



**Adult Care & Wellbeing**

**Autism Partnership Board**

**Microsoft Teams**

**Friday 28th of June 2024**

**10:00 – 11:30**

**Minutes**

## Membership

|  |  |  |
| --- | --- | --- |
| Alexis Chappell, AC | Chloe Wilks, CW | Susan Kirkman, SK |
| Kelly Scargill, KS | Laura Costa, LC | Samantha Ryalls, SR |
| Mary Vere, MV | Rebecca Powell – Wood, RPW | Danielle Grant, DG |
| Rachel Hardy, RH | Chinyere Ehosiem, CE | Jessica Beech, JB |
| Tim Woe, TW | David Newman, DN | Joe Hamshere, JH |
| Charlotte Worthington, CW | Nick Pearson, NP | John Marginson, JM |
| Fran Allen, FA | Helena Lath, HL |  |
| Joanne McCrum, JMC | Rebecca Batley, RB |  |
| Ian Murphy, IM | Brooke Horry, BH |  |
| **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:* Kate MonetteK DrinkwaterKaarina HolloLiz TookeAnna Guest (AG), Co Chair welcomed attendees to today’s meeting. Housekeeping discussed with the group.  | **Anna Guest and Kaarina Hollo** |
| **2.** | **10:05am** | **Enhanced Care Framework Update*** AC shared the Enhanced Care Framework presentation.
* Discussed the context of this, how we ensure we have enough care and support provision in the city for people who want to live in their own homes, want to have opportunities in the daytime outside of the home, want overnight short breaks or respite.
* AC discussed that we have looked at how we support people.
* AC discussed what we are doing, expanding the ways we can offer emergency overnight short breaks, increasing our shared lives offer placements, broadening our enhanced supported living offer, developing specialist accommodation options.
* AC discussed what we hope to achieve in terms of accommodation, care and support, workforce and quality monitoring and outcomes. This will ultimately increase choice and diversity of enhanced care and support with the voice of people with lived experience.
* AC raised the importance of personal outcomes framework and I statements.
* AC advised that the Adult Social Care Committee has approved this proposal, CA and her team will start to work with individuals, carers and care providers to ensure we deliver the very best we can in the city.
* Thanks to AC for her presentation.
* JM, South Yorkshire MHLDA Housing Programme Manager, works with the 4 councils in South Yorkshire and the ICB.
* JM discussed his role.
* JM shared presentation with the group.
* JM discussed the 2022 Market position statement and the Housing Needs Assessment for Learning Disabilities and Autism, how much do we need, where do we need it across South Yorkshire. This helps commissioners plan for the future and how can the health, social care and housing system work together to deliver the housing needs.
* JM discussed different routes to more housing.
* Agreed by the group as a very valuable project.
* SK discussed ‘HOLD’ which is a great opportunity for people to own their own homes and have that security. AC asked SK if she would like to be part of the South Yorkshire Group.
* RH raised the investment required to make this work, the good plans required and houses for the future which are green.
* AC discussed the Adult Social Care Climate Statement and how we can look at energy efficiency.
* DN, agree that ownership and legal rights are critical to this piece of work, we need to make sure that people know their home is theirs even if they become unwell.
* DN raised that we need to be mindful of the sensory aspects of housing and getting this right for people.
* AC discussed the importance of the workforce element and providers, and we are all working to the same values.
* AC invited DN to join the South Yorkshire Group.
* CE asking that consideration is given the needs of autistic people and not creating more social problems.
* RH raising the important consideration of sensory issues such as noise, heat, insultation, sound proofing, natural spaces and streetlights.
* LC, green properties are very much focussed on in housing properties. LC asking if we have inputted this information into the development of our housing strategy and development needs? Also, we need to ensure we are realistic about how we achieve this.
* LC has undertaken recently a soft market test; essentially what providers are telling us is that they don’t have this available.
* IM asked how well are developers involved as part of the range of social housing? There are a lot of underutilised properties.
* Thanks to JM for his presentation.
 | **Alexis Chappell and John Marginson** |
| **3.** | **10:35am** | **Autism Festival Update*** DG shared Sheffield Autism Festival presentation.
* DG advised this will be a weeklong celebration and beyond.
* We are looking at hosting this weeklong event in November 2024.
* DG discussed what we want to achieve from the festival, develop and increase awareness and understanding of autism across Sheffield, the general population and ASC workforce.
* DG explained that our ambition is to become an autism friendly city, people living in caring, engaged communities that value diversity and support wellbeing.
* We will achieve this by delivery of a series of events to raise awareness and understanding of Autism over a week. We want to host a series of workshops on how to become an autism friendly city. We will work with the autism partnership board, leisure and park services, key partners, employees.
* DG confirmed the next steps, we are in the very early stages of planning, the first planning is taking place today, we will set a date, over the next month planning and co design the activities for the week. We do have in person events as well as online.
* DG will be designing a campaign creative design and messaging.
* FA asked for Sheffield Children’s Hospital may be keen to be involved if possible.
* AC agreed the festival is for all ages and all relevant partners internal and external will be connected into the planning of the festival.
 | **Danielle Grant** |
| **4.** | **10:45am** | **Comfort Break** |  |
| **5.** | **10:55am** | **Right to Vote**KS discussed information about how to vote with My Vote, My Voice campaign specifically for people with Learning Disabilities and Autism. * Easy read manifestos are available
* News articles for reference
* Encouraging people to use their votes and knowing their rights.
* A resource to keep in the back of your mind for future elections.
* Discussing help at polling stations which will be available at the voting booths, ramp, chairs, large print ballot papers etc.
* Where to get help and support from Sheffield City Council.
* Agreed having peers discussing their experience is invaluable.
* Thanks to Kelly Scargill for today’s presentation.

[**https://www.myvotemyvoice.org.uk**](https://www.myvotemyvoice.org.uk) | **Kelly Scargill** |
| **6.** | **11:10am** | **Forward Planning****Next Meeting Agenda Proposal*** AC advised that a meeting took place last week to discuss our next meeting and this focussing on Rights, Advocacy, Rights based Advocacy, Quality Commission.
* How do we promote the rights of Autistic people.
* How do we become an inclusive city.
* Agreed we can ask the Autism Information hub, Citizen Advice Hub to join our next meeting.
* Agreed that language is important and narrative. What we say is powerful and important for people.
* AC will invite colleagues to arrange presentations and support for the agenda.
 | **Alexis Chappell****AC****AC** |
| **7.** | **11:25am** | **Any other Business*** RH does not know how to use the chat in Microsoft Teams and asked at the beginning of the next meeting could someone explain how to use the chat.
* RH asked for a reminder about the meeting taking place to be circulated and the information about how to access the meeting go out beforehand.
* MV would like members to share their powerpoint presentations and papers prior to the meeting taking place.
* AC agreed that when SS/KG circulate the agenda, we can re circulate the link to the Teams meeting which will help along with all presentations and papers for people to read through before the meeting.
* AC advised the Autism Partnership Festival Planning meeting will start at 12noon today to give everyone a break after today’s meeting.
* Big thank you to AG for her chairing of today’s meeting.
* Thank you to all today’s speakers.
* ERS to add Learning Resources for Microsoft 365 at the end of today’s minutes for accessing Teams meetings and the Chat function.
* ERS to liaise with SS/KG in relation to meeting reminders, links to join the meetings and papers.
 | **Anna Guest and Kaarina Hollo****ALL****SS/KG****ERS****ERS** |
| **8.** | **11:30am** | **Close of meeting****Date and time of next meeting** Wednesday 21st of August 2024, 10am – 11.30amApologies, Presentations and Papers to be sent to Siobhan.salter@sheffield.gov.uk and Katherine.groves@sheffield.gov.uk **Link to Wednesday 21st of August 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_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) Meeting ID: 314 442 960 521 Passcode: jBHaKb  |  |
| **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 controlsTo 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 screenTo 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 listScreenshot showing how to find a chat after a meetingNote 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 optionOr you can double click the meeting event and select the **Chat** tab. Screenshot showing how to find the chat tab in a meeting |