

**AUTISM STRATEGY IMPLEMENTATION GROUP**  
**Minutes of meeting held on Thursday, 18<sup>th</sup> February 2016**  
**Teith House, Stirling Council**

Attendees: SF, Oliver Harding, VK, AL, JM, EM, KS, KS, LU, SW

In Attendance: LA, LR (Minutes)

Apologies: FB, L-LL, IR, RS

Agenda Item	Action
<b>Welcome</b>	
<p>LA, Autism Development Officer, Clackmannanshire &amp; Stirling Council welcomed everyone to the meeting. As there were some new attendees, introductions were made:</p> <p>SF, Plus Forth Valley  AL, Social Worker, Stirling Council  KS, Educational Psychologist, Stirling Council  KS, Social Services, Clackmannanshire Council</p>	
<b>(1) Minutes &amp; Actions from the Previous Meeting</b>	
<p>The amended Minutes from the previous meeting were approved.</p> <p><u>(1) Autism Services Directory</u>  LA requested feedback on the Autism Service Directory (previously circulated). Comments were that:  (a) some of the services may not be available in the Forth Valley geographical area e.g. Berkshire Autistic Society in Reading, England.  (b) there are a few duplicate entries e.g. Camphill Blair Drummond in the Residential Section.</p> <p>LA explained that the Directory is planned to be launched in April at the Autism Awareness Month Event, where parents will be able to review it and provide feedback.</p> <p>LA confirmed that with regards to Data Protection, all organisations are being contacted in advance to ensure they agree to being included prior to publication. Following this a 6-monthly review process will take place.</p> <p><u>(2) Social Media / Facebook</u>  LA confirmed that it is not possible for everyone to post on Facebook, an Administrator setting is required for this. It was proposed that a few parents and Steering Committee members could be administrator. SF is now Administrator.</p> <p><u>(3) Parent Representation on Steering Group</u>  There was a discussion with regard to parent involvement in the Steering Group.</p> <p>A new parent contact, LC, is keen to join the Steering Group and was proposed by SF. In addition to this, many on the Steering Group felt that a separate Parent</p>	<p><b>Action: Steering Group to review entries and provide feedback by next meeting.</b></p> <p><b>Action: LA to send the Directory to AL for her Information Sharing Day on 25<sup>th</sup> April.</b></p> <p><b>Action: SFn/LA to invite LC to join the Steering Group.</b></p> <p><b>Action: LA to meet with Lillian to discuss</b></p>

<p>Group is needed, which would give parent representatives the opportunity to link into the various task groups as appropriate e.g. Safe Place Scheme, Autism App etc.</p> <p><u>(4) Post-Diagnosis Toolkit</u> – Action carried-forward to next meeting.</p>	<p><b>the parameters of a Parent Group.</b></p> <p><b>Action: LA to acquire a copy of the Post-Diagnosis toolkit from Educational Psychology.</b></p>
<p><b>(2) Update COSLA Excellence Awards</b></p>	
<p>LA provided an update on the presentation to COSLA on 10<sup>th</sup> February.</p> <p>The panel was very tuned-in and interested - 9 judges plus other organisers. The Autism App demonstration was excellent, and everyone spoke well. The talk and demo + videos was around 23 min, which was longer than anticipated, which left less time for questions.</p> <p>Those presenting were: LA, TK (Parent), KH (Artlink), CD (University of Stirling student), AR (ASD individual) and OH (NHS).</p> <p>The COSLA panel was very engaged, lots of smiles, very good eye contact and attention with lots of notes taken. One of the judges was known to LA (a parent of an ASD child) and she asked the only question regarding: “What do we do for the low functioning end of the spectrum?” LA referred to Early Intervention and prevention, and SOA.</p> <p>We were informed that the award ceremony of the 10th of March has been postponed to the 6th of Oct as there is a new director at COSLA.</p>	
<p><b>(3) Autism Awareness Month Event</b></p>	
<p>AL informed the Steering Group about an Information Sharing Day being organised for parents by Clackmannanshire &amp; Stirling Children with Disabilities Team, which will take place on Monday, 25<sup>th</sup> April in the Albert Halls, Stirling. The event will include a Market Place for partner agencies, and information on SDS options.</p> <p>Given that this Information Day is so close to the proposed date for the Autism Month Event (23<sup>rd</sup> April) it was thought that holding our event afterwards, such as Saturday, 30<sup>th</sup> April would be better. There was a discussion about the format for the event and the following was suggested in principal:</p> <p>10.00 Arrivals and Refreshments  10.30 Welcome and Update on the Strategy  10.35 Introduction by a Council Official (LP suggested)  10.40 Workshop 1 – Directory of Autism Services (incl 5 mins transit time)  11.05 Workshop 2 – The Autism App (incl 5 mins transit time)  11.30 Workshop 3 – Safe Place Scheme (incl 5 mins transit time)  11.55 Relaxation Session (Carers only)  12.20 Presentation by a Carer (Alex Brown from St Modan’s suggested)  12.25 Feedback</p>	<p><b>Action: AL to order an additional 200 SDS leaflets for the Autism Event.</b></p> <p><b>Action: LA to check availability of Raploch Centre for 30<sup>th</sup> April.</b></p> <p><b>Action: LA to find out if FV College students would be able to assist with the relaxation treatments at the Raploch as part of their course.</b></p>

<p>12.30 Close of Event</p> <p>Elaine suggested having post-it pads available for delegates to jot down their feedback and comments, which would be collected throughout the workshops and feedback provided at the end of the event.</p> <p>A Marketplace area for services and organisations will be open for the duration of the event. It was agreed to prepare a list of network contacts that will be circulated to the Steering Group for additions and comments.</p> <p>The Steering Group approved LA's request to obtain a quote for some merchandising for the event e.g. drawstring bag, pens, notepads, etc.</p> <p>LA confirmed that the Macrobert Arts Centre is keen to be involved once again, and may have a film/discussion evening in April.</p> <p>It was agreed to circulate a poster and PDF about the event as widely as possible via the following networks:</p> <p>Social Media  Primary &amp; Secondary Schools e-mail system  Colleges and Further Education establishments  Third Sector organisations  Employability contacts  Autism Awareness Month 2015 contacts  The local business community, including supermarkets, etc.</p>	<p><b>Action: Marketplace contact list to be circulated.</b></p> <p><b>Action: LA to get quotes for merchandise.</b></p> <p><b>Action: LA to draft up poster for circulation.</b></p> <p><b>Action: Steering Group to promote the event via their contacts and circulate a copy of the poster.</b></p>
<b>(4) Directory of Services</b>	
<p>Updated in Section 1, above.</p>	
<b>(5) Autism App</b>	
<p>No further update. Work in progress. App will be shared shortly for beta trial, 2 schools participating and App shared on Social Media.</p>	
<b>(6) Safe Place Scheme</b>	
<p>LA updated the Steering Group on the Safe Place meeting that had taken place that morning.</p> <p>There will be a "soft" launch of the Scheme in April at the Awareness Month Event, which will be followed by development of the scheme and training in the community.</p> <p>Short films were shown at the meeting, which have been developed by other Councils who already implement the scheme. It was agreed that the Safe Place Scheme group will create a short film in May/June along with additional promotional material for users and the wider community.</p>	
<b>(7) Promotion &amp; Communication</b>	

<p>LA updated the Steering Group with the news that two Marketing Volunteers have pulled out due to commitment issues and the time required. LA is trying to secure a new volunteer for this post.</p> <p>In the meantime, she will meet with Gregor White from the Communications Team in Stirling to discuss their involvement in the various Autism projects.</p> <p>Vincent confirmed that he would contact Scottish Autism’s Communication Team to obtain some guidance on a Marketing &amp; Communication strategy that could be used by the Steering Group.</p>	<p><b>Action: Vincent to feedback on Scottish Autism’s Marketing Strategy.</b></p>
<p><b>(8) Employability &amp; Employment / Transition</b></p>	
<p><u>Visual Pathways</u> Sarah has met with Laura Fowler, Liz Urbanczyk, lesley-Anne (PLUS) and Zophia (PLUS) regarding Visual Pathways and confirmed that the current information needs to be further refined prior to circulation.</p> <p>Areas of review:</p> <ul style="list-style-type: none"> <li>• Transition from school to college</li> <li>• Transition from school/college to employment</li> </ul> <p>The current transitions guidance is not ASD specific and could be supported with an appendix of additional information, which Laura Fowler is looking into. Laura will link in with Morven Graham.</p> <p><u>College provision for young people with ASD</u></p> <p>Elaine provided an update on the current situation with Perth College and potential students from Stirling and Clacks. Perth College does not have capacity to support applications from Stirling and Clacks and will prioritise places for local residents. They have confirmed they will honour places for young people who have already been offered a place.</p> <p>Liz then provided some background on the historic circumstances that have led to the current provision for ASN students at Forth Valley College. At the moment there is no specific provision available for ASD students with moderate learning difficulties. Liz and Laura are progressing this issue. Liz confirmed that there is sufficient data regarding the numbers of young people with ASD who are in transition and who may be interested in accessing college. Elaine advised that the Assistant Head of Education has been speaking with Forth Valley College direct to try to make progress.</p> <p>Elaine is currently working on a scoping document related to “Developing our Young Workforce”, but this will not make an impact during 2016. This strategy has three key drivers within schools and nurseries:</p> <ul style="list-style-type: none"> <li>• To further develop links with Forth Valley College and develop vocational approaches to learning.</li> <li>• To increase employer engagement, possibly through learning communities.</li> </ul>	<p><b>Action: Sarah to follow-up on feedback on original pathway.</b></p> <p><b>Action: Sub-group, as named above, to develop.</b></p> <p><b>Action: LA has asked this group to continue to report back on provision at further education providers, good and bad, so that all of the options can be reviewed.</b></p>

<ul style="list-style-type: none"> <li>To increase work based and work linked learning opportunities.</li> </ul>	
<b>(9) Any Other Business</b>	
<p>Priority actions to be agreed prior to the next meeting:</p> <p>(1) Date, Venue and Draft Programme for the Autism Awareness Event to be confirmed.</p> <p>(2) Poster for the above to be created and circulated.</p> <p>(3) LC and A to be contacted to confirm their involvement with the Steering Group.</p>	
<b>(10) Future Meeting Dates</b>	
<p>17<sup>th</sup> March, 3pm-5pm, Teith House, Stirling</p> <p>19<sup>th</sup> May, 3pm- 5pm, Teith House, Stirling</p>	
<p><b>Next meeting:</b></p> <p style="text-align: center;"><b>Strategy Implementation Steering Group</b>  <b>17<sup>th</sup> March at 3pm</b>  <b>Teith House (Room G-11B) Stirling Council</b></p>	

Enclosed with the Minutes:

1. Autism Services Directory – printer-friendly format.
2. Autism Awareness Month Event – Draft Marketplace & Promotional contact list.