

**Minutes of the  
Norfolk All Age Autism Partnership Board (NAPB)**

**Held on: Thursday 05 November 2020, 11:00 – 12:30**

**Venue: Microsoft Teams Meeting**

**Please note: These notes represent an overview summary of this meeting rather than a verbatim transcript.**

<b>Name of Attendee</b>	<b>Organisation and or Role</b>
Amanda Dunn	Vice co-chair; Assistant Director Learning Disabilities, Autism and Mental Health Commissioning (NCC)
Trevor Key	Autism Co-chair; Family/Carer
Autism Administrator	Note Taker (NCC)
Sue Bridges	N&SFT
Tom Bassett	Learning Disability and Autism Consultant (NCC), Workforce Development Working Group Lead
Maxine Blocksidge	Acting Head of Virtual School for Section 19, Education, Children's Services, (NCC)
Sharon Brooks	Voluntary sector representative Chief Officer, Carers' Council
Jared Carpenter	Autistic Adult
Stephen Durrance	Autistic Adult
Alison Furniss (From 11:40)	Voluntary sector representative Family Voice
Lee Gibbons	Voluntary sector representative, ASD Helping Hands Engagement Working Group Lead
Catherine Haig	Autism Service Norfolk, NCH&C
Richard Peat	Prospective Volunteer Member
Hannah Riches	Work Placement Officers
Tracey Mclean	Children and Young People Norfolk & Waveney Clinical Commissioning Group (CCGs)
Rebekah Muttitt	Norfolk & Suffolk Foundation Trust, Child & Adult Mental Health Service
Bethany Slaughter	Norfolk Constabulary
Carolyn Watts	Public Health (NCC)

<b>Apologies Received</b>	<b>Organisation and or Role</b>
James Bullion	Co-chair; Executive Director Adult Social Services, Norfolk County Council (NCC)
Rosemary Boutet	Family/Carer

Walter Lloyd-Smith	Safeguarding Adults Board Manager/Business Lead
Catherine Haig	Autism Service Norfolk, NCH&C
Alan Hunter	Head of Community Children's Services, Norfolk Community Health and Care (NCH&C)
Mel Rose	Prospective Volunteer Member
Shaun Saunders	Autistic Adult
Stephanie Summers	NCH&C
Tracey Walton	NAPB Autism Lead. Autism Commissioning Manager, Adult Social Services (NCC)
Kim Woodrow	Family/Carer
Joanne Yellon	Adults Norfolk & Waveney (CCG)

Names of Presenters	Organisation and or Role
Dr Melanie Bruce	Clinical Psychologist and Lead for Starfish +, NCH&C

Agenda Item 1	Welcome and Introduction	Action and Due Date
1.1	Welcome and introductions made. MS Teams introduced and guides referred to. No reasonable adjustments were requested. Members reported no declaration of interest.  <b>Noted:</b> Lee Gibbons agreed to monitor Code of Conduct.	No Action or Due Date
1.2	Tom Bassett's replacement as Workforce Development Work Group lead and Learning Disability and Autism Development Consultant, Hannah Riches, introduced herself.	

Agenda Item 2	Minutes of previous meeting (05/11/20) and matters arising not on the agenda.	Action and Due Date
2.1	<b>Agreed:</b> Minutes of previous meeting accepted as true record of the meeting. Will be added to the NAP Webpages.	<b>Administrator</b>
2.2	<b>Actions from the Meeting held 09/09/20</b>	No Action or Due Date
2.2.1	Item 2.3.2: Covered by agenda.	No Action or Due Date
2.2.2	Item 2.3.5: Covered by agenda.	No Action or Due Date
2.2.3	Item 2.3.6: Covered by agenda.	No Action or Due Date
2.2.4	Item 2.4.1: Complete	No Action or Due Date

2.2.5	Item 2.4.1: Covered by agenda.	No Action or Due Date
2.2.6	Item 3.1.1: Work ongoing	No Action or Due Date
2.2.7	Item 3.1.3: Work ongoing	No Action or Due Date
2.2.8	Item 3.1.4: Complete	No Action or Due Date
2.2.9	Item 3.1.5: Work ongoing	No Action or Due Date
2.2.10	Item 3.1.5: Complete	No Action or Due Date
2.2.11	Item 4.1.2: Complete.	No Action or Due Date
2.2.12	Item 5.1.2: Work ongoing.	No Action or Due Date
2.2.13	Item 5.1.2: Complete	No Action or Due Date
2.2.14	Item 5.1.4: Work ongoing.	No Action or Due Date
2.2.15	Item 6.2: Covered by agenda.	No Action or Due Date
2.3	<b>Review of Action Log.</b>	
2.3.1	<b>Autism Hoarding and Self Neglect, Tricky Friends, Safeguarding and Locked Provisions</b> As Walter Lloyd-Smith sends apologies, update has been rescheduled for next Meeting. Planned work to continue.	<b>06/01/21</b>
2.3.2	<b>Buddy Scheme, Strategy Multi-Agency Plan, and Data Dashboard</b> Following poor response, Tom Bassett to bring item about Board priorities and ways of working to the next Meeting.	<b>Tom Bassett, 06/01/21</b>
2.3.3	<b>NAPB Website</b> Covered by agenda.	
2.3.4	<b>Autism Training</b> Work ongoing.	<b>Tom Bassett</b>
2.4	<b>Working Group Highlight Reports</b>	
2.4.1	Engagement Working Group Lead reports that the Independent website continues to be developed. It could host autism training once it is complete, if an alternative site is required. NCC IMT has not yet responded to request to transfer information from current website to new independent website.	<b>Engagement Working Group Lead</b>

	<p>Further work is required to collate learning and data from partners to make full use of the Covid-19 survey data from earlier this year. This aimed to be shared with partners over the coming weeks.</p> <p>Buddy Scheme is working well, with 6 potential Buddies available to be paired up with volunteers.</p> <p>ROARR! Dinosaur Adventure Park has introduced autism friendly measures for guests. Engagement Working Group Lead has reached out to them for comment and hopes an item can be included in a forthcoming newsletter.</p>	
	<p><b>Action:</b> Lee Gibbons will forward letter to IMT regarding transferring website data to Amanda Dunn and Trevor Key, who will also write on behalf of the Board.</p>	
	<p><b>Action:</b> Members requested to send “Good News” stories which can be shared with the wider membership to <a href="mailto:autism@norfolk.gov.uk">autism@norfolk.gov.uk</a> for inclusion in the newsletter.</p>	<b>Board Members</b>
2.4.2	<p>Workforce Development Working Group lead reports that training cannot yet be hosted on the NCC online training site. This is being chased up. Co-Chairs agreed to write to NCC on behalf of the board asking for the issue to be escalated.</p> <p>UEA and other partners still maintaining high interest in receiving/auditing training when it is ready.</p> <p>Contributions made by Workforce Development Working Group have been added to the training and updated version has been sent to Ambitious About Autism to run trial sessions. One of the Ambitious About Autism trainers has left the service, but this should not impact delivery.</p> <p>Board Members requested to complete survey to create baseline data for training needs.</p>	<b>Board Members, Workforce Development Working Group Lead</b>
	<p>Hannah Riches begins work as a Tom’s replacement on 9th November.</p>	
	<p><b>Action:</b> Co-chairs to write to team responsible for upgrading training accessibility to ask about delay in launching on line training.</p>	
	<p><b>Action:</b> Lee Gibbons and Hannah Riches to meet to discuss ongoing projects.</p>	<b>Lee Gibbons, Hannah Riches</b>
2.4.3	<p><b>Action:</b> To attempt to progress training-related actions, Tom Bassett to make arrangements for</p>	<b>Tom Bassett,06/01/21</b>

	Trevor Key to speak on behalf of Board to the team updating training	
2.4.3	<b>Noted:</b> All available working group highlight reports approved. Updates required on Data and Diagnosis Working Groups by next meeting.	No Action or Due Date
2.4.4	<b>Action:</b> Tom Bassett to bring item on NAPB priorities and ways of working.to a future Board meeting.	<b>Tom Bassett, 06/01/21</b>

<b>Agenda Item 3</b>	<b>Presentation: PDA: Norfolk Position Statement with Rebekah Muttitt and Dr Melanie Bruce</b>	<b>Action &amp; Due Date</b>
3.1	Rebekah Muttitt and Dr Melanie Bruce gave a presentation on Pathological Demand Avoidance (PDA) and autism to the Board, with the aim of introducing members to the condition and discuss avenues for involvement by the Board.	No Action or Due Date
3.1.1	<b>Noted:</b> Dr Bruce willing to share resources for training on PDA with the Board. <b>Agreed:</b> Workforce Development Working Group to support Rebekah Muttitt and Melanie Bruce to develop a Norfolk statement about recognition of PDA and explore training options.	<b>All</b>
3.1.2	<b>Agreed:</b> Board to support Rebekah Muttitt and Melanie Bruce's work on PDA. Initially this will be done through the Diagnosis Working Group.	
3.1.3	<b>Action:</b> Drafting a PDA statement to be made as major Agenda item for next Diagnosis Working Group meeting on December 10.	<b>Administrator, 26/11/20</b>

<b>Agenda Item 4</b>	<b>Any Other Business and Wellbeing Check</b>	<b>Action and Due Date</b>
4.1	The Board welcomed Hannah Riches to her new role.	No Action or Due Date
4.2	Dr Melanie Bruce reports that NCH&C and NSFT have been successful in a bid through Health Education England for 5 new posts in Norfolk. The posts are "Trainee Psychological therapists LD/ASD" for children and young people. NCH&C and NSFT are in the process of recruiting and the training begins in January 2021. The trainees will work in the NHS three days per week during their training and at the end of the training course will be able to offer a range of interventions for children and young people. This is the first time Norfolk has been able to offer this service specifically for autistic children and young people and/or those with learning disabilities.	No Action or Due Date
4.3	Board agreed in principle to Dr Melanie Bruce acting as Stephanie Summers' deputy while she is on	No Action or Due Date

	Maternity leave. Any comments or objections should be shared via the Administrator.	
4.4	Walter Lloyd-Smith to be invited to next Board meeting for longer update on ongoing projects. If this is not possible, Administrator to arrange for update to be given in another way.	<b>Walter Lloyd-Smith, Administrator 06/01/2021</b>

<b>Date, time and location of next meeting</b>
<ul style="list-style-type: none"> <li>• Wednesday 06 January 2021, 11:00am-13:00pm, Microsoft Teams Meeting</li> <li>• Thursday 04 March 2021, 11:00am-13:00pm, Microsoft Teams Meeting</li> <li>• Thursday 06 May 2021, 11:00am-13:00pm, Microsoft Teams Meeting</li> </ul>

## Action Highlights

Activity	Progress against timeframe	Key Areas of work updated	Action	PROGRESS
Autism Hoarding and Self Neglect	Walter Lloyd-Smith will work with Tracey Walton to scope a venture with Sussex University for a bid, through the National Institute for Health Research funding, to commission a study on self-neglect in the Norfolk community. Tracey Walton will link with Chris Scott within NCC regarding community work and future links with the Board regarding Co-production.	Continued conversations with Dr David Orr - Sussex University, via Walter Lloyd Smith, to explore research questions to secure a successful bid by January 21. Inclusive of the research methodology criteria of active partnership participation.	Tracey Walton	<b>In progress</b>
Buddy Scheme	To enable effective participation and support of volunteers and new NAPB members, all existing members are asked to sign up to the Buddy Scheme.	The scheme will continue to be supported by the engagement working group.	All members	<b>Closed</b>
Communications	Covid-19 Survey Members to advise how they have used the information and how it has informed support and service design.	Include within November Newsletter and report to Board via the Engagement Working Group	Lee Gibbons	<b>GREEN</b>
Communications	NAPB Independent Website to be presented to NAPB members	Exemption sent to NCC, policy and procedure drafted for approval.	Lee Gibbons	<b>GREEN</b>
Communications	Tricky friends' video.	Engagement working group continues to work with Walter Lloyd Smith to promote the product once production is completed.	Tracey Walton	<b>GREEN</b>
Strategy Multi Agency Plan	Framework circulated to members to completed and return. Links for criminal justice and housing to be achieved.	Constabulary, ASD Helping hands and Adult Social Care returned plans.	All members	<b>RED</b>
Safeguarding Locked Provision	Contribute to a case review of locked provision.	Work with Walter Lloyd Smith to secure partnership engagement to the review	Tracey Walton	<b>GREEN</b>
Data Dashboard	Template sent to members to complete and return information regarding autism data.by 30 July 2020.	Chased with no returns.	Tracey Walton	<b>RED</b>
Workforce Development	Autism training delivered within organisations to be shared with <a href="mailto:autism@norfolk.gov.uk">autism@norfolk.gov.uk</a> to enable understanding of gaps.	Workforce Development group to include within highlight report to Board	Tom Bassett	<b>AMBER</b>

Green = Good progress being made. Amber = Some challenges with concerns raised. Red = potential blockages or timeframe not achieved.

## Action Highlights

### Glossary

ADASS:	Directors of Adult Social Services
ANF:	Autism Norfolk Forum
ASD:	Autism Spectrum Disorder
CCG:	Clinical Commissioning Groups
FOI:	Freedom of Information
GDPR:	General Data Protection Regulations
NAP:	Norfolk Autism Partnership
NAPB:	Norfolk Autism Partnership Board
NAS:	National Autistic Society
NCC:	Norfolk County Council
NCH&C:	Norfolk Community Health and Care
N&SFT:	Norfolk and Suffolk Foundation Trust
SEND:	Special Educational Need and Disabilities
WAW:	World Autism Week
WG Lead:	Working Group Lead