



**Moray Community Health and Social Care Partnership**

**Spynie Hospital  
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## **AUTISM PARTNERSHIP BOARD MEETING**

### **MINUTES**

**Tuesday 20<sup>th</sup> November 2012 at 1.30pm**

**The Sherwood Suite, Eight Acres Hotel, Elgin**

<b>Chair :</b>	<b>Jane Mackie, Head of Community Care</b>
<b>Co-Chair:</b>	<b>David Silvester</b>

<b>AGENDA ITEM/TOPIC</b>	<b>ACTION POINT</b>
<b>Welcome from the Chair</b>	Jane introduced herself and welcomed board members.  David introduced himself and gave an overview of what it is like living with Aspergers Syndrome.
<b>Working Group Feedback</b>	An overview was given of the Moray Autism Strategy – <i>Please refer to the 2011-2014 Strategy document.</i>  Presentations were carried out by:  Ann Griffin, Public Involvement Officer <ul style="list-style-type: none"> <li>• Autism Citizen Leaders – <i>Please see Appendix 1</i></li> </ul> Leisa Zakeri, Training Facilitator Autism <ul style="list-style-type: none"> <li>• Training Needs Analysis and Autism Awareness - <i>Please see Appendix 2</i></li> </ul> Brenda Brown, Employment Development Worker <ul style="list-style-type: none"> <li>• Employment and Autism - <i>Please see Appendix 3</i></li> </ul>
<b>Topic for Discussion</b>	Moray Autism Partnership Board Working Agreement was presented by Anne Pendery - <i>Please see Appendix 4</i>
<b>Group Work Feedback &amp; Agreed Actions</b>	The board split into 3 groups; clients, carers/family and professionals, to discuss the working agreement, the format of the Board and the Board's priorities. The outcomes was as follows:

\*Please note - Comments from the Board are highlighted in **bold**. The responses to those comments, where appropriate, are in *italic*.

Aims of the Board:

- **Should the Board include children?**
  - *No, not at this time. However, transitions into Adult Services are recognised as important and people from 14 upwards, their families and related professional are very welcome to attend.*
- **Do we need to add in a method of evaluating the effectiveness of the Board?**
  - *Yes, we will think about how to do this.*
- **The level of decision making was agreed as satisfactory. It gives a strong recommendation to approving bodies.**

Format of the Board:

- **Is something lost by not mixing the groups, e.g. carers/family, those with ASD and professionals?**
  - *The Board will run with separate groups at the moment to enable people with ASD to gain confidence in this setting and ensure not one group dominates. This can be reviewed after the first year.*
- **Meeting three times a year is good, as long as it can be flexible if need be and work is progressed between Board meetings.**
- **Consider having two meetings with an agenda and have one meeting 'open'.**
  - *This will be considered.*
- **Contact needs to be maintained between the Boards.**
- **Pre and post meetings were deemed useful.**
- **Need to enable people who cannot attend the Board meetings to contribute news, etc.**
  - *To look into use of the webpage but people will also be able to attend the pre-meeting if they would like to.*
- **Timings of meetings are important so as not to exclude anyone**
  - *We will take account of this and are open to suggestions as to when the Board meetings should be held.*
- **Need to explore how best to put information across at the Board meeting, e.g. visual aids, computers, etc.**
  - *As agreed*
- **Use red and green cards to enable people to show they have a question/ don't understand.**
  - *Will be arranged for next Board meeting.*
- **How are Board members nominated and for how long?**

	<ul style="list-style-type: none"> <li>- <i>Open to all for as long or short a period as they wish to attend.</i></li> <li>• <b>Add a ground rule that actions to be followed up by allocated person.</b> <ul style="list-style-type: none"> <li>- <i>The Working Agreement will be amended.</i></li> </ul> </li> <li>• <b>The role of the Chair/ Co-Chair was queried:</b> <ul style="list-style-type: none"> <li>- <i>They are in place to give order to the meetings.</i></li> </ul> </li> <li>• <b>Could utilise skills in existing community groups of facilitated decision making.</b> <ul style="list-style-type: none"> <li>- <i>We will look into this.</i></li> </ul> </li> <li>• <b>Give service users/ carers/ family groups more time to feedback to increase their voice.</b> <ul style="list-style-type: none"> <li>- <i>Will be considered.</i></li> </ul> </li> <li>• <b>Can people attend as silent observers?</b> <ul style="list-style-type: none"> <li>- <b>Yes</b></li> </ul> </li> <li>• <b>How can we advertise the Board?</b>  <b>Word of mouth was identified as often being the best form of advertising.</b>  <b>It was suggested that the agenda be put out beforehand to increase interest.</b>  <b>Make it clear that people with ASD can bring a supporter with them to the Board.</b> <ul style="list-style-type: none"> <li>- <i>This will all be done for the next Board meeting.</i></li> </ul> </li> <li>• <b>How does the Board link with Community Planning?</b> <ul style="list-style-type: none"> <li>- <i>To be confirmed.</i></li> </ul> </li> <li>• <b>Ensure Quarriers are involved to inform carers.</b> <ul style="list-style-type: none"> <li>- <i>Agreed.</i></li> </ul> </li> </ul> <p><b><u>Website:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Those asked were happy for minutes and information to go on a webpage.</b> <ul style="list-style-type: none"> <li>- <i>This has been set up. It is currently under The Moray Council but we will see if it is possible to make it more independent at a later date.</i></li> </ul> </li> <li>• <b>Use of Facebook/ Twitter</b> <ul style="list-style-type: none"> <li>- <i>Currently being used to advertise the Board.</i></li> </ul> </li> <li>• <b>Questions that were suggested to go on the Webpage:</b>  <b>What is a good time for the Board to meet?</b>  <b>What would you like to be discussed at the Board?</b> <ul style="list-style-type: none"> <li>- <i>We will see if it is possible to do this.</i></li> </ul> </li> </ul>
<b>Alert Cards</b>	<p>Sarah at NAS presented the Alert Card. The card was launched on 12<sup>th</sup> November 2012 in Aberdeen. The NAS have been working with Grampian Police, The Moray Council, Aberdeen City &amp; Shire and various other organisations to roll out the cards. The card can be</p>

	<p>carried by people with ASD for them to show to people such as the Police to explain why they may behave differently.</p> <p>The cards can be obtained from NAS by emailing <a href="mailto:wendy.minty@nas.org.uk">wendy.minty@nas.org.uk</a> or via their Aberdeen office on 01224576821.</p>
<b>Government Autism Mapping Project</b>	<p>Pamela Birnie spoke of the Autism Mapping Project that she is coordinating. The project will be taking place across Scotland to identify local facilities and services. An online survey is available. Pamela asked for names of anyone who wished to take part by Friday 23<sup>rd</sup> November 2012.</p>
<b>Close of Meeting</b>	<p>Jane closed the meeting by thanking everyone for attending. A lot was learned in this first session.</p>
<b>Date of Next Meeting</b>	<p>To be arranged for March 2013.</p>