


Lancashire Autism Partnership Board
Thursday 9th July 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
	Ellen Rowley (ER)	Commissioning Manager – Live Well Lancashire County Council
	Terry Keely (TK)	Parent/Carer
	Liz Monks (LM)	Parent/Carer
	Ali Wilson (AW)	Parent/Carer
	Kizzy Felstead (KF)	Parent/Carer
	Sue Austen	Clinical Psychologist – LCFT
	Helen Hughes	Work Psychologist – DwP Jobcentre Plus
	Lesley Kennedy	Clinical Psychologist – LCFT
	Neil Willcocks	Advanced Practitioner – Lancashire County Council
	Jo Treasure (JT)	Independent Autistic Advocate & Parent
	Nick Donkin	Integrate
	Bhaveni Parmar (Minutes) (BP)	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><u>Welcome and Introduction</u></p> <p>JP and ER welcomed everyone to the Board.</p> <p>Please note that embedded documents will also be e-mailed separately when the Board minutes are circulated to the group.</p>																	
2.	<p><u>Apologies for Absence</u></p> <table border="1" data-bbox="193 539 1339 949"> <thead> <tr> <th data-bbox="193 539 767 573">Name</th> <th data-bbox="767 539 1339 573">Job Title/Organisation</th> </tr> </thead> <tbody> <tr> <td data-bbox="193 573 767 647">Mark Bleasdale (MB)</td> <td data-bbox="767 573 1339 647">Co-Chair Lancashire Autism Partnership Board</td> </tr> <tr> <td data-bbox="193 647 767 683">Catherine Frost</td> <td data-bbox="767 647 1339 683">Parent/Carer</td> </tr> <tr> <td data-bbox="193 683 767 757">Mark Haynes</td> <td data-bbox="767 683 1339 757">Employment Service – Lancashire County Council</td> </tr> <tr> <td data-bbox="193 757 767 792">Denise Edwards (DE)</td> <td data-bbox="767 757 1339 792">Ideas CIC, Director, Trainer & Parent</td> </tr> <tr> <td data-bbox="193 792 767 828">Kate Silver (KS)</td> <td data-bbox="767 792 1339 828">Autism Initiatives</td> </tr> <tr> <td data-bbox="193 828 767 902">Kevin O'Hara (KOH)</td> <td data-bbox="767 828 1339 902">Care Connector – Lancashire County Council</td> </tr> <tr> <td data-bbox="193 902 767 949">Julie Richmond</td> <td data-bbox="767 902 1339 949">Autism Advocate</td> </tr> </tbody> </table>	Name	Job Title/Organisation	Mark Bleasdale (MB)	Co-Chair Lancashire Autism Partnership Board	Catherine Frost	Parent/Carer	Mark Haynes	Employment Service – Lancashire County Council	Denise Edwards (DE)	Ideas CIC, Director, Trainer & Parent	Kate Silver (KS)	Autism Initiatives	Kevin O'Hara (KOH)	Care Connector – Lancashire County Council	Julie Richmond	Autism Advocate	
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3.	<p><u>Approval of Minutes from Meeting held on 7 May 2015</u></p> <p></p> <p>07 05 15 Lancashire Autism Partnership I</p> <p><i>Autism Partnership Board Minutes – 7 May 2015</i></p> <p>Minutes agreed as an accurate record with the following amendments:</p> <ul style="list-style-type: none"> • Pg. 2: JT requested that all future dates for the parent carer forum meetings are circulated to the full APB distribution list, so that they can be shared with the APB's wider networks. • Pg.3: LM explained that links between the APB and Criminal Justice services are a priority. 																	
4.	<p><u>Matters Arising from the Minutes</u></p> <p>ER to inform the Board of ongoing minute-taking support at future Board meetings, which is currently being discussed. Becci Addey (commissioning support officer) provided minute-taking support to the last Board meeting in May, however is leaving Lancashire County Council (LCC) to take on a new role. Bhaveni Parmar (commissioning support officer) will be providing minute-taking support at this meeting.</p> <p>Criminal Justice Subgroup</p> <ul style="list-style-type: none"> • Sue Hird is no longer actively involved in the Board, due to a change in 	ER																

	<p>role following LCC's management restructure.</p> <ul style="list-style-type: none"> ER advised that following discussion with Sue Hird, the communication and engagement subgroup will liaise with the training subgroup and produce a letter to go to leads within Criminal Justice, outlining their obligations under the Autism Act and Think Autism and requesting an update around key areas, such as staff training; this activity will start to inform whether there is the need to establish a designated group for Criminal Justice. <p>Speech and Language Therapy</p> <ul style="list-style-type: none"> Dialogue with teams have taken place regarding referrals for people with Autistic needs, involving Terry Mears. Reasonable adjustments will be made on a case by case basis. <p>NAS Rep</p> <ul style="list-style-type: none"> JP made contact with Mark Lever about whether NAS can attend future APB meetings and it has been confirmed that NAS will not be sending reps, however, it was agreed that communication channels between the APB and NAS need to be improved. JP to discuss with the communication and engagement subgroup. A HUB is being created by the NAS in the Moor Park area of Preston. AW advised that the HUB is up and running and agreed to give ER contact details to find out further information. 	<p>ER/JP/ KS</p> <p>JP</p> <p>AW/ER</p>
5.	<p><u>Review and Update Action Log</u></p> <p>An action log will be created following today's meeting to include names of project leads, actions to be taken and dates when the action need to be completed by.</p>	<p>ER/BP</p>
6.	<p><u>Approval of Terms of Reference Update (MB)</u></p> <p><i>a. Agreement of Communications Protocol</i></p> <p>Following discussion, JP will action a couple of amendments to the communication protocol wording/content, and will re-circulate to the Board for comment and sign-off.</p> <p><i>b. Review of the Distribution List</i></p> <p>The APB distribution list will be amended to reflect current Board members. Ian Greenwood may potentially wish to re-join the APB; ER has welcomed this information, saying he was very valued and would be fantastic for him to return. ER and JP to follow up with Ian.</p> <p>The attendance at sub group meetings was discussed. The Board agreed that people can be invited to sub group meetings for specific agenda items, attending the sub-group as a one off and but not sit on the group permanently. JP to</p>	<p>JP</p> <p>ER/JP</p>

	<p>compose a document that outlines the perimeters to follow for visitors/attendees at sub-group meetings. This will ensure that there is a good mix of roles and responsibilities within a group, with the commitment from each member to attend every month.</p> <p>Subgroup leads were asked to send the latest distribution list for their subgroups, including full names, email addresses and role/job/organisation to ER and BP. They should also include details of any gaps in terms of membership that need addressing and any key issues that the group is facing.</p> <p>The following document has been created to include subgroup information:</p>  <p>APB subgroup leads.xlsx</p> <p>ER will chase up any outstanding information.</p> <p>It was agreed that members of the Board included decision makers and strategic people who were able to sign off decisions. Members will include Julia Pilkington, Mark Bleasdale, Ellen Rowley, Gill Collins (Employment service), Justine McDonaghbond (Learning & Development Team), Neil Wilcocks (PCS), 5 parent/carers, 2 clinicians, 6 CCG reps; the proposed membership in the TOR will be reviewed by all via email and comments sent to ER.</p> <p>ER has links with the 6 CCGs in all areas and is pushing the Autism agenda. Rosemary Cowell (Chorley and South Ribble CCG) has been approached to replace Sue Hird as the lead for the diagnosis group and a handover meeting with Sue, Rosemary and ER will take place on 18th August.</p> <p>ER will attend the merged pan-Lancashire Learning Disability Partnership Board in September with Ian Crabtree and Sally Nightingale around the Winterbourne led agenda and other LD matters. The Board felt that combining 3 Boards into one would not necessarily resolve issues for people with profound problems. The Board agreed to have a discussion at September's meeting about autistic people that they felt weren't represented. (MB to add to next agenda).</p> <p>Bill Nightingale (LCC – Community Engagement Officer) is experienced in supporting people with dual diagnosis. He will be invited to attend September's Board meeting as he is currently involved in initiatives which are relevant to supporting Autistic people. The Board agreed that they were happy for Bill to deliver a short presentation. (MB to add to agenda).</p> <p>ER agreed to make the amendments to the TOR as discussed at the meeting, and in line with JT's suggestions. The final draft TOR would be circulated to the Board for sign-off, with a 2 week deadline for comments. MB to lead on finalising them.</p> <p><i>c. Agreement of Standing Agenda Items (Appendix A)</i></p> <p>Proposed standing agenda items to be circulated with the TOR and comment</p>	<p>JP</p> <p>Subgroup leads</p> <p>All</p> <p>MB</p> <p>MB</p> <p>ER/MB</p>
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	invited as per the deadline above.	
7.	<p><u>Capital funding (£18.5k) Project Update</u></p> <ul style="list-style-type: none"> • Cottam Court, Church Street (Preston) has been agreed as a suitable venue from where activity will be hosted. KOH and DE are in discussions about hiring the room once a week. • Questionnaires have now been sent out, with no return deadline date. Now awaiting feedback from the Board. • ER and JP to make contact with Beth Gordon from NAS to ensure that the service at Cottam Court do not replicate the services at the new facility at Moor Park. AW advised that the services at Moor Park were chargeable. 	ER/JP
8.	<p><u>Peer Mentor Project (£30k) Update</u></p> <ul style="list-style-type: none"> • Cornish attended the last peer and mentor group meeting. Please see attached for his feedback. (JP will represent the Board at the project group meetings, and ER will represent the business needs at this stage). <p> Feedback from Cornish re the Peer i</p> <ul style="list-style-type: none"> • ER provided the following update. She asked the Board if this presentation was robust in terms of what we need, or whether further information was required on each slide. ER asked the Board to email her with their comments/suggestions. <p> APB peer and mentor presentator</p> <ul style="list-style-type: none"> • The PID / project plan is being developed. • The role profile is being redrafted and will be agreed in due course. 	All
9.	<p><u>Approval of Lancashire Autism Partnership Board Website Content (JP)</u></p> <ul style="list-style-type: none"> • Board members are responsible for providing the information for the website pages. JP sent a request in early June to a number of Board members for information to be included on the new website. JP will resend detailed information of what she would like from Board members including assigned names and timescales. The deadline for receipt of this information to be sent to WebEnable is 30th June. • The website is set to go live on the 31st July. A disclaimer will be added to 	JP

	<p>the website re: accuracy or information.</p> <ul style="list-style-type: none"> ER, JP and the communication team were involved in re-writing scripts for 3 short films for the website. Terry Mears has been approached as founder of the Board to part-take in the filming. JP will share his awaited response. JP to set up a task group that will respond to all emails received via the website. ER to review all minutes of previous meetings, from when the Board was first formed in 2010 and ensure these are included in the website content. 	<p>JP</p> <p>JP</p> <p>ER</p>
10.	<p><u>Parent/Carers Group</u></p> <ul style="list-style-type: none"> JT's feedback attached from the last meeting:  <p>2015m07 edited notes Parent-Relativ</p> <p>Issues:</p> <ul style="list-style-type: none"> ER will attend the Health and Wellbeing Board in September to discuss the Learning Disabilities Self-Assessment Form (SAF). ER hoped to raise the profile of the Autism Partnership Board with the Health and Well-being Board to ensure that it is on their agenda and to arrange to present the findings of the next Autism SAF. ER to bring a copy of the report she has submitted to the next Board meeting. ER to ascertain transition leads in LCCs Start Well and Live Well (Commissioning) teams, and invite them to the next Board meeting. ER to seek a CCG rep that the Board can engage with and feedback any issues to. The date of the next Parent/Carer meeting is Monday 28th September - room G12 at East Cliff has been booked for the meeting. JT to compile some notes following the meeting and will share with the Board. The date will be circulated to all Board members. 	<p>ER</p> <p>ER</p> <p>ER</p> <p>JT</p>
	<p>Tea & Coffee Break</p>	
11.	<p><u>Learning and Development Themed Group</u></p> <ul style="list-style-type: none"> No updates were given. 	
12.	<p><u>Education, Training and Employment Themed Sub-group</u></p>	

	<ul style="list-style-type: none"> Membership is being increased and input is being received from everyone in the sub-group. ER will ask sub-group leads to send a copy of their latest distribution list for their subgroup (including full names, email addresses, role, job, and organisation), any gaps in terms of membership, and any keys barriers the group is facing. 	<p>All Subgroup leads</p>
<p>13.</p>	<p><u>Diagnosis, Assessment and Support Planning Themed Group</u></p> <ul style="list-style-type: none"> No updates were given. 	
<p>14.</p>	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> Update received from JT re: Ormskirk Hospital Adults at Risk Team <p><i>Autistic people who need to use the acute hospital services at Ormskirk and Southport can ask for help from the "Adults at Risk Team". These three specialist nurses are able to offer support to adults who may be vulnerable for various reasons including dementia, learning disability and/or autism. You can contact the team on soh-tr.VulnerableAdultsTeam@nhs.net</i></p> <ul style="list-style-type: none"> The Autism SAF will be reviewed at September's meeting. (MB to add to agenda). A themed workshop will follow in December 2015 or January 2016 to gather feedback and to action any immediate priorities. The Board agreed that the CCG need to be more engaged with the Autism SAF. <div style="display: flex; align-items: center; margin-top: 10px;">  <div> <p>AutSafLocalWorkbo ok.xlsx (Autism SAF)</p> </div> </div> <ul style="list-style-type: none"> Learning Disabilities and Autism JSNA 2012 to be recirculated to the Board: http://www3.lancashire.gov.uk/corporate/web/?siteid=6167&pageid=35899&e=e <p>Please refer to the 2 documents on the right-hand side.</p> <p>NW has undertaken level 2 and 3 Autism training. Mandatory Autism training is offered to all social care staff. Staff at LCCs Customer Access Centre have all had basic level 1 Autism training. The Police also offer Autism awareness training, which is reported to have positive results. Lancashire Workforce Development offer training to Providers – i.e. Help Direct / Connect4Life / Community Restart / Carers Centre / Community Brokerage.</p> <p>JP read out a list of the Board's achievements</p>	<p>MB</p>



Achievements of
the Autism Partners!

12.

Date & Time of Next Meeting:

Wednesday 16th September 2015, 9:30-12:00
Cabinet Room D, County Hall, Preston PR1 0LD