

Autism Partnership Board Actions

Attendees: Ali Wilson, David Atkinson, Catherine Frost, Jo Bebbington, Julie Richmond, Kizzy Felstead, Lesley Kennedy, Kevin Mclean, Nick Donkin, Andrew Procter, Stuart Sheridan, Ellen Smith, Victoria Wilson, Neil Willcocks, Kate Silver, Scott Lord.

Apologies: Terry Keeley, Dr Sue Austen, Helen Hughes, Denise Woodburn, Hana Ingleby, Ian Beaver, Liz Monks, Nicola Turner, Vicky Bliss, Susan Holloway.

<u>Action</u>	<u>Person Responsible</u>	<u>Date To Be Completed</u> <u>By.</u>
Send over information regarding how the assessment process works through the transition stage from a child to adult to Ellen Smith and Kizzy Felstead.	Jo Bebbington	March Board Meeting
Invite Jo Bebbington and another parent carer to the next diagnosis meeting. Circulate the Diagnosis meeting date to the board.	Ellen Smith	February sub group meeting
Send the FACE assessment template to the board to help them understand how the diagnosis process works.	Neil Wilcocks	March Board Meeting
Ask Sally Nightingale about Transforming Care and ask if she or a another representative could attend the next Autism Partnership Board	Ellen Smith	March Board Meeting

Clarify with LCC employment service what they offer and also clarify with the job centre their role/ remit.	Education, Employment and Training Sub Group	Ongoing
Once clarified, Update the Autism Partnership Board website page on employment support.	Victoria Wilson	Ongoing
Try and get more colleges to attend the network event in March and the Sub group meetings.	Education, Employment and Training Sub Group	Ongoing
Try and attract more parent carers to attend the network event in March and the sub group meetings.	Education, Employment and Training Sub Group	Ongoing
Request that the board send information to Kevin Mclean re online and face to face training packages that could be used to train the SPOC (Single Point of Contact) staff.	The Board	March Board
Record information about the website from one meeting to the next and report back to the Autism Partnership Board the following information, <ul style="list-style-type: none"> • Numbers of visitors (new/existing) • How they found the website (previous page) • Ethnicity of the visitor. • The visitor's geographical location. 	Julie Richmond	Ongoing
Give Julie date of the release of any flyers or advertisements about the website to	Ellen Smith	Ongoing

enable her to evaluate the fluctuations of numbers of visitors.		
Look at creating a forum on the website.	Communications Sub Group	March Sub Group Meeting
To complete a review in order to pull together an action plan to share at the next Autism Partnership Board / sub group meeting.	All Sub Group Leads	March Board Meeting
Change the purpose of the Autism Partnership Board on the website to reflect most up to date guidance from central Government and to reflect that the board is also focusing on transitions.	Victoria Wilson	Ongoing
Collate in a PowerPoint the history of the Autism Partnership Board and what we want to happen next.	Victoria Wilson	Ongoing
Collate a bulletin from Transforming Care Board as to what has been discussed.	Stuart Sheridan	March Board Meeting
Try and get a representative from the Transforming Care Board to attend the Autism Partnership Board.	Stuart Sheridan and Ellen Smith	March Board Meeting
Arrange a one off meeting with all sub groups leads to discuss what their achievements are and set smart targets and support with producing their action plans.	Ellen Smith and Victoria Wilson	March Board Meeting

24th January 2017 9:30 AM

<p>Contact Lisa Taylor (New in post LCC Transitions Manager) as she may potentially be able to set up a sub group focused on children and young people and transitions.</p>	<p>Ellen Smith</p>	<p>March Board Meeting</p>
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