carers', 'The Board' to 'Autism Partnership Board' and 'Subgroups' to 'Themed Subgroups'.</li> <li>• Board members discussed whether a connection should be made between Autism and Learning Disabilities on the website for information on dual diagnoses, there were some concerns around linking the two.</li> <li>• It was agreed that the proposed section headings were suitable. The board agreed MH will start to build the website and will share this with board members before it goes live.</li> <li>• The website will be an ongoing piece of work that will evolve over time, however MH suggested the end of July as a date to complete the first draft. All further comments relating to the website should be sent to ER, MH and JP.</li> </ul>	<p><b>MH</b></p> <p><b>MH</b></p> <p><b>ALL</b></p>
<b>10</b>	<p><b><u>Feedback from Subgroups</u></b></p> <p>The above agenda items was omitted due to unforeseen circumstances.</p>	
<b>11.</b>	<p><b><u>Any Other Business</u></b></p> <p><b>Items for next meeting's agenda</b> RA to add to the agenda: evaluation and future for diagnostic services, Terms of Reference, mental health services, criminal justice.</p> <p><b>World Autism Day</b> KOH reported that the World Autism Day event at Preston Flag Market was a success and thanked everyone for their input.</p> <p>There is a new autism social club starting in Skelmersdale to be held on Monday evenings. KOH will send the details of this out to the APB.</p> <p>MB apologised for the changes to the Agenda during the meeting and apparent</p>	<p><b>RA</b></p> <p><b>KOH</b></p>

	<p>disorganisation. He explained further that the amended Terms of Reference will attempt to address some of the issues relating to organisation and bring together all the themes of the APB 'in the round'.</p> <p>MB confirmed the date and time of the next meeting.</p> <p>MB and JP closed the meeting.</p>	
12.	<p><b>Date &amp; Time of Next Meeting: Thursday 9 July 2015, 9.30am, Henry Bolingbroke Room (Cabinet Room D), County Hall</b></p>	