

BOLTON ADULT AUTISM SUPPORT

Minutes of the Meeting held on 27th June 2018 at Thicketford Care & Community Centre

1. Welcome and Apologies for Absence

Present: Roselle Gorman - Vice Chair, Barbara Brooks – Secretary.
Elaine Birch, John Ellis, Yvonne Poulson and Alison Thompson – members.

Guest speakers: Carlton Milenkovic, Bolton CVS
Lisa Griffiths-Wood, Operations Manager Bolton Cares.

Apologies: Graham Heywood – Chairman, Eira Heywood – Safeguarding Officer who are away on a well-earned holiday and Gerry Melling - member.

Vice Chair, Roselle Gorman, opened the meeting at 2pm prompt, welcoming everyone present and introducing our first speaker, Carlton Milenkovic, Community Asset Navigator, Bolton CVS.

Roselle, explained that Christina Lydon, Community Asset Navigator at Bolton CVS, had asked Carlton to speak to our group as part of the Health & Wellbeing programme (BAAS receives funding under this programme), working with individuals to improve their mental and physical health by participating in different voluntary activities.

Roselle suggested that Carlton give his presentation prior to items on the Agenda, so that he could return to this vital work. Everyone present agreed.

Presentation by Carlton Milenkovic, Community Asset Navigator, Bolton CVS

Carlton advised us that he recently joined Bolton CVS as a Community Asset Navigator (CAN), having previously been working as an Emotional Welfare Officer with Building a New Direction (BAND).

He explained that the CAN's programme is a CVS initiative funded by Bolton Clinical Commissioning Group (CCG) and is a free sign-posting service working with many and various organisations including ourselves, BAAS, Age UK, Octagon Theatre, Bolton Lads and Girls Club, to name but a few, with the intention of connecting health & social care professionals to the voluntary and community sector.

Carlton advised that the service is designed to be short-term i.e. 6 weeks, 'individual case centred' with an endeavour to 'tailor make' the information and introduction to suitable groups.

CANs are also to launch a film at Bolton Hub on Tuesday 17th July 2018 from 11.30am to 12.30pm which will give the opportunity to better understand what the project has to offer, followed by Q&A sessions with the team and light refreshments will be provided.

Whilst it is a free service, there may be costs associated with the activities or interventions suggested, but full information would be provided.

Anyone 16/17+ with no age limit, a Bolton post code and registered with a Bolton GP can be referred by their GP, one of the many organisations, including BAAS, make a referral with CVS online for themselves or on someone else's behalf if a member of staff, a volunteer or a carer.

A referral can be made on: <https://www.boltoncvs.org.uk/can-referral>.

The referral will generate either a telephone response or email response from the Community Asset Navigators, depending on what you choose and a Navigator will aim to be in contact within 5 working days.

Where there is no internet access or you prefer to make a call, you can telephone the team at Bolton CVS who can process a referral for you via the website on **01204 546 010**. Alternatively, you can leave a message directly with the Community Asset Navigator team on **01204 546 048** and they will either call you, or the person being referred back. The team aims to respond to all messages within 5 working days.

Alternatively, call in to the Bolton Hub, where a member of the front desk team will be able to process a referral for you, or you can access the on-line form via one of the publicly accessible computers.

Carlton handed out the CANs information cards giving a brief outline of the service and contact details. This was followed by a short question and answer session and everyone present agreed that this was a very valuable service.

Roselle thanked Carlton on behalf of all members for a very informative session and he in return offered to come along to any future meeting/s to give an up-date on the progress of the service.

Opportunity for coffee, tea and cakes was taken at this time.

2. Minutes of the meeting held 30th May 2018

The Vice Chair advised that there was one amendment to these Minutes:

Under Item 3. Matters arising, the Minutes circulated read:

The minutes of the meeting of 30th May 2018 could not be ratified as there were insufficient members present at this meeting who were also present at the meeting in May. Therefore the minutes of the May meeting will need to be confirmed at the next meeting on 27th June 2018.

The first and last 'May' dates require amendment to read '25th April 2018' and 'April' respectively, therefore will read as:

The minutes of the meeting of 25th April 2018 could not be ratified as there were insufficient members present at this meeting who were also present at the meeting in May. Therefore the minutes of the April meeting will need to be confirmed at the next meeting on 27th June 2018.

The Vice Chair advised those present that our Chairman, Graham Heywood and Safeguarding Officer, Eira Heywood, had confirmed their agreement to the 30th May 2018 Minutes, prior to being away on holiday. Those present who were also at the 30th May 2018 meeting agreed the amendment.

Therefore Minutes of 30th May 2018 were the agreed and passed as a correct record.

3. Matters Arising

There were no other matters arising to the 30th May 2018 Minutes.

Unfortunately, the minutes of the meeting of 25th April 2018 could again not be ratified as there were insufficient members present at this meeting who were also present at the April meeting.

Therefore the minutes of the April meeting will appear on the 25th July 2018 Agenda for ratification.

4. Update from Lisa Griffiths-Wood, Operations Manager, Bolton Cares

As Lisa would be joining the meeting at 3.00pm, all present agreed we continue with the Agenda until she arrived.

5. Chairman's Report of Meetings attended since 30th May 2018

The Vice Chair reported on the Chairman's behalf the following meetings he had attended since the last meeting:

(i) Carers Week, Volunteer Recruitment Event - Saturday 9th June 2018

Graham and Eira Heywood attended this event at the Market Place, Bolton, where BAAS had a busy stall, engaged with 69 people, handed out our new leaflets and flyers and attracted 10 new members.

(ii) National Carers Week Event – Wednesday 13th June 2018

BAAS again had a stall at this event at the Holiday Inn, Bolton.

Graham and Eira Heywood, accompanied by their son, Julian, Roselle Gorman, Barbara Brooks and Gerrie Melling 'manned' the stall, handed out our new leaflets and flyers and discussed issues arising from various enquiries of the public. We attracted 6 new members.

It was hoped that we would see many of these new members at today's meeting.

6. Vice Chair's Report of Meetings attended since 30th April 2018 and booked for future

(i) National Carers Week Event – Wednesday 13th June 2018

Roselle was also in attendance at the National Carers Week event on Wednesday 13th June 2018 at the Holiday Inn, Bolton.

She voiced a most sincere 'thank you' to those members who assisted with the two BAAS stalls and engaged with the visitors so knowledgeably and so enthusiastically.

Overall, Graham and Roselle thought the events were very successful. We might have wished there had been more members of the public attending the National Carers Week event as it had been widely advertised, although this may have been due to it having been held on a weekday.

(ii) CVS Good Practice course, Supporting Volunteers - Wednesday 27th June 2018

Roselle was placed on the waiting list for this course, however it was very quickly full which proves it's popularity. A future course can be attended.

**(iii) Good Practice – Recognising and Developing Volunteers –
Wednesday 25th July 2018**

Vice Chair, Roselle is booked on this course. The courses are arranged by CVS, taking place at The Hub in Bolton and are most informative with participants making many contacts.

See the CVS Website for dates and how to book.

(iv) Healthwatch Bolton Forum – Tuesday 19th June 2018

The forum was held at the Friends Meeting House, Silverwell Street, Bolton. The theme was The Bolton Plan for Health and Care Engagement Alliance.

Alice Tligui of Healthwatch Bolton spoke about the 42 programmes in the Locality Plan which have been discussed and prioritised to concentrate on a list of 9 neighbourhood hubs.

Louise McDade of Bolton CVS spoke of the Co-design work on progress. She advised that an Access Toolkit is available on the CVS website from which topics can be chosen for which there is a 2 year timeline.

Nicola Onley of Bolton CCG spoke on communicating this locality plan.

Alex Tan, Research Officer at Healthwatch, reported on the Engagement Alliance project concentrating on 9 neighbourhoods, included transport, services and producing a 'Bolton Scene' magazine.

Various areas were to be included e.g. electronic shared Care Record for which there was a high level of acceptability and it was thought 57% shared anyway. The benefits of which were mainly that it saved time between referrals and care.

The conclusions were: more information was required, clarity required, some guarantees, a clear process for gaining consent/opting out, individual's ability to access their own records.

Two surveys were circulated:

- a) Carers**
- b) Palliative Care**

The aim of the surveys is to gather together as much information as possible and follow this up with focus groups.

Vice Chair took copies of the surveys, circulated these to those present at our meeting and time was allowed for completion. The surveys were to be returned direct to Healthwatch and Roselle offered to do so along with her own.

Website: healthwatchbolton.co.uk

Caroline Tosal-Suprun then ran a workshop covering communicating with neighbourhoods.

There were common challenges including safeguards, waiting times, staff attitudes, dignity and respect, transport, access to facilities outside 'normal hours', finding and accessing the appropriate service/s, young peoples' views, social prescribing, Urgent Care Report, to name but a few.

The forum concluded with a delicious lunch.

7. Mindfulness sessions provided by Bolton Council/NHS Health unit.

Simon Kitchen has emailed Graham offering a Mindfulness session on Wednesday 8th August 2018 at 2pm, however no venue was decided. He/we may be able to use a central library room, but Simon has yet to confirm this. There would be ten places available.

Vice Chair, Roselle confirmed she would attend and asked members for their names should they wish to attend. Members keen to attend:

Barbara Brooks, Yvonne Poulson and her son Tom, John Ellis, Gerry Melling (confirmed by Elaine Birch) and possibly Elaine herself (yet to be confirmed).

8. Any other Business

(i) Carers Trips

There are a few spaces available on the Carers trips and Vice Chair asked if there were any further members wishing to be included. Of those members present, Barbara Brooks (3 places), Yvonne Poulson (2 places) and Gerry Melling (2 places) confirmed they had already booked for the Chatsworth trip. Vice Chair had a pre-booked holiday away and was therefore sad to miss this trip.

(ii) Bolton CVS

Bolton CVS in partnership with Bolton Carers Support are hosting a Pitch, Pasty & Peas event on 28th June 2018 from 11am to 3pm at the Thicketford Centre to give the opportunity for 6 Bolton community groups to pitch their ideas, vote for their favourite and have a chance to win up to 1k. Those present will be able to network over lunch, then sit back for an entertaining rendition of The Wind in the Willows performed by Grand Dame Theatre Group.

The deadline for ideas to be pitched was Wednesday 20th June 2018. Our Chairman had not advised if BAAS had submitted an idea to this event.

(iii) NHS Bolton Clinical Commissioning Group (CCG) – Public Board Meeting

Vice Chair advised members that the above meeting was to take place on 29th June 2018 from 9.30 to 11.20am at St Peter's House, The Bevan Room, 2nd Floor, Institute Street, Bolton. Copies of the Agenda were offered should any members wish to attend.

As Item 4 above

Update from Lisa Griffiths-Wood, Operations Manager, Bolton Cares

Vice Chair welcomed back and introduced our second speaker.

Lisa reminded members that Bolton Cares was still awaiting council approval on the design concept for the Jubilee Centre. Wilmott Dixon Builders and Architects Pozzoni in Altrincham, Manchester have been appointed. The design includes extra care housing, day center/library combined and other facilities.

In the meantime, the Jubilee Centre remains open to the public but the pool will be closed.

Further to our previous discussions, Lisa plans to set up quarterly Community Practice meetings at the Thicketford Centre. There will be a topic per meeting; the first of which will be based on social intuition and, later in the year, a Transitions meeting to share best practice.

Lisa advised that she was impressed by the good work done by Michelle Garcia Winner on Social Thinking. The programme is designed to support people to use their eyes to help them develop social intuition and recommended the website:

<https://www.socialthinking.com>

Vice Chair, Roselle, circulated the costings provided by Lisa and further discussion took place on options available to utilise Bolton Cares offer of the Learning Disability (LD) and Autism Centre at Thicketford, whilst plans for the Jubilee Centre were being decided.

Members agreed the costings in principle and that Lisa's Director had specified 2 members of Bolton Cares staff be on hand to supervise the service users whilst partaking of the facilities.

The provision of activities and cooking facilities where service users could learn to cook were keenly supported by members. Members also discussed the availability of the facilities i.e. that this would be in the evening. Whilst Wednesday evening 7-9pm had been discussed previously, Lisa advised that any one evening Monday - Thursday would be a possible, but she could not commit her staff to a Friday evening.

BAAS Saturday Drop-In sessions had also previously been agreed; details to be arranged.

Several of our members present volunteered to assist and/or supervise the various activities which would help keep costs to a minimum.

Roselle requested that members be given an opportunity to view the facilities on offer and that this could be at 2pm, before our 25th July 2018 meeting commenced. Lisa agreed this was a good idea and, although she herself will be away on holiday, she will arrange for another member of her staff to show our members around the Centre. Lisa will email Graham and Roselle to advise the name of the member of staff.

We look forward to seeing as many of our members as possible on that day.

Roselle thanked Lisa most sincerely on behalf of our members for all her time and effort in assisting BAAS find a suitable venue for our service users and members' activities.

10. Date of Next Meeting

Wednesday 25th July 2018 at Thicketford Centre commencing at 2.00pm.

Elaine Birch gave her apologies for the meeting on 25th July 2018.

N.B. A reminder for members to meet in Thicketford Centre Reception at 2pm, prior to commencement of the meeting, to view the facilities on offer at the LD Day Centre (see above).

Vice Chair, Roselle, thanked everyone for their attendance and their active participation at this very busy meeting.

OPEN FORUM

Members took full advantage of the time available to share their experiences.

Roselle closed the meeting at 4.15pm.