



Meeting	Date	Time	Location
Autism Forum People Directorate - Adult Commissioning	Thurs 20 July 17	10-12 noon	City Hall, Lord Mayors Reception room
<p>Attendees</p> <p>Chair – Mike Davies (Bristol City Council – BCC- Councillor) Mins – Holly Mugford (BCC Administration and Business Support)</p> <p>Matt Trerise – Bristol Autistic Spectrum Service (BASS) Diana Elliot - National Autistic Society (Avon branch) & Healthwatch Becky Bliss - BCC, representing Rebecca Cross Sam Downie - Bristol Epilepsy & National Autistic Society JA - Person with Autism Helen Pitches – BCC Commissioning Manager (Adults) Susan Thompson - seAp Advocate</p> <p>Terry Dafter will be coming late... he didn't come in the end.</p>			
<p>Apologies</p> <p>Joanna Wyld Henry Barnes - Area Policy and Participation Officer, National Autistic Society Paula French - Bristol Clinical Commissioning Group (CCG) Louise Kearny Ian Ensum - Consultant Psychologist, Clinical Lead for BASS</p>			
<p>Agenda</p> <p>1 10:00am Welcomes and introduction - Mike Davies 2 10:05am How the meeting will work - Mike Davies 3 10:10am Minutes from the last meeting - Mike Davies 4 10:20am BASS pre meeting, feedback to Forum - BASS 5 10:40am Action plan review - ALL 6 11:40am Meeting review, agenda planning - Terry Dafter 7 11.55am Any other business - Mike Davies</p>			
1	<p>Welcomes and introduction - Mike Davies</p> <p>Mike Davies – BCC Councillor, and Autism Champion Sam – Epilepsy society. Also does consultation work with Henry from NAS Diana – represents National Autistic Society (Avon branch) Becky – new SEND commissioning manager, she has taken over from Rhiannon Griffiths, and is representing Rebecca Cross Matt – BASS training Helen – Adult Social Care Commissioning Manager JA - Person with Asperger's syndrome</p>		

2	<p>How the meeting will work - Mike Davies Everyone has a pair of cards. A green one – please raise when you want to talk A red one – please raise this for person to stop speaking</p>	
3	<p>Minutes from the last meeting - Mike Davies Diana has made some comments on the wording, which has been changed. Had clients at the last meeting who were disappointed with the time they had to discuss things. JA – explained the need for the whole information needed in the minutes, not the condensed version. Matt – BASS no response to actions. Need to avoid acronyms, full minutes needed.</p> <p>Actions from Jan 2017 AP1: HP to amend minutes – This has been done, but needs to check that the correct mins are now on the website.</p> <p>HP to circulate minutes (spoke to Diana about comments, & Ian Popplewell, & JA) – Action DONE</p> <p>RG to send Social and Communication Issues Network review to HP for circulation – Action DONE</p> <p>Letters presented to Mayor. Diana wants to check that they are still ‘on his agenda’? AP2: Mike will check that they are.</p> <p>JW raised item about new ‘supportive conversation’ that social workers use in their assessments. This was listed as a potential agenda item for next Forum meeting. HP had emailed Ian Ensum about this. JW has moved jobs, and IE didn’t want this as an agenda item. Matt – commented that it is the language used & the information that the social workers are given as guidance isn’t always useful</p> <p>Sam – went to steering group for BASS last week. He spoke to a social prescriber who then asked Sam what questions he’d like to ask at the meeting. When the social prescriber received them, she told Sam that he wasn’t welcome at the meeting, as she doesn’t think Sam has a diagnosis of autism. Sam will send email chain to Matt, who will look into it. JA – has had this happen to her, with HR, as she expresses her typed thoughts well. People don’t see us as individuals. They look at them on the basis of what they write. Matt – it is a restriction of BASS that they only work with people with a formal diagnosis Diana – suggested that Sam & Matt/BASS have a conversation outside this meeting to sort this out</p>	<p>AP1: HP</p> <p>AP2: MD</p>
4	<p>BASS pre meeting, feedback to Forum - BASS This is a meeting of service users which happens before this Forum.</p> <p>Matt – another meeting has been scheduled before the next Forum meeting.</p>	

<p>Discussed last mins and social prescribing. Also about the Business Autism friendly certificates that NAS are promoting businesses to get involved with.</p> <p>Sam – They are an accreditation process. Henry Barnes (NAS) organised an event, a local launch of NAS accreditation in Autism Awareness.</p> <p>AP3: Helen will get some further information about the accreditation from Henry, and will circulate with the minutes.</p> <p>Matt – Need some more in depth information. Has the accreditation ‘got teeth’?! Diana – This is an employer orientated accreditation. It’s also for business places (E.g. Roman Baths) Matt – very interested to know how this is monitored Mike – has spoken to BCC, will BCC council get this? Will update the Forum with any more details</p> <p>Matt – Bristol’s Autism self assessment report, service users would like access to this Helen – Can put the ‘raw data’ on the website Diana – SGlos. Circulated a national report.</p>	<p>AP3: HP</p>
<p>AP4: Helen will circulate the report with the minutes</p> <p>Matt – make sure all the service users have access to Council meeting mins. Also discussion had as to which service users attend meeting</p> <p>Service users made a list of questions to ask the Forum:</p> <p>Questions from BASS Autism Feed Group Friday 19 May 2017 Points of discussion to be taken to the Autism forum:</p> <p>Q1: What is the council’s vision of what the autism forum is for? Q2: What should be the specific items for discussion? Q3: What changes should the Council be making as result of the Autism Forum? Q4: Please can minutes be accurate (and what do the council mean in their minutes by ‘inaccurate?!’) Q5: Can we have a representative from BASS to advocate at the meeting at the council? Q6: Supportive Counselling Techniques – how is that best going to support someone who has Autism? Q7: What should be the specific items for discussion – what is the identified agenda?</p> <p>Susan Thompson arrived – quick introduction, she is a seAp advocate, who support people with autism.</p>	<p>AP4: HP</p>
<p>AP5: Terms of Reference of the Autism Forum – HP will attach with the mins.</p> <p>JA – Raised at 1st meeting she attended in 2013 – pairing an Autism person with non-</p>	<p>AP5: HP</p>

	<p>autism person, to do jobs. Has noticed that there are people on email list who never attend Diana – may be people on the list who are interested, but just can't attend. There are certain people who should be here (CCG) who are not. Sam – as a service user, this group should have NAS & NHS & Council. The Forum is to bring these organisations together as a group.</p> <p>AP6: HP to refresh email membership list, as there are a lot of people on it who don't attend.</p>	<p>AP6: HP</p>
<p>5</p>	<p>Action plan review - ALL Helen – The Action Plan 2017 – 2018 came from the 2015 Strategy. The action plan was the simplified, and each task was given a named lead & time frames.</p> <p>What happens in 2018?</p> <p>Action Plan point 1 Diana – is there a named lead for BCC training? She can't find anything on website, so sends people to BASS. Matt – Its BASS core business, training. Can have as many training updates as you want. Helen – need BCC social care practitioners trained and a lead (autism awareness) Matt – No BCC training run since Sept. Becky – to make this Action Plan useful, need to target training at correct people. Matt – last training was 3 days, Maria Hamood (took the bookings for it. No contacts for more. Becky – measurements & base lines needed. Then can use this information to increase performance next year. Carry points forward. Diana – Good to have named leads for the action points. Shouldn't just be happening at meetings, work should be done outside meeting. The tasks should be reviewed at the Forum Susan – agree with Becky need baselines to see progress made. Action Plans helpful, but we also need to prioritise the actions. JA – suggested we deal with first 4 items now and rest at next Forum. Becky – 1: need to analyse who is/ is not accessing training, 2: identify manager of people not getting training, & 3: Give targets to managers of people where there are gaps. JA – Training feedback sheet – do you check what's on there & follow it up Matt – all of them are read. Genuinely incredible feedback from training. Take it all on board & make adjustments accordingly. Diana – Matt has mentioned council & BASS. Are people like MIND, Second Step & Care Homes accessing training? Also public facing council workers like '1 stop shop' staff and librarians accessing training? Susan – There are lots of providers, voluntary providers, are they being trained? Probably need a more general day, not as detailed as the social worker day. Matt – BASS will provide training at any level & complexity. Sam – Bristol University are researching working adjustments for health workers, more training required around this. Also Victim Support – don't do enough training around criminal justice system regarding stressful situations like going to court.</p> <p>AP7: HP to get update of training that BASS provided for last year, and that can be</p>	<p>AP7: BASS & HP</p>

<p>used for action plan.</p> <p>Diana – Mental Health First Aid, Autism not included and she thinks it should be Matt – Autism needs to be kept separate, otherwise agencies will think they have covered Autism training/ ‘ticked the box’ Becky – need to look into whether the services are easy to access, what are the top 10 websites when you search on Google? Need to link things up, if they are not already linked.</p> <p>AP8: Susan (ST) and JA to research this. Think about this with ‘different hats’ on. Web search.</p> <p>Matt – feedback sheets not kept by BASS, they are sent back to agency who requested training.</p> <p>Action Plan point 2.1 Becky – for Rebecca Cross There are no ‘targets’ to achieve, it is more often than not a ‘wait & watch’ process rather than straight in with a diagnosis. ASD assessment – no one (children) waited more than 15-16 weeks. Best Practice is 18 weeks (National institute for Clinical Excellence Guidelines)</p> <p>AP9: Becky will check the guideline & report back.</p> <p>Matt – Adults, Bristol waiting list is currently 6 months. This fluctuates. Matt/ BASS can provide this update regularly. Are people able to access what the need, when they need it, often it is social care needs. Susan – What are the numbers? What is the plan to get to 3 months waiting list? Matt – the process of diagnosis is a really lengthy process, 8 hours+ per person. Fluctuating staff/ condensing the processes are constant challenges. It has been reported that there is an over diagnosis of Autism, we need to try and get more appropriate referrals. Helen – we don’t have a CCG rep here. Perhaps ask them at next meeting, with Matt’s baseline information.</p> <p>JA – To get diagnosis, completed an online form. Then given another huge form to complete, asking for similar information. Could second form be eliminated? (reducing cost & time). Matt – different services work in different ways, form in post before appointment probably cuts down time in the clinic/ service. JA – doesn’t anyone read the first online form, with Drs referral?</p> <p>Action Plan point 2.3 Becky – ‘Completed’ Post diagnosis support (children) – care plan kicks in. There is a project that opens up services for children with no diagnosis/ on path to diagnosis. From September there is also a parenting course which will include Autism.</p> <p>Parenting courses are 12-13 weeks, they are oversubscribed, so they are also doing a 1day ‘filler’ course.</p>	<p>AP8: ST & JA</p> <p>AP9: BB</p>
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<p>Diana – do the children/ families get support information about voluntary organisations? Becky – ‘findability’ website is a resource for all information.</p> <p>Action Plan point 2.4 Matt - Post diagnosis support (adults). There is a 6 week post diagnostic group (open to anyone with a formal diagnosis). Involves: de mything, peer support network, disclosure, anxiety, advice services, needs assessment.</p> <p>Action Plan point 3.0 Becky – suggestion from BASS (from Rebecca) – weekly drop in advice sessions, could one be based on ‘preparing for adulthood’? Matt – They are not ‘drop in’ sessions. There is not much available for adults, but happy to discuss further with Becky. Diana – ‘Teenage Life’ courses run by ‘Andrew’, these overlap the children/ adolescents/ adults.</p> <p>Action Plan point 3.2 There is an Autism page on the BCC website referring to BASS, but it probably needs updating.</p> <p>AP10: Sam will look at the page and send info for updating to HP</p> <p>Action Plan point 3.4 Helen – Market statement is green and will look at again this year.</p> <p>AP11: Items 4 – 8 will be carried on to next Forum agenda</p> <p>AP12: Helen to send email to all on the email list, asking if they want to remain on the list. Helen will give a deadline to reply by.</p> <p>Need to add following names to list: Becky Bliss!, Martin Jones (CCG Director), Health & Wellbeing Board people, possibly someone from housing?</p> <p>Terms of Reference Who looks at what we’re doing, and the changes we make? Meeting statutory needs of Autism Act. There is a National strategy, so don’t need local one. The local things are in the action plan.</p> <p>AP13: Helen to sort Governance of where this group should feed in to. Terms of Reference & Governance will be added as an Agenda item to next Forum agenda</p> <p>Diana – Health & Wellbeing board is being restructured Mental Health Strategy – THRIVE Bristol (Cllr Asher Craig, has seen THRIVE New York) CASS – event at Rose Green last week</p> <p>Sam – THRIVE won’t include Autism. The one in New York is based on people who use</p>	<p>AP10: SD/ HP</p> <p>AP11: HP?</p> <p>AP12: HP</p> <p>AP13: HP</p>
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6	Meeting review, agenda planning - Terry Daffer	
7	Any other business - Mike Davies Nothing	
8	Date of next meeting: Date: 02 November 2017 Time: 12:30-3pm Venue: City Hall, room tbc	