



West Sussex Autism Partnership Board (APB) Minutes

Meeting: Thursday 16 November 2023, 11am – 1pm (online - Zoom)

Attendees:

Diana Bernhardt – Senior Commissioning Manager (WSSC) Chair

Ed Armstrong – Commissioning Manager (WSSC)

Anna Lansley – ASSA; Aspie Trainer

Jayne Simpson – Parent carer

Dan Gregory – Asperger’s Voice

Maggie - Asperger’s Voice

Bodil Scrivens – Parent carer

Katie Green – Action All Areas

Graham Sargent – ASSA

Simona Giunta – Commissioning and Contracts Officer (WSSC)

Ross Wickings – Sussex Police

Gary Capelin – Peer Support Co-Ordinator (WSSC) minutes

Jess Dare – Time to Talk

Martin Ford – Aldingbourne Trust LIMA

Apologies:

Lucie Venables

Notes and Actions

1. Welcome and Introductions

Everyone introduced themselves and apologies were recorded.

2. Minutes of September 2023 Autism Partnership Board meeting

Agreed with an additional action to extend an invite to the Director of Adult Social Services (DASS) to a future board meeting.

3. Review of Partnership Board arrangements

A summary of the discussions at the previous meetings was presented.

Frequency of meetings

Board members felt strongly that they were concerned about the number of meetings per year being reduced. Partnership Board Terms of reference were

referred to which stated these would be 5 meetings per year. It was therefore agreed that the board would meet 5 times a year in line with the Partnership Board Terms of Reference.

Online meetings - It was agreed that there would be no waiting room at the next APB meeting. This will allow people to join the meeting as soon as they are ready.

The board discussed whether meetings should continue to be online. West Sussex County Council staff have difficulty maintaining a reliable connection in Zoom meetings due to IT issues. Some members expressed a preference for online meetings but this would exclude some members and may make it more difficult for other members to attend. It was therefore agreed that hybrid meetings would be set up during 2024, after the next meeting in February 2024 which would be online. Members reported that the Customer and Carers Group facilitated by James Ironside was online and they had managed to resolve the IT issues.

Self-advocacy groups - ability to influence or contribute to the Agenda before meetings was discussed. Membership of the SAG's has declined which is having an impact on the wider decisions of the Board. Self advocates want to promote the groups and extend membership to support existing members with the responsibilities.

Agenda and minutes - Members need to receive notes of the meeting and the agenda in plenty of time so that Board Participants can review and digest upcoming agendas. It was agreed that minutes should be sent out ideally within 2 weeks of the meeting, and a draft Agendas should be sent out to the SAG's to discuss.

Breakout groups - suggested to discuss agenda items during Partnership Board meetings as a way to use time more efficiently. It was also suggested that Sub-groups could meet more regularly to discuss Agenda items and feedback to the Board.

Membership - Whether new Board Members need to be agreed by the existing membership before they can attend was discussed. It was agreed that this approach could lead to autistic people feeling unwelcome. It was also felt important that people will represent the wider needs of autistic people rather than their own individual needs. Therefore, membership can be open to those who are representing an autism group.

The neurodevelopmental service has not attended the Board recently and are part of the existing membership. This needs to be followed up.

Annual report on the work of the board - this would be written by council staff with the involvement of board members. The aim would be to promote the work of the board.

4. Future agenda items

- Update on the day support and employment recommissioning
- Information on the Council's approach to coproduction
- Social Prescribing
- Guest speakers from organisations such as Autistica.
- Update on work to improve Neurodevelopmental Pathway and waiting list for ASC adult diagnosis
- DWP update on employment support.

Actions agreed:

Action	Who by	Timescale
Explore Hybrid meetings of the Autism Partnership Board	Meeting Administrator Simona Giunta	Feb 24
Remove waiting room function for Zoom meetings –	Meeting Administrator Simona Giunta	Feb 24
Minutes and draft agendas to be sent out to SAG's before the next meeting. Aim to send out the minutes 2-3 weeks after the meeting.	Meeting Administrator Simona Giunta	Jan 24
Confirm representation from the Neurodevelopmental Service.	Diana Bernhardt - Service Manager Commissioning	Feb 24
Established schedule of 5 meetings p.a.	Meeting Administrator Simona Giunta	Feb 24
Invite speakers to provide an update on Neurodevelopmental Pathway and waiting list for ASC adult diagnosis February 2024 meeting.	Diana Bernhardt - Service Manager Commissioning	Feb 24

All future agenda items to be agreed and confirmed before the next Autism Partnership Board Meeting.

Dates of next meeting:

29th February 2024, 11am - 1pm **Venue** Online (Zoom)