

AUTISM STRATEGY IMPLEMENTATION GROUP
Minutes of meeting held on Thursday, 22nd October 2015
Room 48, Old Viewforth, Stirling

Agenda Item	Action
Welcome	
<p>The Autism Development Officer, Stirling Council welcomed everyone to the meeting and provided an update on the following:</p> <ul style="list-style-type: none"> • The Forth Valley Autism website is now live. • The Autism Strategy is in the final stages of formatting prior to being published. • The Autism Strategy has been nominated for a COSLA Excellence Award 2016 in the Category: Achieving Better Outcomes. 	
(1) Implementing the Strategy – Steering Group Members	
<p>Lorene invited those present to review how they thought the Implementation Steering Group should be structured and ways of taking the Autism Strategy forward, bearing in mind:</p> <ol style="list-style-type: none"> (1) Roles & Responsibilities of the Group (2) Management/Leading of Projects (3) Commitments and time available to members (4) Actions, Progress, Monitoring, Reporting (5) Continued communication with the wider group <p>Vincent suggested that the Implementation Group would be gatekeepers of information and knowledge, creating links with other members in the wider group, and disseminating information through defined networks.</p> <p>Elaine agreed with this and discussed another project she is involved with which has clearly defined the Terms of Reference for the group. She suggested using this template to clearly define the purpose and working arrangements of the group.</p> <p>Oliver mentioned that clear Governance was required, especially for stakeholders to whom the Strategy is accountable. Lorene clarified that the Strategy is governed by the CPP and Alliance Community Planning.</p> <p>Everyone agreed to keep the Steering Group as small as possible, and to include a representative from a cross-section of stakeholders thus:</p> <p>Advocacy Education Employability Further Education Health Parents Social Services Third Sector</p> <p>It was agreed to use Elaine’s template to create a Terms of Reference document for the Autism Strategy Implementation Group.</p>	
	Action Elaine / Lorene
(2) Autism Strategy: Lessons Learned	
<p>Feedback from members was that the sub-groups had worked very well when preparing and writing the Strategy. However, the feeling was that continuing this way of working</p>	

<p>wouldn't work so well when taking forward actions. Members agreed that the Sub-groups were too large and lacked focus – some themes were too broad and unmanageable.</p> <p>Members suggested that new smaller groups be formed to identify specific pieces of action work within the Strategy, and to form short-term or long-term project "Workstream Groups".</p>	
<p>(3) Implementing the Autism Strategy / Project Management Plan</p>	
<p>In order to progress actions from the Strategy it was agreed that a short exercise be undertaken to identify completed projects and achievements to date. This will be reported at the next meeting. Steering group members will then review all outstanding or incomplete actions and devise Workstream Groups.</p> <p>There was a discussion about how the Implementation Group will identify the specific priorities to take forward, given that the Strategy covers several years, and some of the actions may take some time to complete.</p> <p>Several members of the Steering Group suggested using a Project Management tool called "Covalent", which appears to be used widely amongst members, and many are familiar with how it works.</p> <p>It was agreed that Lorene would investigate whether Covalent could be used as a tracking/project management system for the Autism Strategy and report back at the next meeting.</p> <p><i>Following the meeting, Lorene and Leesa met with a colleague in Stirling Council to review Covalent and agreed that this would be an ideal tool for the Workstream Groups.</i></p>	<p>Lorene to update the Autism Strategy tracker to show complete and incomplete objectives. (enclosed)</p> <p>Covalent template with all action points will be shared with the Implementation Group ahead of the next meeting.</p>
<p>(4) Any Other Business</p>	
<p>Elaine updated everyone on the news that Clackmannanshire and Stirling Councils have decided not to continue with a Shared Service for Social Services and Education. The timescale for completing this uncoupling is March 2017. Information available at the moment suggests that any joint Strategies agreed will continue.</p>	
<p>Next meeting:</p> <p style="text-align: center;">Strategy Implementation Steering Group 26th November at 2pm Room 17, Old Viewforth, Stirling Council</p> <p style="text-align: center;"><u>**Please note venue is Old Viewforth</u></p>	

Enclosed with the Minutes:

1. Autism Implementation Steering Group Terms of Reference.
2. Update of Key Objectives.
3. All Action Plans.