

	Meeting: Autism Partnership Steering Group		
	Date: 09 September 2016	Time: 10:00	
	Venue: The Circle		
Present:	Graham Nield (GN), Roger Guymer (RG), Laura Walker (LW), Emily Morton (EM), Jo Ball (JB), Heather Burns (HB), Richard Smith (RS), Mary Fearon (MF), Joe Fowler (JF) – Chair, Ed Sexton (ESe), Steve Morgan (SM) – Minutes		
Apologies:	Grace Parry (GP), Ruth McFall (RM), Carolyn Bealby (CB), Sylvia Johnson(SJ), Sue Kirkman (SK), John Kirkman (JK), Donna Turner (DT), Robert Carter (RC), Anna Armentano (AA)		
Chair:	JF	Minutes:	Steve Morgan (SM)

Item	Key Issues & Actions	Action
Welcome and Apologies	<ul style="list-style-type: none"> JF welcomed everyone and introductions were made. It was noted that the email address of Robert Carter did not have a full stop to separate his name. HB said she and RC would share attendance at the meeting as neither would be able to attend every time. 	
Minutes from last Meeting and Matters Arising	<p>Draft Autism Partnership Proposal</p> <ul style="list-style-type: none"> The draft proposal has been amended, circulated and comments received. The minutes were amended to include “for example” prior to the list of suggested reps. <p>NHS England Report on Autism Diagnostic Pathways: Observational Findings and Recommendations</p> <ul style="list-style-type: none"> It was noted that it was NHS Sheffield and ADASS that “visited various cities/regions across the country”, not just ADASS. Taken from the last minutes: “There is inadequate involvement/co-production with people with autism spectrum conditions and, overall, Autism Partnership Boards have not been effective (although there are exceptions)”. This wording was queried but ES stated this was taken straight from the report. The minutes were agreed after amendments. It was agreed to alter the time given to Items 3 and 4 as it was felt more time was needed on the Survey. 	
Draft Autism Partnership Survey	<ul style="list-style-type: none"> Feedback was given on the survey. LW discussed with family members and they have jointly made a number of suggestions. Their first thought was that it was not a document that was easily accessible to autistic people. More thought needs to be given to the language used – needs to be autism-friendly. There needs to be a history behind the document to help “set the scene” as have to consider we are giving to people who do not know anything about it. 	

- It was suggested we hold an event and invite lots of people and have speakers there to say what we are doing – we can have paper copies of the survey and volunteers to help people complete them.
- It would be useful to have a visual aid – a diagram to show how the partnership would work and where members, partners and stakeholders fit in.
- It needs to be more interactive so people can write notes on it – allow more open questions as people don't want to be restricted to tick boxes.
- An autistic person might not know what support they need so give examples and ideas.
- Offer support to help people to complete.

How the Autism Partnership would work

- A Reference Group was seen as a fundamental part of developing a Partnership Board.
- It was noted only the most able autistic people attend the Board – others feel it is not for them so are unable to contribute.
- Once the partnership is in operation, it is essential there is some mechanism where people have chance to feed concerns and views to the Board.
- It was suggested that a separate meeting is held on the same day as the Board so autistic people who do not want to be members of the Board still have an opportunity to feed in issues/concerns - we don't want to develop a "them and us" set up, though.
- Need to find a way to reach people who do not currently use services/attend groups.
- Richard has a group meeting later this month and could ask them how this forum could be made more accessible.
- Use existing groups and have an event or series of events to invite people to provide feedback.

RS

Coordination

- It was queried what was meant by "Servicing of the Autism Forum"? – this would involve arranging meetings, minuting, distribution of documents etc.
- It was felt this should be SCC.
- In Manchester, the National Autism Society has responsibility for coordinating their Partnership Board.
- JF accepted that the Local Authority had overall accountability but may still provide funding and appoint another organisation to coordinate if it was felt they had the right experience and capability.
- If that was the case, this current group would help select which organisation this may be.
- We would have to ensure any conflicts of interest were identified.

Core membership

- HB noted the Clinical Commissioning Group does not

	<p>have Service Managers and suggested using the generic term “Health Professionals.”</p> <ul style="list-style-type: none"> • It was noted the Partnership Board would cover transition so would represent people from the age of 14 - in view of this it was suggested we should include education providers in the core membership. • It was felt there should also be representatives from: <ul style="list-style-type: none"> ○ Employment ○ The Social Work team ○ The Health and Wellbeing Board ○ NHS Advisor ○ SAANS • It was suggested that providers should also be presented but with over 220 it was not deemed viable – it would not be fair to invite some and not others. <p>General Comments</p> <ul style="list-style-type: none"> • It was queried who would take ownership of the final version of the document on behalf of the steering group? - LW said she would be happy to look at and proof read. • It was agreed there needed to be open questions. • The document will need an author. • The Council can put the survey onto citizen space – an online platform for running surveys. • ES would be happy to convene a separate meeting to develop and to work on the questions and format. • It needs to be more clear on how information is fed into the Board and where the Board then feeds to. • There needs to be more use of action based verbs. • It was felt there needed to be more written about the sub-groups – what authority they would have, their aims and objectives. • It was noted there was not much on Employment. • It was felt there needed to be an Editorial group. • It was felt there needed to be clearer Aims and Objectives - it was noted the National Autistic Society provides a model for Partnership Boards’ Aims and Objectives. One remit for the Board should be to sign-off documents such as the Self-Assessment Survey. • The group were informed that any information the Council produces is provided in different formats so there will be an easy read format and versions in different languages. • There had been a recent survey completed by autistic people with lots of good feedback – EM will send results to HB. • To help advertise the partnership and the work it does it was felt the minutes and dates of meetings etc should be made public. • It was noted that had always been the intention of the group to put links to where the information is on the 	<p>LW</p> <p>ES</p> <p>EM</p>
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	<p>Sheffield Directory.</p> <ul style="list-style-type: none"> • JF noted that work is being undertaken that is not always visible as people do attend and contribute at other meetings. <p>Responsibility</p> <ul style="list-style-type: none"> • It was thought any documents should come jointly from the Local Authority and Clinical Commissioning Group as it was considered these had a statutory responsibility to run a Partnership Board. • It was felt the Board would be taken more seriously if requests came from organisations with more “clout”. • The Partnership Board will provide a link between people, and organisations with authority. • JF said the Local Authority would be happy to be accountable get instruction from the partnership. <p>Areas of Work</p> <ul style="list-style-type: none"> • It was felt that one area of work should not take priority over any other area. • Likewise, it was felt that all themes should be looked at equally. • It was suggested having 5 subgroups that would work on 3 areas each. • It was noted that some themes cross-cut across more than one area. • It was noted the “Think Autism” Strategy already lists themes. • There were concerns that we may still leave out the most isolated people – we must ensure their needs are considered and not just the most vocal people. <ul style="list-style-type: none"> • ES will contact everyone to see who wants to meet to help finalise the survey. 	ES
<p>Autism Self-assessment 2016</p>	<ul style="list-style-type: none"> • ES reported that the intention was not to get all the questions answered at this meeting but to discuss where we can go to get answers. <p>Self – assessment</p> <ul style="list-style-type: none"> • NHS Sheffield produce this every 18 months. • This time they are also asking for 5 different stories about people’s lives. • MF will send ES details of people who may be interested in taking part. • ES could also try the Sheffield Autistic Society • ES will follow up after meeting. <p>Reasonable adjustments across the city</p> <ul style="list-style-type: none"> • It was noted the Equalities Act applies to all organisations, not just Health. • HB reported that “reasonable adjustments” has been promoted amongst GP’s – eg to arrange appointments 	MF ES ES

	<p>around the availability of the Carer - but was not sure if anything had been actioned.</p> <ul style="list-style-type: none"> • ES has identified people who can potentially help response to the Self-assessment and will send questions out to Mental Health and Learning Disability Services. • We will hold a Board meeting before the deadline so as to be able to officially sign-off. 	ES
<p>Workstream updates</p>  <p>Update Employment Stream Meeting Sept 2</p>	<p>Health Workstream</p> <ul style="list-style-type: none"> • HB gave update. • The CCG went out to tender for the Autism and Neurodevelopment Service but was unable to appoint a new provider. • The Sheffield Health and Care Trust have agreed to continue to provide a Service until end of March 2017. • Will go out to tender again with the same contract but state how much money the provider will receive – this will hopefully encourage them to set up in Sheffield. • There will be a “Meet the Bidder” event sometime in the next 6 weeks – HB would like to invite people with autism and their carer’s. • HB reported that they are now a team of three: <ul style="list-style-type: none"> ○ HB (Head of Commissioning) ○ RC (Assistant head of Commissioning) ○ Raheel Baig <p>Employment Workstream</p> <ul style="list-style-type: none"> • GN gave update – see attached. <p>NAS Employment Survey and Campaign</p> <ul style="list-style-type: none"> • There is a need to link with job advisors in job centres as they do not have an understanding of people with autism. • It was noted the Disability Employment Advisor has only attended one meeting. • It was noted Autism Centre for Supported Employment” are good at supporting clients to get the right benefits etc – however, they only support for a period of time, then want paying. 	
Any Other Business	<ul style="list-style-type: none"> • No other business 	
Meeting Evaluation Form	<ul style="list-style-type: none"> • Item not discussed 	
Date of next meeting	<ul style="list-style-type: none"> • To be arranged 	