

Lancashire Autism Partnership Board


Wednesday 16th September 2015, 9.30 am – 12.30 pm

Henry Bolingbroke Room, County Hall Preston


MINUTES

Present	Name	Job Title/Organisation
	Bhaveni Parmar (Minutes) (BP)	Commissioning Support Officer – Lancashire County Council
	Dawn Clarke (DC)	Chorley & South Ribble Clinical Commissioning Group Commissioner
	Denise Edwards (DE)	Ideas CIC, Director, Trainer & Parent
	Ellen Rowley (ER)	Commissioning Manager – Live Well Lancashire County Council
	Jo Treasure (JT)	Independent Autistic Advocate & Parent
	Julia Pilkington (JP)	Co-Chair Lancashire Autism Partnership Board
	Kevin O'Hara (KO'H)	Community Connector – Lancashire County Council
	Kizzy Felstead (KF)	Parent/Carer
	Lesley Kennedy (LK)	Clinical Psychologist – Lancashire Care Foundation Trust
	Liz Monks (LM)	Parent/Carer
	Mark Bleasdale (MB)	Co-Chair Lancashire Autism Partnership Board
	Michelle Crane (MC)	Action for Autism Spectrum Disorder
	Nick Donkin (ND)	Integrate
	Rakiya Lawler (RL)	Integrate
	Stuart Sheridan (SS)	Blackburn with Darwen, Blackburn Council and Clinical Commissioning Group
	Terry Keely (TK)	Parent/Carer


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>MB 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="193 551 1339 1182"> <thead> <tr> <th data-bbox="193 551 767 584">Name</th> <th data-bbox="767 551 1339 584">Job Title/Organisation</th> </tr> </thead> <tbody> <tr> <td data-bbox="193 584 767 618">Ali Wilson (AW)</td> <td data-bbox="767 584 1339 618">Parent/Carer</td> </tr> <tr> <td data-bbox="193 618 767 651">Hanna Ingleby (HI)</td> <td data-bbox="767 618 1339 651">Action for Autism Spectrum Disorder</td> </tr> <tr> <td data-bbox="193 651 767 685">Heather Hindmarch (HH)</td> <td data-bbox="767 651 1339 685">Brothers of Charity Manager</td> </tr> <tr> <td data-bbox="193 685 767 763">Helen Hughes (HH)</td> <td data-bbox="767 685 1339 763">Work Psychologist – Department of Work & Pensions Jobcentre Plus</td> </tr> <tr> <td data-bbox="193 763 767 842">Ian Beaver (IB)</td> <td data-bbox="767 763 1339 842">Specialist Support Development Lead – Brothers of Charity</td> </tr> <tr> <td data-bbox="193 842 767 875">Jo Bebbington (JB)</td> <td data-bbox="767 842 1339 875">Parent/Carer</td> </tr> <tr> <td data-bbox="193 875 767 909">Julie Richmond (JR)</td> <td data-bbox="767 875 1339 909">Autism Advocate</td> </tr> <tr> <td data-bbox="193 909 767 943">Kate Silver (KS)</td> <td data-bbox="767 909 1339 943">Autism Initiatives</td> </tr> <tr> <td data-bbox="193 943 767 1021">Neil Willcocks (NW)</td> <td data-bbox="767 943 1339 1021">Advanced Practitioner – Lancashire County Council</td> </tr> <tr> <td data-bbox="193 1021 767 1099">Rosemary Cowell (RC)</td> <td data-bbox="767 1021 1339 1099">Chorley & South Ribble Clinical Commissioning Group Commissioner</td> </tr> <tr> <td data-bbox="193 1099 767 1182">Sue Austen (SA)</td> <td data-bbox="767 1099 1339 1182">Clinical Psychologist – Lancashire Care Foundation Trust</td> </tr> </tbody> </table>	Name	Job Title/Organisation	Ali Wilson (AW)	Parent/Carer	Hanna Ingleby (HI)	Action for Autism Spectrum Disorder	Heather Hindmarch (HH)	Brothers of Charity Manager	Helen Hughes (HH)	Work Psychologist – Department of Work & Pensions Jobcentre Plus	Ian Beaver (IB)	Specialist Support Development Lead – Brothers of Charity	Jo Bebbington (JB)	Parent/Carer	Julie Richmond (JR)	Autism Advocate	Kate Silver (KS)	Autism Initiatives	Neil Willcocks (NW)	Advanced Practitioner – Lancashire County Council	Rosemary Cowell (RC)	Chorley & South Ribble Clinical Commissioning Group Commissioner	Sue Austen (SA)	Clinical Psychologist – Lancashire Care Foundation Trust	
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3.	<p><u>Approval of Minutes from Meeting held on 9 July 2015</u></p> <div data-bbox="264 1346 320 1402" style="text-align: center;">  </div> <p data-bbox="193 1413 400 1469">FINAL 09.07.15 Lancashire Autism P:</p> <p data-bbox="193 1480 687 1514"><i>Autism Partnership Board Minutes – 9 July 2015</i></p> <p>Minutes were agreed as an accurate record.</p>																									
4.	<p><u>Matters Arising from the Minutes</u></p> <p>Support to Board</p> <ul data-bbox="240 1704 1342 1816" style="list-style-type: none"> • A decision about on-going minute taking support at future Board meetings is currently still being made. Bhaveni Parmar will continue to provide minute-taking support for the foreseeable future. <p>Criminal Justice Subgroup</p> <ul data-bbox="240 1895 1342 2036" style="list-style-type: none"> • ER and SS have been in email contact with Adam Bowater, Commissioner at Blackpool Council and a meeting is to be convened in October to discuss bench marking across the 3 Council areas, not just as regards Criminal Justice, but other key areas. JP and MB will also 	<p>ER, SS, JP, MB</p> <p>ER, JP</p>																								

	<p>receive an invite to this meeting.</p> <p>NAS</p> <ul style="list-style-type: none"> • AW has provided contact details for the NAS HUB in the Moor Park area of Preston. ER and JP to make contact and follow this up to find out further information. <p>Action Log</p> <ul style="list-style-type: none"> • It was agreed that no separate action log was required and all actions would be recorded within the minutes. <p>Sub-groups</p> <ul style="list-style-type: none"> • Sub-group information is now reflected in the Terms of Reference. <p>Diagnosis, Assessment & Support Planning sub-group</p> <ul style="list-style-type: none"> • RC will lead this group, alongside DC who will co-chair. DC will also attend Board meetings going forward. <p>Community Engagement</p> <ul style="list-style-type: none"> • Bill Nightingale (Learning Disability Community Engagement Officer, Lancashire County Council) will deliver a short presentation at the November Board meeting, in relation to initiatives he is involved supporting Autistic people. 	
5.	<p><u>Approval of Terms of Reference (ToR) Update</u></p> <ul style="list-style-type: none"> • ER shared JB's comments which she had emailed. The Board agreed that a note should be added to the ToR to say that other subgroups maybe formed if deemed relevant, as currently only active subgroups and the Parent Carers Forum are listed. Other new subgroups may include Mental Health, Criminal Justice and Children and Young People. • Reference to the Parent Carer Forum (which could be misinterpreted as Lancashire Parent Carer Forum which is an independent parent led organisation) will be amended to Family Carers Forum. Amendments will be made to develop the Family Carers Forum information further, so that the remit of the forum is clear. • ER shared AW's comments which she had emailed. ER advised that subgroups need to have a representative mix in terms of membership and more people are welcome to join subgroups. This will be clearly reflected in the wording within the ToR. The point about people joining subgroups as a one-off was just for people who are not regular subgroup members. • Current Board members and subgroup members will be listed in alphabetical order. Please can all Board members and subgroup members' check that this information is correct? • Appropriate background information will be referenced in the Appendix. 	ALL

	<ul style="list-style-type: none"> All abbreviations/acronyms will be displayed in a footnote in full. MB and BP will make the necessary amendments above and then the ToR will be circulated for final comments and sign-off. MB explained the ToR can be revisited at any time should further amendments be required along the way; it is a 'live' document. 	MB, BP
6.	<p><u>Learning Disabilities Discussion – Diagnosis</u></p> <p>TK gave some background information and this information can be revisited at the November Board meeting. To date, the Board has not focused on dual diagnosis.</p> <p>ER is due to attend the first meeting of the Lancashire-wide Learning Disability provider forum this afternoon. This forum will be held bi-monthly and will include Providers across Lancashire. These forums will allow engagement and a clear communication channel going forward. ER will attend the Learning Disability Partnership Board meeting on the 29th September; this is the first merged Board.</p> <p>The Board agreed to communicate with Providers, either by letter, email or a questionnaire to seek relevant intelligence about training numbers of people supported etc and to reinforce the message about their obligation to address Autism within Learning Disability services under the Autism Act. This will be agreed via email; it could be that the same correspondence is sent to other key stakeholders, e.g. within Criminal Justice.</p>	ALL ER/JP
	Tea & Coffee Break	
7.	<p><u>Autism SAF discussion and feedback</u></p> <p> APB SAF update 16.09.15.ppt</p> <p>ER shared the above presentation. It focuses solely on the information provided in last year's SAF and summarises the comments/updates that were submitted at the time and any gaps or red RAG-rated areas. It also reflects on any further progress/developments since the last SAF. This will allow the Board to prioritise and address ideas going forward.</p> <p>ER is still waiting to hear from the Department of Health about when the next SAF is due out and details about the submission deadline. SS confirmed that he also had not heard anything.</p> <p>ER to circulate the SEND JSNA 2013 (summary and full report) and the 2012 JSNA for Learning Disabilities and Autism.</p> <p>ER to circulate Lancashire County Council's generic reasonable adjustments</p>	ER

	<p>policy for its services.</p> <p>The Board agreed to have a themed agenda item at the next Board meeting to discuss the transition for young people. ER will circulate a list of names for involvement, for comments from the Board.</p> <p>RL volunteered to represent the BME community at the Board. ER to circulate a few ideas about how to link in with relevant groups to the Board. ER to enquire re: current BME liaison officers (or equivalent role) within LCC. JT to speak with her Autistic Asian friend to ask whether she would like to attend or link in with the Board and will formally send out an invite. ER, JP, MB and BP will be copied into this email.</p> <p>ER to provide summary information regarding who the 12 district councils are and who the 6 CCG's are etc.</p> <p>ER to lead on this work and will write up the actions from today's meetings and re-circulate an amended version of the presentation. Further information will be gathered and will be emailed out to Board members prior to the next meeting. The SAF will be revisited at November's meeting as a priority agenda item.</p>	<p>ER</p> <p>ER</p> <p>ER, JT</p> <p>ER</p> <p>ER</p>
<p>8.</p>	<p><u>Communication and Engagement</u></p> <p>The 2 short films for the website have now been completed. JP and KF will now view them. JP to send out a further request to Board members for urgent information required for the website. JP explained that unfortunately we missed the deadline for information being sent to Web Enable, therefore they will fit us in around their other projects.</p>	<p>JP, KF ALL</p>
<p>9.</p>	<p><u>Learning & Development</u></p> <p>Due to priority being given to the SAF this item was skipped.</p> <p>Update received via email from Kate Silver:</p> <p>I have contacted the Autism Alliance, a group of specialist autism providers, who were successful in a bid for the government Autism Innovation funding.</p> <p>The key elements of use of the funding include:</p> <ol style="list-style-type: none"> 1. A “Charter” drafted by people with autism. This was completed in January and it urges people to; <ol style="list-style-type: none"> a) Promote awareness of autism b) Adjust the way their business works so that they are more autism-friendly c) Consider employing people with autism 2. A website which would be like a “Yellow Pages” of autism support services, as well as having a “trip advisor” type function. This is called “Autism Connect” and it is in place. www.autism-connect.org.uk 	

	<p>3. Engagement of Autism Champions i.e. people who would use their influence and public profile to promote the campaign and the three elements of our charter at a - c above. We now have 27 champions.</p> <p>4. Engage “national chains” to sign the charter and thereby commit to a – c above. ‘Buy in’ is already achieved from the following; Ryman, Next Plc, Wilko’s, Butlins, Rolls-Royce, Nissan, NHS Business Services Authority and many more.</p> <p>Some members of the Autism Alliance have been piloting work at a local level, this has included linking with businesses and development and delivery of ‘free’ training.</p> <p>It would make sense for us to join with this national initiative where we can, as there seems to be a significant overlap between the work led by the Autism Alliance and some of the work of our Employment and Learning and Development Sub Groups.</p> <p>We have invited a project lead from the Autism Alliance to come and meet with a small group of us, probably the leads of the Board and the Employment and L and D Sub Groups. We are expecting a date to be confirmed soon. At this meeting, we will explore how we can work with the Autism Alliance and Autism Connect. We hope that this will enable us to be more effective in achievement of our own desired outcomes. We will keep the Board informed.</p>	
10.	<p><u>Parent/Carers</u></p> <p>Due to priority being given to the SAF this item was skipped.</p>	
11.	<p><u>Diagnosis, Assessment & Support Planning</u></p> <p>Due to priority being given to the SAF this item was skipped.</p> <p>Post meeting note: This group will meet on the 28 October. A venue has yet to be decided and circulated.</p>	RC, DC
12.	<p><u>Education, Training & Employment</u></p> <p>Due to priority being given to the SAF this item was skipped.</p> <p>Update received via email:</p> <div style="text-align: center;">  <p>ETE subgroup update 16th June 20</p> </div>	
13.	<p><u>Any Other Business</u></p> <p>a) <u>Capital Project</u></p> <p>DE shared updates from Ideas Lancashire.</p>	



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KO'H agreed to put together a summary/information around the £18,500 Capital funding and ER around the £30,000 Peer Mentor Bid. This information will be circulated to the Board.

**KO'H,
ER**

JP to email Michael Swaffield to seek confirmation about whether the £18,500 is solely to be used for capital funding and the timeframe for spend.

JP

JT to request a meeting with ER and BP via email to discuss reasonable adjustments. BP to set this up.

**JT, ER,
BP**

14. Date & Time of Next Meeting:

Thursday 12th November 2015, 9:30-12:30
Henry Bolingbroke Room (Cabinet Room D), County Hall, Preston PR1 0LD