

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

Held on: Wednesday 16 July 2020, 11:00 – 12:00

Venue: Microsoft Teams Meeting

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

Name of Attendee	Organisation and or Role
James Bullion	Co-chair; Executive Director Adult Social Services, Norfolk County Council (NCC)
Trevor Key	Autism Co-chair; Family/Carer
Autism Administrator	Note Taker (NCC)
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)
Sue Bridges	N&SFT
Sharon Brooks	Voluntary sector representative Chief Officer, Carers' Council
Stephen Durrance	Autistic Adult
Alison Furniss	Voluntary sector representative Family Voice
Lee Gibbons	Voluntary sector representative, ASD Helping Hands Engagement Working Group Lead
Catherine Haig	Autism Service Norfolk, NCH&C
Tracey Mclean (Joined meeting at 11:40)	Children and Young People Norfolk & Waveney Clinical Commissioning Group (CCGs)
Rebekah Muttitt (Joined meeting at 11:33)	Norfolk & Suffolk Foundation Trust, Child & Adult Mental Health Service
Bethany Slaughter	Norfolk Constabulary
Tracey Walton	NAPB Autism Lead. Autism Commissioning Manager, Adult Social Services (NCC)
Carolyn Watts	Public Health (NCC)

Apologies Received	Organisation and or Role
Rosemary Boutet	Family/Carer
Jared Carpenter	Autistic Adult
Alan Hunter	Head of Community Children's Services, Norfolk Community Health and Care (NCH&C)
Sue Medley	Norfolk & Suffolk Foundation Trust (N&SFT)
Shaun Saunders	Autistic Adult

Stephanie Summers	NCH&C
Kim Woodrow	Family/Carer
Anne Tansley-Thomas	Senior Stakeholder and Consultation Officer
Joanne Yellon	Adults Norfolk & Waveney (CCG)
Jo Walmsey	Inspector, Mental Health and Learning Disabilities Team Norfolk Constabulary

Observers	Organisation and or Role
Amanda Dunn	Vice co-chair; Assistant Direct Learning Disabilities and Autism Commissioning (NCC)

Names of Presenters	Organisation and or Role
Michael Bateman	SEND & Area Partnership Transformation Lead. (NCC)

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.	No Action or Due Date
	Noted: Lee Gibbons agreed to monitor Code of Conduct.	

Agenda Item 2	Minutes of previous meeting [Date] and matters arising not on the agenda	Action and Due Date
2.1	Agreed: Minutes of previous meeting accepted as true record of the meeting. Will be added to the NAP Webpages.	Administrator
2.2	Actions from the Meeting held 03/06/20	No Action or Due Date
2.2.1	Item 2.2: Action log circulated with the minutes.	No Action or Due Date
2.2.2	Item 3.3: covered by agenda	No Action or Due Date
2.2.3	Item 3.5: ANF work package distributed on 22 June with feedback requested by 9 July. Feedback sought on ASN Clinical Review, a video called Tricky Friends and suggestions on how to provide a forum while meeting government guidelines.	No Action or Due Date
2.2.4	Item 3.6: To date, 6 Board and working group members have signed up to the Buddy Scheme, All members were directed to the scheme and asked to sign up.	All members
2.2.5	Item 3.8: Confirmed members are using the agreed terminology.	No Action or Due Date

2.2.6	Item 3.9: In progress.	No Action or Due Date
2.2.7	Item 4.2: Covered by agenda.	No Action or Due Date
2.2.8	Item 4.4: Completed.	No Action or Due Date
2.2.9	Item 4.5. Agreed quarterly	No Action or Due Date
2.2.10	Item 5.6: Covered by agenda.	No Action or Due Date
2.2.11	Item 5.7: Email send to all Statutory members on 3 June 2020, highlighted with a request to respond by 21 July 2020.	All Statutory Organisations, 21/07/2020
2.3	Review of Action Log With 22 open actions the top three actions were discussed	
2.3.1	Autism Data Dashboard Noted: Work on the Data Dashboard continues. Target date for completion is 30 July 2020 with members reminded to send relevant information to autism@norfolk.gov.uk before this date.	All Members, 30/07/20
2.3.2	Compliment and Complaints Working Group Noted: As of 16 July 2020 no expressions of interest received.	No Action or Due Date
	Agreed: Following discussion, agreed that Tracey Walton will work with complaints specialists from across partner organisations to establish best practice going forward. Once this is done, mechanism will be developed to get volunteers involved in the process. Volunteers and Board members will be gathered to deal with complaints and compliments on an “as and when” basis rather than establishing a full-time working group. They will need to commit to following a complaint to at least Stage 2 in NAPB Complaints Process.	No Action or Due Date
2.3.3	NAPB Independent Website The Engagement working group have produced a NAP Independent Website. It is seeking feedback from wider Board and working group members. Members will be offered the opportunity to attend a presentation which is planned to take no more than 1 hour. Screenshots of page contents will also be distributed for feedback. Agreed: Presentation on the new independent NAPB website will be arranged for a future Board meeting.	No Action or Due Date
2.3.4	Action: Action Log will be reassessed to close older actions.	Tracey Walton
2.4	Working Group Highlight Reports	No Action or Due Date
2.4.1	Noted: Tom Bassett gave addendum to Workforce Development Working Group report. The tender for	No Action or Due Date

	<p>Autism core competency training was not awarded to Norfolk and Suffolk County Councils, which means the Working Group's priorities will change in response. Pilot eLearning and day training program has been sent through to ADASS and distributed to Eastern Region representatives; awaiting feedback. eLearning is almost complete, but issues have arisen with the videos used in the training due to a potential conflict of interest. Alternative videos are being sought.</p> <p>No other changes to Working Group Reports</p>	
	<p>Action: In his capacity as ADASS President, James Bullion will ask Eastern Region ADASS members to return feedback on the training.</p>	James Bullion
2.4.2	Noted: all working group highlight reports approved.	No Action or Due Date

Agenda Item 3	Presentation: SEND Transformation Report with Michael Bateman	Action and Due Date
3.1	<p>Presentation about SEND Transformation program and updates on February 2020 Ofsted and CQC Final Inspection. Ofsted and CQC reported some good results, but found three areas of weakness:</p> <ul style="list-style-type: none"> • Communication and coproduction • Services 18-25 • EHCPs <p>A written statement of action will be published by 7 September 2020. Involvement opportunities will be offered to the Partnership via Maxine Blocksidge. Reinspection of the three areas of weakness scheduled for February 2022.</p>	No Action or Due Date
3.2	<p>Agreed: NAPB will work with SEND Transformation will consider requests to help from Maxine Blocksidge.</p>	All
3.3	<p>Action: Presentation to be circulated to members.</p>	Administrator

Agenda Item 4	Presentation: Feedback on Covid-19 Survey with Tracey Walton	Action and Due Date
4.1	<p>The Autism and Covid-19 survey launched on 1 June 2020 alongside Local Autism Strategy has now closed. Short presentation on initial findings given to enable Partnership to grasp future requirements and give direction for work.</p>	No Action or Due Date
4.3	<p>Agreed: Time for more in-depth discussion of results scheduled for the next Board meeting. Jeremy Bone or another member of the Data Team to be invited.</p>	Administrator
4.4	<p>Presentation to be circulated to Board members with a request for information on how they will use the data to inform current and future support and services. This will be used to give feedback to the 161 people who</p>	Tracey Walton

	responded to the survey in the October NAPB newsletter.	
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Agenda Item 5	Update on Independent Review	Action and Due Date
5.1	The Local Government Ombudsman has not yet made a decision regarding the complaint submitted to Norfolk County Council regarding the Autism Norfolk Forum minutes. As part of the NAPB Compliments and Complaints process the Board awaits the Ombudsman's decision.	No Action or Due Date

Agenda Item 6	Any Other Business and Wellbeing Check	Action and Due Date
6.1	Based on feedback received the Engagement Working Group has delivered a wellbeing check survey. This will be sent to attendees after each meeting. Its purpose is to provide consistency for analysis but also to enable participants to feedback honestly, free of pressure rather than follow the majority.	No Action or Due Date
6.2	Following feedback and to avoid confusion, "NAPB" has been removed from the titles of the Partnership Board Terms of Reference documents.	No Action or Due Date
6.3	The online Autism day course is now available on learning hub for NCC Staff. NCC members are asked to strongly encourage social care staff in their networks to complete the course.	NCC Members

Date, time and location of next meeting
<ul style="list-style-type: none"> Thursday 09 September 2020, 11:00am-12:00pm, Microsoft Teams Meeting Thursday 15 October 2020, 10:30am-11:30am, Microsoft Teams Meeting

Glossary

ANF:	Autism Norfolk Forum
ASD:	Autism Spectrum Disorder
CCG:	Clinical Commissioning Groups
FOI:	Freedom of Information
GDPR:	General Data Protection Regulations
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