



**Adult Care & Wellbeing**

**Autism Partnership Board**

**Microsoft Teams**

**Thursday 31st October 2024**

**10:00 – 11:30**

**Minutes**

## Membership

|  |  |  |
| --- | --- | --- |
| Alexis Chappell, AC | Katie Drinkwater, KD | ***Apologies noted*** |
| Kaarina Hollo, KH | Sandra Capewell, SC | *Cora Bree, CB* |
| Katie Monette, KM | Laura Costa, LC | *Rebecca Batley, RB* |
| Helena Lath, HL | Sylvia Johnson, SJ | *Brooke Horry, BH* |
| Kelly Scargill, KS | Chinyere Ehosiem, CE | *Ellie Cook, EC* |
| Rachel Hardy, RH | Nick Pearson, NP | *Laura Costa, LC* |
| Jessica Beech, JB | Mary Vere, MV |  |
| Charlotte Worthington, CW | Joe Hamshere, JH |  |
| Samantha Ryalls, SR | Susan Kirkman, SK |  |
| Rebecca Fletcher, RF | Danielle Grant, DG |  |
| Ian Murphy, IM | Sylvia Johnson, SJ |  |
| Chloe Wilks, CW | Christine Anderson, CA |  |
| David Newman, DN | Catherine Bunten, CB |  |
| Justine Adams, JA | Hannah Crossan-Smith, HCS |  |
| Ben Duke, BD | Danny Antrobus, DA |  |
| Joanne McCrum, JM | Tim Wroe, TW |  |
| **Minutes:** Siobhan Salter, Personal Assistant, SS | |  |

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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**   * Minutes approved and signed off. |  |
| **2.** | **10.05am** | **Justice System**  **Overview of Priority 6 (Help for Autistic People in the Justice System – Alexis Chappell**   * This is about how we support and influence the justice system. * This came about due to the number of conversations around how much of a negative impact the justice system has had on autistic people.   **Changing Futures – Justine Adams**   * Over the past 3 years the team have done some themed work around women’s experiences, brain injury, etc. * Through all the learning we are wanting to build a strategy around disadvantage. * The core mandate of the programme is to address systemic barriers and support people in need of the services getting the help they need, as well as reintroducing them back into the community. * The team got official sign off on the strategy at the committee meeting held on 30th October 2024. * We are really looking at the voice of lived experience being a key part of this work. * Justine is going to send out slides with more information at the end of the meeting. * <https://changingfuturessheffield.info/>   **Homewards Programme – Hannah Crossan-Smith**   * Homewards is a programme of the Royal Foundation launched by the Prince and Princess of Wales. * It is a transformative five-year programme with the aim to end homelessness. * The programme is being run in six locations across the UK. * The team really want to focus on early intervention and prevention. * Hoping to share the final action plan today and publish on the website in the next couple of weeks.   **Discussion: What can we do to influence the justice system? – All**   * Kaarina asked Justine how individuals can find out about this initiative? * Justine advised that because of the number of services that already overlap, the team have cohorts across the city who gave names of organisations that may be able to help spread the word. * Justine advised that there were some people who met the definition of disadvantage, but didn’t access the support. * It was decided to focus on those areas where people felt they didn’t have many safe places to go to. * The team tried to co-locate with a number of GP’s, but this didn’t go well due to practicalities. * People can access the programme through the cohorts. * Lived experience is a barrier for people to access these services due to lack of trust, so it is about staff building trust with these people to access the help they need. * Neurodivergence is still an area the team haven’t quite cracked yet and are still on the journey due to the complexities and layers that come with neurodiversity. The team are currently on a journey to understand how they can understand people better and help further. * Alexis highlighted that Changing Futures have been really open about their journey. The team had a big conference about a month ago and a lot of people there had lived experience. * Hannah advised that Homewards currently don’t have anything specific in their action plan for Homewards at the moment that links with neurodiversity, but would welcome conversations with people who have lived experience. * Rachel Hardy advised she heard that the SAANS waiting list is around 4 years long now. Is there any prioritisation tool for homeless people for these assessments? * David Newman agreed that the waiting lists are too long and that the team are working on this. Autism is around a 40 month wait, and the team are aware that the ADHD waiting list is in a poor state. * 50-70% of autistic individuals also have ADHD and it is important for people to understand this. * SAANS does not prioritise any assessments, but there is input from SAANS and intervention from NHS services to get the help people need when they need it. |  |
| **3.** | **10.35am** | **Comfort Break** |  |
| **4.** | **10.45am** | **Governance of Workstreams and Reporting to the Partnership Board – Alexis Chappell/Sandra Capewell**   * There are six workstreams within the Autism Partnership Board. * **Theme 1 – Helping People to Understand Autism** * **Theme 2 – Helping Autistic Children and Young People at School and into Adulthood** * **Theme 3 – Helping Autistic People to Find Jobs** * **Theme 4 – Making Health and Care Services Equal for Autistic People** * **Theme 5 – Making Sure Autistic People Get the Right Health and Social Care Help in Communities** * **Theme 6 – Help for Autistic People in the Justice System** * Theme 1 is going to be taken forward with the Autism Festival. * Alexis is keen to confirm who the leads are around this. This is because colleagues across the council have been developing a strategy to support autistic people to find jobs, and Alexis is keen to link colleagues to discuss this. Alexis wants to ensure there is a link to the Autism Partnership Board into this work. * David Newman is leading around Theme 4 along with key colleagues. Alexis suggested Catherine Bunten link in with David to co-lead on this. It would be good for members of the board to get involved with this piece of work as well. * Theme 5 will link in with Theme 4. * Ben Duke is keen to lead on Theme 6, and Jessica Beech is keen to co-lead on this alongside Ben. Alexis asked for Joanne McCrum to be involved in this piece of work as well from a justice system perspective. |  |
| **5.** | **11:10am** | **Autism Festival Update – Danielle Grant/David Roberts**   * Danielle confirmed that the date has changed for the Autism Festival. It is moving to spring next year. The reason for this is to capitalise on world autism month which takes place in April. * It also gives us the opportunity to best plan an event that has the best impact. * Danielle has scheduled a series of tactical planning sessions. These will take place every 2 weeks starting from Monday 4th November. * Please email Danielle if you would like to be involved and haven’t received an invite yet. ([danielle.grant@sheffield.gov.uk](mailto:danielle.grant@sheffield.gov.uk)) * Danielle emailed some concepts through yesterday evening to the board, but is aware some people had trouble accessing so she shared her screen with the design concepts in today’s meeting. * Danielle has been working with a marketing agency (Yellow Marketing) to work on a design concept for the festival. They have managed to narrow it down to two designs. * Danielle asked which concept clearly describes to you this is for an Autism Festival. * Some feedback was provided around problematic wording for the taglines of both concepts. * Danielle confirmed nothing is set in stone and the taglines can be changed. * Danielle provided her email address in the meeting chat function for anybody to take note and provide feedback on the two design concepts shared today. ([danielle.grant@sheffield.gov.uk](mailto:danielle.grant@sheffield.gov.uk)) |  |
| **6.** | **11.15am** | **Report to Adult Policy Committee and Health & Wellbeing Board – Alexis Chappell**   * This agenda item has been moved to the next Autism Partnership Board meeting due to running out of time at today’s meeting. |  |
| **7.** | **11.25am** | **Any other business**   * Nothing raised or discussed. |  |
| **8.** | **11.30am** | **Close of meeting**  **Date and time of next meeting**  Wednesday 18th December 2024, 10:00-11:30 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 Wednesday 18th December 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_YzZjODZjMjYtZDYwZi00Nzk4LWFhY2ItZGExY2ZkZDhiZTRj%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: 384 747 775 538  Passcode: KNmqU5  [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)  [Learn More](https://aka.ms/JoinTeamsMeeting) | [Meeting options](https://teams.microsoft.com/meetingOptions/?organizerId=37b3900d-cebf-490d-a61a-4e20173933b3&tenantId=a1ba59b9-7204-48d8-a360-7770245ad4a9&threadId=19_meeting_YzZjODZjMjYtZDYwZi00Nzk4LWFhY2ItZGExY2ZkZDhiZTRj@thread.v2&messageId=0&language=en-US) |  |
| **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 | | | |