

**Development of the board**

Issue	Comments	Actions
<b>Role and remit</b>	<ul style="list-style-type: none"> <li>• Need clarity on the board if we want to encourage more people to attend.</li> <li>• What are the governance/reporting arrangements?</li> <li>• Have officially appointed board members, this would ensure attendance; i.e. one from each association.</li> <li>• A nominated representative, to attend in your place if you can't come. Should be able to hold health and social care to account. How do we get the right professionals here? Not a 'formal board' as that would add in hierarchy but just ensuring representation.</li> <li>• Queried if the board should be less formal, thought "board" may put people off.</li> <li>• Clarity on the functionality/ definition of the board</li> </ul>	Role, remit and working agreement to be reviewed/refreshed
<b>Strategy delivery plan</b>	<ul style="list-style-type: none"> <li>• Need to have accountability - individuals held to account for actions</li> </ul>	Strategy delivery plan will present clear actions for each stakeholder to take forward and be accountable for. The partnership will track progress.
<b>Pre-meeting</b>	<ul style="list-style-type: none"> <li>• Hold pre-meetings to plan and ensure the right people/ information is taken to the board. Pre-meetings to involve the 3 lead council/NHS officers: John Campbell, Anne McKenzie, Pat McLennan</li> </ul>	Planning meeting held on 08.10.14. Additional meetings have taken place between the lead officers.
<b>Chairing</b>	<ul style="list-style-type: none"> <li>• Co-chair required</li> </ul>	Following the resignation of the previous chair, John Campbell, Service Manager, Moray Council, to service as co-chair for 6 months.
<b>Frequency of meetings</b>	<ul style="list-style-type: none"> <li>• Should remain quarterly</li> <li>• To have shorter, more frequent meetings. Not have such a gap in between (3 months is too long). Suggested meetings held every two month</li> </ul>	Current working agreement states 3 meetings a year It was agreed at the August meeting that quarterly meetings allowed more time for actions to be progressed and reported on. Dates to be set for 4 meetings in 2015.
<b>Location and timing of</b>	<ul style="list-style-type: none"> <li>• The Gallery at Elgin Library is good</li> <li>• Could have a mix of day and evening meetings but avoid</li> </ul>	Attendees previously indicated an early afternoon meeting was most suitable. The Gallery at Elgin Library is a very popular venue and

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<b>meetings</b>	evening meetings in the winter <ul style="list-style-type: none"> <li>Fixed diary dates</li> </ul>	bookings need to be made well in advance. Dates have provisionally been booked for 2015 meetings, 12.30-3pm. This can be reviewed.
<b>Attendance</b>	<ul style="list-style-type: none"> <li>Are all councillors invited?</li> </ul>	Agendas and minutes will be circulated to councillors with an invitation to attend
<b>Profile &amp; promotion</b>	<ul style="list-style-type: none"> <li>Would be good to have an autism champion on the council to raise the profile of the board</li> <li>Develop an identity/brand for the board which could be used in promotions to make it more local to people such as information on the back of car park tickets</li> <li>Promotion is key for attendance. Use social media, internet etc to get word out to whole community</li> <li>Need to let people know what the topic will be for the next meeting</li> <li>Minutes to be taken and put on the webpage for all to see.</li> </ul>	Press release to be issued Request details be posted on the existing council and NHS social media accounts Topics for next agenda to be set at each meeting so people can be made aware of the focus of each meeting

**Training**

Issue	Comment	Response
<b>Community awareness</b>	<ul style="list-style-type: none"> <li>• Need for a communications/ awareness-raising plan</li> <li>• Encourage people to share their personal experiences</li> </ul>	To be taken forward through the strategy delivery plan
<b>Schools</b>	<ul style="list-style-type: none"> <li>• Linking with schools (guidance teachers) and colleges to gain student awareness.</li> <li>• Linking with Education Services, not enough people have had awareness training.</li> </ul>	To be take forward through the strategy delivery plan
<b>Public services</b>	<ul style="list-style-type: none"> <li>• Training should have different levels – more intensive training for services which may have contact with people with autism in difficult situations such as the police</li> <li>• Instead of just receiving training it would be good to have a way to show organisations are autism friendly like an accreditation scheme. Could send in “mystery shoppers” to test services</li> </ul>	To be taken forward through the strategy delivery plan
<b>Mentoring</b>	<ul style="list-style-type: none"> <li>• Have adults with autism linking with parents with kids with autism to allow them to see what the future can hold.</li> <li>• For newly diagnosed people, lists of things that they can't achieve can be disheartening, link with professionals to show what can. Young people/families with autism to link with adults with autism</li> </ul>	To be taken forward through the strategy delivery plan which includes the development of the one-stop shop
<b>Professional development</b>	<ul style="list-style-type: none"> <li>• Keen to follow the Dementia Campaign and have Autism Champions in services so that one service has advanced knowledge</li> </ul>	Emma Sharpe advises this is being considered, with those being funded to attend the university course being identified for development as champions.
<b>Support</b>	<ul style="list-style-type: none"> <li>• Link in with other organisations, i.e. National Autism Society regarding the training they provide</li> </ul>	Officers have links with National Autism Society. Courses run by other organisations are highlighted on the autism pages on the council website

**One Stop Shop**

Issue	Comment	Response
<b>Development</b>	<ul style="list-style-type: none"> <li>• Need to be aware of the realistic parameters. What is achievable in the first year etc?</li> <li>• Link with other One Stop Shops, i.e. Aberdeen, Inverness</li> <li>• Need to have support from education as it's a vital link.</li> </ul>	<p>Draft calendars for the year have been created.</p> <p>Inverness risk of closing in March due to funding running out - this could mean Aberdeen is the only connection.</p> <p>Autism development co-ordinator to meet with education representatives.</p>
<b>Premises</b>	<ul style="list-style-type: none"> <li>• Desk and computer in Elgin Library can be booked</li> <li>• Make use of premises which are already available for rent such as Elgin Youth Café one day a week to start with</li> <li>• Would need to address issue of storage of materials if using premises such as the youth café</li> <li>• Look for opportunities to hold monthly outreach sessions around Moray. Good to combine them in community facilities which people would be more confident going to or go mobile and use the mobile information bus</li> </ul>	<p>Area of library will become the drop-in centre for the one stop shop from Nov 10<sup>th</sup>. Will have a board in the library explaining events etc.</p> <p>Discussions on-going with Elgin Youth Café for use for monthly social events.</p> <p>Possible locations for monthly outreach in Forres and Buckie have been identified. Still looking for location in Keith.</p>
<b>Funding</b>	<ul style="list-style-type: none"> <li>• Would need to look at external funding, after the initial set up.</li> <li>• A constituted group to look at sourcing funding. Would this be a social enterprise?</li> </ul>	<p>The current Scottish Government autism grant runs till the end of the current financial year</p>
<b>Volunteers</b>	<ul style="list-style-type: none"> <li>• Team of volunteers to work with the Autism Development Coordinator to develop.</li> </ul>	<p>Elliot Russell has come forward as a volunteer</p> <p>Request form for volunteers produced</p>
<b>Services</b>	<ul style="list-style-type: none"> <li>• People could look at which are good leaflets to have or recommended reading</li> </ul>	<p>Folders of resources are in the process of being put together.</p> <p>Library will order books in for us.</p> <p>Anyone with a recommendation for a book or source of good information should pass this on to the autism development coordinator (Aimee Killa)</p>