

Autism Partnership Board
29/01/2018 - 1.30pm - 3pm
The Circle, Rockingham Lane, Sheffield

Present	Frazer Kirk (FK) – SCC Practice Development Team Liz Friend (LF) – SAS Roger Guymer (RG) – SAS, Employment & Training Workgroups Carolyn Bealby (CB) – Employment and Training groups, SAPAG Ruth McFall (RM)- LD Team Community Nurse Rob Carter (RC) – CCG Paul Cormack - SAPAG Phillipa Chapman - SAPAG Mary Feron – SHSC Sylvia Johnson - SAS		
Apols	Jo Ball, Gail Bayfield, Judith Birkett, Katie Bradshaw, Siobhan Breithuin, Lauren Broad, Heather Burns, Megan Freeth, John Frith, Mel Frith, Phil Holmes, Sue Kirkman, Ruth Larder, Peter Larder, Emily Morton, Graham Nield, Paul Reeves, Michelle Smith, Donna Turner, Laura Walker.		
Chair	N/A	Minutes	Frazer Kirk

Item 1	Welcome and apologies	Action
	<p>The meeting scheduled for 29/01/18 was cancelled at short notice due to sickness to the chair of the meeting.</p> <p>Some members did not receive the email informing of the cancellation and arrived as planned for a 1:30pm start.</p> <p>It was decided by the 10 members present to use the time to discuss some key points which are detailed below as a record of minutes from a gathering of these members.</p>	
Item 2	Vice-Chair	
	<ul style="list-style-type: none"> The first point raised was in light of the days circumstances to have a vice chair of the meeting that if necessary would take over the chairing of the meeting in the absence planned/unplanned of the chair. This will need to be decided by the whole group at the next meeting (26/3/18) and a format of members nominating themselves for the role and if needed a voting process if more than one interested member. 	ALL
Item 3	Agenda/Action Log	
	<ul style="list-style-type: none"> The members present discussed previous minutes dating back to the first meeting in May 2017. It was a concern that several items are getting “lost” in the minutes and forgotten about so to tighten this up it was suggested an action log sheet be created and attached to the back of the minutes so that at the beginning of each meeting previous actions can easily be seen and reported back on or extended if necessary. Frazer to draft an Action log to use going forward. It was also noted that at the end of each meeting members should decide the agenda for the following meeting so there is clarity on what is being discussed for future meetings. 	FK ALL
Item 4	Sheffield Autism Strategy	
	<ul style="list-style-type: none"> A large discussion came around what was to be an agenda item and has been discussed over the last couple of meetings “developing a Sheffield Autism 	

	<p>Strategy”.</p> <ul style="list-style-type: none"> • Other Local Authority Autism Strategies were shared to look at what has been produced by others. • The result of the discussion was there is a strong feeling from the group that to implement this just dedicating 30 to 60 minutes a meeting every 2 months would not achieve a finished strategy so it was suggested to set up a small sub group from the APB members but also to co-opt with people who have appropriate expertise in discussions of specific areas (diagnosis, housing, employment etc) the sub group would meet in between Partnership Board meetings to start and develop a Sheffield Autism Strategy. Even with this set up it was noted that such a large piece of work would probably require a number of meetings and quite a long time to produce. • The idea of the small working party would be to initially set up a sub meeting before the next APB to outline who to involve, how to involve and create a structure for the development of a Sheffield Autism Strategy. The group would need in the room Phil Holmes as SCC lead and either Robert/Heather from a CCG perspective. It was noted that lots of people would be interested/willing to be part of the sub group be we must avoid over subscribing to the group as this becomes difficult to manage diaries etc the more people involved, it would be better to have a small group who could report back to the board and to co-opt other board members, or experts from outside, as and when required to help with their specialist knowledge and experience. <p>Frazer will email Phil/Robert/Heather and try and establish a first sub meeting for February/early March.</p> <p>It was noted to produce a good strategy would require throughout the developing of it input from a wide range of members as and when required so the initial sub group would not be the only members used in the production of a Sheffield Autism Strategy.</p>	FK
Item 5	Regional Autism Leads Meeting	
	<ul style="list-style-type: none"> • Frazer fed back that he had attended a meeting in Leeds chaired by Autism Plus inviting other Yorkshire & Humber Local Authorities to share good practice. Frazer only had a couple of days’ notice about the meeting and when he arrived only 5 people were in attendance. The group was set up to help local authorities share best practice particularly in writing their Autism Strategies. Frazer acknowledged that he was not the right person to attend with hindsight as some of the questions were around funding of services and CCG questions. The other attendees were reps from senior positions with the LA/CCG so maybe for the next event (if there is one) a rep from the PB could be decided to attend. The meetings are every 6 months so not a big commitment but could be a useful resource to liaise with other colleagues from Yorkshire/Humber. Frazer is on the mailing list so will keep the board informed if any future meetings are set. 	FK
Item 6	Membership/Communication	
	<ul style="list-style-type: none"> • Through the work Roger, Liz, Graham, Frazer & Caroline have started about communication with all participants of the survey conducted last summer there have now been some interested people wishing to become members of the PB. The sub group will look at these interested people and feedback to board. • It was also noted there is no rep from Sheffield Teaching Hospitals which would be beneficial to the board. Who could this be? 	ALL

	<ul style="list-style-type: none"> From previous minutes it was noted that Suzanne Allen (Head of Citywide Neighbourhood Services Housing) was going to be invited to join the board via Phil as a housing representation for the board. Frazer to check with Phil if this action needs picking up and Frazer to communicate with Suzanne. 	FK/PH
Item 7	Training Update	
	<ul style="list-style-type: none"> In the last APB on 27/11/17 it was agreed a sub group would be set up to look at Autism training for staff. Unfortunately Donna has been sick and sent the two message below: <i>“My action was to set up a meeting re the training which I have people’s availability for but not completed. I will be in touch with them all to arrange. Thanks Donna”.</i> <i>“Dear all, I’m writing to clarify the position regarding the ‘Training ‘working group which I offered to coordinate at the end of 2017. To date : I sent an email to the whole group asking for interest and followed this up with a doodle calendar poll to get a meeting date with those who expressed an interest. . Unfortunately I’ve had the dreaded flu, so I apologise as the meeting date was not confirmed. I will send another poll to those people who expressed an interest, however this doesn’t mean it’s too late for anyone to get involved, please contact me if you would like to be included. I think the group is able to represent a variety of views to contribute to development. I will have the new poll out by next week , Many thanks Donna”</i> Below is the list of names Donna has received interest from so far: Sue Kirkman Graham Nield Roger Guymer Robert Carter Heather Burns Ruth McFall Jo Ball Megan Freeth Katie Bradshaw Laura Walker Jonathan Drury Frazer Kirk Caroline Thicket 	
Item 8	Future Agenda Items	
	<p>There were lots of items noted that need to be on future agenda’s:</p> <ul style="list-style-type: none"> Sheffield Autism Strategy – ongoing update from sub group Transitions Housing Carers Employment/Improving Lives Universal Access Training – SCC & SHSC 	

Item 9	Next Meeting Agenda	
Next Meeting	<p>The group yesterday thought for the next meeting the agenda should be:</p> <ul style="list-style-type: none"> • Employment – Robert Carter to Ask Heather Burns to feedback • Carers – Paul Cormack, Roger Guymer to raise for discussion • Transitions – Link to PH discussion with Inclusion Board and PH invite Rep from Children’s Service to attend <p>Monday 26th March 2018, 1:30pm-3:30pm, The Circle, 33 Rockingham Lane, Sheffield, S1 4FW</p>	<p>RC/HB PC/RG PH/FK</p>