



**Adult Care & Wellbeing**

**Autism Partnership Board**

**Microsoft Teams**

**Wednesday 21st of August 2024**

**10:00 – 11:30**

**Minutes**

## Membership

|  |  |  |
| --- | --- | --- |
| Alexis Chappell, AC | Katie Drinkwater, KD | ***Apologies noted*** |
| Kaarina Hollo, KH | Sandra Capewell, SC | *Samantha Ryalls, SR* |
| Katie Monette, KM | Laura Costa, LC | *Rebecca Batley, RB* |
| Helena Lath, HL | Sylvia Johnson, SJ | *Jessica Beech, JB* |
| Kelly Scargill, KS | Anita Goldschmied, AG | *Nick Pearson, NP* |
| Rachel Hardy, RH | Cora Bree, CB | *John Marginson, JM* |
| Tim Woe, TW | Mary Vere, MV | *Fran Allen, FA* |
| Charlotte Worthington, CW | Brooke Horry, BH | *Rebecca Powell – Wood, RPW* |
| Joanne McCrum, JMC | Susan Kirkman, SK | *Chinyere Ehosiem, CE* |
| Michelle Cook, MC | Danielle Grant, DG | *Siobhan Salter, SS* |
| Ian Murphy, IM | Joe Hamshere, JH |  |
| Chloe Wilks, CW | Christine Anderson, CA |  |
| David Newman, DN | Ellie Cook, EC |  |
| **Minutes:** Emma Roebuck – Smythe, Personal Assistant, ERS | |  |

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| **Agenda No.** | **Time** | **Item** | **Lead/Action Owner** |
| **1.** | **10:00am** | **Welcome and Matters arising**  Apologies noted, as above.  Karina Hollo welcomed attendees to today’s meeting and thanked everyone for attending.  KH will be chairing today’s meeting.  Housekeeping discussed with the group.  **Minutes of the last meeting**   * SJ asked for her apologies to be noted for the 21st of August 2024 minutes. ERS amended (attached below). * SK confirmed has got in touch with the South Yorkshire Group as per the discussion at the last meeting under the Enhanced Care Framework but has received no response back. SK asked AC if she would push this forward. AC agreed. * Minutes approved and signed off. | **ERS**  **AC** |
| **2.** | **10.05am** | **Information and Advice Update**  **Adult Autism Support Hub - Christine Anderson**   * CA confirmed unfortunately she has had no success in contacting Sarah Gallagher. * CA explained she meets with Louisa King and Liz Tooke on a regular basis and receives valuable feedback and data. * SJ shared that the Art and Crafts activities for young people has had a positive uptake. * KD shared that feedback has been received that people would rather approach the hub than access the general mental health services. * DN informed the board that he has met with Liz Tooke, Katie and Sarah Gallagher looking at supporting Suicide Prevention. DN confirmed that all staff are taking the Autism and Suicide Alliance Online training which is positive. * AC advised she will formally write to the Information and Support Hub to request an update and assurances for the Board and request this is provided at the next Board meeting. | **AC** |
| **3.** | **10.25am** | **Advocacy Update – Advocacy Hub – Charlotte Worthington**   * C Worthington discussed partnership working across the city. * C Worthington shared the positive partnership with Disability Sheffield, Clover Leaf and SACHMMA. * SACHMMA are currently advertising for Advocates. * Deaf Advocacy team are looking to recruit people. * C Worthington advised the continuation of the Statutory work under the Care Act. * In person clinics discussed and promotion of Advocacy. * C Worthington updated the Board following her meeting with Sheffield Voices and upcoming developments to branding, website, easy read information in various languages and website chat. Working groups are in the process of being set up. * Scoping of Advocacy training to be undertaken. * C Worthington advised that referrals received from June 2023 – June 2024 were 159 from people who had Autism as their Primary need. * C Wilks to email C Worthington in respect of the work Clover Leaf undertake with Barnsley Safe Places. * CA thanked C Worthington for the update and asked for new members on the working groups to be considered when new links are made with people. * NW asked if there would be scope for C Worthington to link up with Autism Link Workers and Key Workers in other groups. * KH asked what training have staff received? C Worthington advised all staff having the Free to be me Training which has been very positive and soon to be completing the Oliver McGowan training. * AC thanked C Worthington for her update, agreed it is great to see this developing and flourishing and the commitment and enthusiasm really comes across. * AC requested C Worthington to share a massive thanks with her team. | **C Wilks**  **C Worthington** |
| **4.** | **10.45am** | **Comfort Break** |  |
| **5.** | **10.55am** | **Rights update – Disability Sheffield – Kelly Scargill**   * KS providing a rights update to the Board. * Agreed we have a great Infrastructure in Sheffield. * KS advised the group of work with the Advocacy Hub and how we make sure there are less barriers for Autistic people and Autistic people who have several needs. * Talks underway with the Citizens Advice Bureau looking at targeted groups. * Work with the ICB taking place for people suffering with ADHD. * KS advised there is lots of great things happening and how people can access self help support to start them on their journey. * Agreed we want to use the strengths of the Board. * KS asked for all members to contact her directly if they have anything to share in terms of barriers or alternatives required. * AC agreed to support and promote the work being undertaken across various forums such as the Health & Wellbeing Board and Safeguarding Board. * SJ shared telephone use as a barrier as there are still many places that require you to ring up. SJ explained that some people are now transitioning to Universal Benefits from Legacy Benefits and the only way for them to find out information is for them to call the DWP. Agreed this is a barrier. * KS advised she has contacts within the DWP and will reach out to them regarding this. * SJ advised another barrier people experience is when they need to apply for PIP. It is one of the big challenges they experience in having to collect evidence and/or contact various people which can be a struggle. * SJ shared that she receives queries from people who have requested an assessment for Adult Social Care, and they don’t know the projected timeframe that contact will be made. SJ explained that it would be useful if a timeframe can be given. * AC agreed this is a good point and work is ongoing to review our access to services. * AC to connect SJ, KS and Tom Smith, Director and leading on the Customer Experience programme and customer contact centre for the council. Accessibility and Improvements form part of this work. * Board agreed this is a great opportunity. * KH discussed some venues in Sheffield are not Disability friendly and whether anything can be done to make venues more Disability friendly. * C Wilks shared AccessAble’s information who can come out and audit a space and give suggestions to make it more disability friendly. <https://www.accessable.co.uk/searches?query=&location_query=sheffield&g-recaptcha-response=&commit=Search> | **All**  **KS**  **AC** |
|  | **11:10am** | **Delivery groups update - Christine Anderson**   * CA shared a Delivery Groups Update. * CA worked through 6 key themes relating to how we will work towards our vision over the next 3 years, these themes match the priorities in the National Autism Strategy 2021 – 2026. * CA ran through the next steps. * CA advised all workstream groups are meeting in September. * The SCC and ICB are discussing how we could merge workstreams with other strategies. * Feedback to Autism Partnership Board in October. * Focus on Workstream 6 in October if this is acceptable to people. * CA to share details of the membership of the workstreams. | **CA**  **CA** |
|  | **11.15am** | **Festival Update - Danielle Grant**   * DG advised she has recruited a marketing agency and commissioned the project to the agency. * DG is working closely in partnership with the agency to create a campaign and messaging. * DG asked group members to consider and respond to 3 questions, what do we want to achieve from this campaign, what do we want to avoid and what have you seen a lot of as in Autism Campaigns. DG explaining the importance of receiving this feedback now. These questions will be shared via email today. * DG explained that as part of the campaign, we are going to have 2 days of filming. If you have anything that comes to mind that would be a good opportunity to capture footage, getting real life stories and raising awareness of Autism, members of the board might like to take part in the filming, this is an open opportunity for all of us to say what we think. These 2 days will take place in October, please contact DG directly. | **All**  **All** |
| **6.** | **11.20am** | **Forward Planning - Next Meeting Agenda Proposal - Alexis Chappell**   * Workstream 6/interface with Criminal Justice System. * AC to write to Probation Service and Police, have an open discussion as they are committed to working with us. * Agreed it would be useful to have a dedicated update from the Changing Futures programme and Homelessness programme. * Agreed for December’s meeting theme to be around Breaking down Silos (KD) |  |
| **7.** | **11.25am** | **Any other business**   * Nothing to report. |  |
| **8.** | **11.30am** | **Close of meeting**  **Date and time of next meeting**  Thursday 31st of October, 10am – 11.30am via MS Teams.  Apologies, Presentations and Papers to be sent to [Siobhan.salter@sheffield.gov.uk](mailto:Siobhan.salter@sheffield.gov.uk) and [Katherine.groves@sheffield.gov.uk](mailto:Katherine.groves@sheffield.gov.uk)    **Link to Thursday 31st of October 2024 Microsoft Teams meeting**  **Join on your computer, mobile app or room device**  [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDk0NjkyODAtZDg5Mi00ZTJjLWI4OGYtNDFjNTdiNDg0Njll%40thread.v2/0?context=%7b%22Tid%22%3a%22a1ba59b9-7204-48d8-a360-7770245ad4a9%22%2c%22Oid%22%3a%2237b3900d-cebf-490d-a61a-4e20173933b3%22%7d)  Meeting ID: 384 525 194 683  Passcode: UfC3r4  [Download Teams](https://www.microsoft.com/en-us/microsoft-teams/download-app) | [Join on the web](https://www.microsoft.com/microsoft-teams/join-a-meeting) |  |
| **9. Learning Resources for Microsoft 365**  **How to join a Teams Meeting**  Joining a Teams meeting from the **Teams Desktop App**   1. Open **Teams** 2. Select **Calendar** 3. Click on the meeting in your calendar to view more 4. Click on the **Join** button or click on the Microsoft Teams Meeting link. 5. Choose your video and audio options, i.e. Camera turned off/on, microphone mute.   Joining a Teams meeting from the **Outlook calendar**   1. Open Outlook 2. Select your **calendar** 3. Click on the meeting in your calendar to view more 4. Scroll down the meeting information where you will see : -   Microsoft Teams meeting  **Join on your computer, mobile app or room device**  [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjRkYTdkNjYtMjQ4NC00ZGNmLTg1YTYtYWVhZWExMGI3YmEy%40thread.v2/0?context=%7b%22Tid%22%3a%22a1ba59b9-7204-48d8-a360-7770245ad4a9%22%2c%22Oid%22%3a%2237b3900d-cebf-490d-a61a-4e20173933b3%22%7d)   1. Click on the join the meeting link in blue, as shown above as an example. 2. Choose your video and audio options, i.e. Camera turned off/on, microphone mute.   **Access CHAT within meetings**  In your meeting controls, a red dot on the **Show Conversation** icon indicates that someone posted a message within chat.  Icon is second from the left in meeting controls  To view the message, select **Show Conversation Icon is second from the left in meeting controls**  The meeting chat window opens to the right of the main screen.  Window to the right of the main screen  To send a message, compose it in the text box and then select **Send Send icon**  To hide chats from appearing in the main meeting window, select **More actions More options button**  And choose **Don’t show chat bubbles** from the menu options.    Continue the conversation after the meeting.  After the meeting, you can access the chat conversation in several ways,  Select **Chat** on the left side of Teams and choose the meeting in the chat list  Screenshot showing how to find a chat after a meeting  Note that in the chat list, meeting chats are preceded by the meeting icon Round icon with a calendar on it and have the same title as the meeting.  Select **Calendar** on the left side of Teams, right click the meeting event, and then select **chat with participants.**  Chat with participants is the send option  Or you can double click the meeting event and select the **Chat** tab.  Screenshot showing how to find the chat tab in a meeting | | | |