



<b>Meeting</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Autism Forum  People Directorate - Adult Commissioning	Thursday 02Nov17	12:30 arrive 12:45-3pm	City Hall, Lord Mayors Reception room
<p><b>Attendees</b></p> <p>Chair – Mike Davies (BCC Councillor) Mins – Holly Mugford (BCC ABS)</p> <p>Katie Mann – Preparing for Adulthood team SCP Rachel Hooper - Preparing for Adulthood team SCP Ellena Ibal – BASS Ian Ensum – BASS Becky Bliss – BCC SEND Commissioner Louise Kearny – BCC Kathryn Mason – Parent Carer Diana Elliot - National Autistic Society (Avon branch) Henry Barnes - National Autistic Society Terry Dafter - BCC Helen Pitches – BCC Commissioning Manager (Adults) Adam O’Loughlin – Avon &amp; Somerset Police</p>			
<p><b>Apologies</b></p> <p>Joanna Wild – sent apologies and resignation</p>			
<p><b>Agenda</b></p> <p>1 12:45 Welcomes and introduction - Mike Davies 2 12:50 How the meeting will work - Mike Davies 3 12:55 Minutes from the last meeting - Mike Davies 4 13:10 BASS pre meeting, feedback to Forum - BASS 5 13:25 Autism Forum – review Terms of Reference/ Membership – Terry Dafter/ Helen Pitches 6 13:55 Action Plan – review items 4-8 7 14:50 Any other business - Mike Davies</p>			
<b>1</b>	<b>Welcomes and introduction - Mike Davies</b>		
<b>2</b>	<p><b>How the meeting will work - Mike Davies</b></p> <p>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>		
<b>3</b>	<p><b>Minutes from the last meeting (20 July 17)- Mike Davies</b></p> <p>AP1: HP to amend minutes – This has been done, but needs to check that the correct mins are on the website. IN PROGRESS</p>		AP1: HP

	<p>Last mins not on website yet, but HP is now in contact with the correct person.</p> <p>AP2: Letters presented to Mayor. Mike will check that they are. STILL TO DO MD hasn't seen the mayor yet, but is tonight.</p> <p>AP3: Helen will get some further information about the accreditation from Henry, and will circulate with the minutes. STILL TO DO Explanatory email rec from HB but not yet circulated.</p> <p>AP4: Helen will circulate the report with the minute. DONE</p> <p>AP5: Terms of Reference – HP will attached the mins. DONE</p> <p>AP6: HP to refresh email membership list, as there are a lot of people on it who don't attend. IN PROGRESS Only 2 people have responded so far.</p> <p>AP7: HP to get update of training that BASS provided for last year, and that can be used for action plan. STILL TO DO</p> <p>AP8: Susan and JA to research this. Think about this with 'different hats' on. Web search. NEITHER WERE AT TODAY'S MEETING</p> <p>AP9: Becky will check the guideline &amp; report back. DONE</p> <p>AP10: Sam will look at the page and send info for updating to HP. STILL TO DO</p> <p>AP11: Items 4 – 8 will be carried on to next Forum agenda. DONE/ON AGENDA</p> <p>AP12: Helen to all on the email list, asking if they want to remain on the list. Helen will give a deadline to reply by. DONE/ON AGENDA</p> <p>AP13: Helen to sort Governance of where this group should feed in to. Terms of Reference &amp; Governance will be added as an Agenda item to next Forum agenda. DONE/ON AGENDA</p>	<p>AP2: MD</p> <p>AP3: HP</p> <p>AP4: HP</p> <p>AP5: HP</p> <p>AP6: HP/ ALL</p> <p>AP7: BASS &amp; HP</p> <p>AP8: Susan &amp; JA AP9: BB</p> <p>AP10: SD/ HP AP11: HP?</p> <p>AP12: HP</p> <p>AP13: HP</p>
4	<p><b>BASS pre meeting, feedback to Forum - BASS</b></p> <p>Ian –Normally BASS has a pre meet, and 2 volunteers attend this meeting to pass on information discussed.</p> <p>Helen – attended and did a brief introduction to what the Forum meeting does. Interest was shown in the Action Plan, and if it's having any impact. It was voiced that perhaps we should write to each particular service director, to see if they think they are delivering. Questions were asked as to who actually attends the Forum meetings.</p> <p>Ian – there is distrust as to who is on the Forum. Adults with Autism are waiting to be persuaded that it has any impact.</p> <p>Kathryn – it is hard to get YPs to volunteer. They had statements, but still hard to follow through.</p>	

	<p>Need to demonstrate the purpose of these meetings. More self-belief/ worth - so be able to advocate for themselves.</p> <p>Louise – We do have representation from autistic people at most Forum meetings.</p> <p>Ian – 1 individual person, representing themselves, not a group Tough nut to crack, want more meaningful representation here.</p> <p>Diana – Representative say things, but nothing happens, so loses confidence.</p> <p>Kathryn – Can't see a clear link between this &amp; other Adult partnership board. Users saying what not working etc.... how to do instead...</p> <p>Henry – Pre meet, maybe get a portion of the meeting with a rep from the council, to say 'heres what you said...' and 'here is how far we've got...'</p> <p>Becky – isn't this why we are relooking at the Terms of Reference?</p> <p>Helen – yes</p> <p>Becky – we are all saying the same kind of thing</p> <p>Henry – maybe need a document produced re how to engage with people. Not many action points completed from the last Forum meeting, this may not help people to have faith in the Forum e.g. minutes on the website has been a longstanding issue.</p> <p>Helen –apologies, I will take ownership of the minutes/website issue.</p>	
5	<p><b>Autism Forum – review Terms of Reference/ Membership – Terry Dafter/ Helen Pitches</b></p> <p>Do we have a current action plan?</p> <p>Meet twice a year, but we currently meet 3 times a year.</p> <p>1 – in flux, SEND Challenge group &amp; Stakeholder group</p> <p>2.4 – No specified project groups 2.5 – Some groups are in flux</p> <p>4.2 – membership doesn't reflect round table (Diana – it never has) 4.3 – doesn't happen (Diana – it never has) Diana – noticeable by absence is CCG, who should be regularly represented. They used to be.</p> <p><b>Action Point 2: Terry will make contact with CCG</b></p> <p>Becky – Rebecca Cross has a joint job post with CCG. If you end up with too many deputies, decisions still can't be made. Need senior people to attend.</p>	AP2: TD

<p>Henry – this has happened several times. The CCG should be here.</p> <p>Kathryn – Rebecca’s job stops at age 18. CCG adults rep would have oversight to adult mental Health access.</p> <p>Becky – People attend meeting if they have responsibility for things in the action plan etc. Need a work plan that engage people to come. Group needs a clear direction or else senior people won’t attend. Need people to attend that can help support&amp; deliver the aim.</p> <p>Helen – The action plan did do that.</p> <p>Kathryn – Relevant LA reps, need to makes sure we are still compliant with Autism Act. Safeguarding of Adults &amp; Children, in line with Autism Act. Knowledge &amp; understanding of Autistic people.</p> <p>Henry – how ‘lapsed’ is the Strategy. The most recent strategy ended in 2015. The current action plan runs until 2017.</p> <p>The Autism Act requires every LA needs a strategy to be in place</p> <p>Helen – There are very few current written strategies in BCC.</p> <p>Henry – Should we need to write a current strategy?</p> <p>Diana – Can we use the National Strategy, with a current/ ongoing action plan.</p> <p>Terry – audit of National Strategy, against what’s happening locally. This might help update the Terms of Reference. Need to do something fairly quickly.</p> <p>Henry - National Strategy (Statutory Guidance) Autism Act – statutory guidance, to help write the National Strategy. Lots of good stuff in there, but for everyone (rural &amp; urban). Vague &amp; not specific to Bristol.</p> <p>Talking to stakeholders to see what works and what does not.</p> <p>Ian – need a strategy but not waste time. National Strategy – has basic bones Old Strategy – Check through, and move it forward</p> <p>Discussion re strategy/ action plans and decision made to hold meeting to sort this out. Attendees: Helen, Terry, Becky, Ian, Henry &amp; CCG rep (Terry will make contact with CCG)</p> <p><b>Action Point 3: meeting arranged</b> Date: 23 January 2018 Time: 1-5pm</p>	<p><b>AP3:</b> <b>HP/TD/BB/</b> <b>IE/ HB &amp;</b></p>
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	<p>Venue: TBC (to be booked by Helen)</p> <p>Diana – Need to compare to other areas (S.Glos)</p> <p>Ian – Once draft sorted, will share with stakeholders for further input</p> <p>Terms of reference to be continued at the meeting in January.</p>	<b>CCG</b>
<b>6</b>	<p><b>Action Plan – review items 4-8</b></p> <p>Not done.</p> <p>In light of the discussion about strategy and developing an action plan beyond 2017.</p>	
<b>7</b>	<p><b>Any other business - Mike Davies</b></p> <p>Preparation for Action Point 3 meeting in Jan: Read Statutory guidance, current Bristol Autism plan, action plan, &amp; self assessment.</p> <p><b>Action Point 4: Helen will send out the above ASAP, and send a reminder in January.</b></p> <p>Helen – Do we need any information from the stakeholders?</p> <p>Louise – We just need to come to the meeting prepared, so we can hit the ground running</p> <p>Adam – some LAs work with the police closely, others don't. What information would you like Avon &amp; Somerset Police to provide the Forum? How much involvement would you like from us?</p> <p>Louise – Important to have the links</p> <p>Adam – A&amp;S want to improve their Autism awareness, in collaboration with the Forum.</p> <p>Kathryn – YP don't have clear pathways (particularly people on the spectrum). MARAC needs to be robust, clear ways in and out, so no YP is left without a service.</p> <p>Ian – Welcome Adam, it is good to have a police representative</p> <p>Katie – Findability website. Tier 1 &amp; Tier 2 services. Uses a lot, but doesn't seem to be updated. Are each organisation responsible to keep their information up to date?</p> <p>Becky - SEND+ can help organisation keep their info current.</p> <p>Henry – was under impression that 1 person (local offer curator) was there to keep the info current.</p> <p>Becky – SEND+ info / email address are in very small type at the end of the page</p> <p>Diana – Terry, could you clarify your job title?</p>	<b>AP4: HP</b>

	<p>Terry – yes. Interim Director of Adult Social Care, probably until March 18 when the recruitment has completed (recruiting in Jan 18). There has also been a proposal that the post merges with Director of Adult Social Care &amp; Public Health, but this has not been confirmed.</p> <p>Ian – Welcome to Ellena. Good to have a frontline worker who is working with Autism, at Forum group.</p> <p>Diana – Regarding having a representative from housing, they wouldn't want to attend every meeting. However, it would be good to have people at meeting who are specific to items on the agenda, so that they can answer specific questions.</p> <p><b>Action Point 5: Pack of information to include organisations represented (but not individual details) – for January meeting</b></p>	<p><b>AP5: HP</b></p>
<p><b>8</b></p>	<p><b>Date of next meetings:</b></p> <p><b>Meeting for Action Point 3</b> Date: 23 January 2018 Time: 1-5pm Venue: TBC (to be booked by Helen) Attendees: Helen, Terry, Becky, Ian, Henry &amp; CCG rep (Terry will make contact with CCG) and Forum members who wish to be involved.</p> <p><b>Autism Forum</b> Date: February 2018 date TBC Time: TBC Venue: City Hall, room TBC</p>	