

**STEERING GROUP MEETING 19 JAN 2017**

**MINUTES**

11am at Unique Ways offices, Hanson Lane Enterprise Centre, Halifax HX1 5PG

Present:

*Steering Group Members*: Cath King, Pete Ruse, Amanda Bowen, Alison Sharpe (chaired this meeting), Janine Wigmore. Others: Lucy Armour (Family Voice Supporter)

1 Apologies.

Shermeela Kauser, Sid Bi, Mehvish Javid

2 Minutes of previous meeting

Minutes of meeting on 16th Dec 2016 agreed as a true and accurate record.

3. Matters arising from the minutes

No matters arising which were not already on the agenda.

4 Treasurer’s report / Budget

Expenses forms still needed for workstream meetings and National Conference. Martin has requested that these be put in as regularly as possible to avoid building up a large piece of work to do all at once. They can be emailed in soon after the meeting, then signed and receipts provided next time the rep visits the office.  
  
There are a few areas where we have money left to spend, so it was agreed that we would put some towards doing a mail shot about the conference to all members for whom we have no email address. We still have plenty of budget left for Engagement Events, so this can be put towards the Mental Capacity Act training session and a Council Budget consultation event.

Lucy and Pete will arrange to meet to write the Parent Remuneration policy this month.

Parent reps can also claim for other meetings that are connected to the workstream meetings e.g. Project Search meetings, SEND Implementation Training days etc. It was also agreed that reps would put in a claim for the Short Breaks panel meetings and see if the Local Authority were willing to pay for these as well.

5. FVC Conference - 17th March (note change of date) Lucy to check cost of breakout room (also which one we are getting) and PA hire with Sam W, and also look into food costs, as we can probably offer a hot food option due to us saving a lot of money on the room hire. Also check the cost of hiring the big room in case we get a lot of interest and need more space.

Pete to clarify with Mark O’Neill if he is willing to speak at the conference.

Lucy to get in touch with Jackie Codman about doing another benefits session.

Plan to run benefits session and another workshop at the same time - a running order for the day will need to be produced so parents can plan what to go to.

A visit to the Shay will be arranged nearer the time to plan room layout etc.

A ‘children’s corner’ was suggested so that kids could play and parents could give their attention to the conference but still be in the same room in order to make safeguarding less of an issue. Lucy to ask around and see if anyone knows a childminder who may be able to come and supervise this.

Planning meetings were organised for Fri 27 Jan 10:30-12:00, Thurs 2nd Feb 12:00-1:30 (lunch provided), Thurs 9th Feb 9:30 (before Steering Group meeting), Fri 17th Feb 1:00-2:30, Tues 21st Feb 12:30-2:00, Fri 3rd Mar 9:45 (followed by rescheduled Steering Group meeting at 11:00), Fri 10th Mar 11:00-12:00

6. Hosting Regional Meeting. Bay Area meeting room and lunch booked at Elsie Whiteley Centre. Need to bring:- banners; leaflets and translated leaflets; Unique Ways pens

**Action points: Lucy to organise printing of translated leaflets.**

7. Discretionary grant project. Meeting arranged for Tues 24th Jan at 12:30. Cath, Amanda B and Lucy to attend. Invite to all Steering Group will be sent out.

8. Short Breaks. Pete, Lucy and Janine met to discuss eligibility criteria and referral process. Decided that criteria were only necessary for Specialist Short Breaks. Janine mentioned that the guidance states that eligibility criteria must not be applied before adequate assessment of the child and family have been carried out. It was agreed that assessment and process are more important than blindly applying criteria.

All present agreed that we should be full members on the Short Breaks panel, but on a six-month trial to begin with. This will allow us to ask relevant questions and ensure that proper assessment of families is carried out.

A confidentiality agreement has been drawn up for all reps on the panel to sign. General issues regarding panel business can be shared with the Steering Group, but not details of individual cases.

**Action points: Lucy to contact Emma Lumb and discuss how papers will be delivered to reps before panel meetings.**

9. Council budget cuts. Consultation open until 13th Feb. Need to plan an engagement event before this. Invite commissioners responsible for DCATCH and SENDIASS. Ask Jo from SENDIASS if they want to have a joint event. Possible dates – Wed 1st, Wed 8th or Thurs 9th Feb. Orange Box first choice for venue. Event to be promoted via e-bulletin, dedicated email, Facebook text and flyers delivered to special schools and providers. Press could also be contacted after the event.  
A separate FVC response is needed as well as the parent responses.

**Action points: Lucy to contact Jo about joint event and availability.  
Lucy to produce flyer for event.**

10. Mental Capacity training. Lucy to design flyer and promote this event to members.

11. New workstream meetings. Arrange workshop for parent reps and those who are interested in becoming reps, to watch CaF webinar and have a Q and A session. Mark O’Neill also interested in attending this.

**Action point: Lucy to contact new reps and Mark regarding date for workshop.**

Dates of next meetings:- Steering Group – Feb 9th, Mar 3rd, Apr 27th, May 11th, Jun 15th, Jul 13th (AGM)

FVC hosting Regional Meeting – Mar 9th

FVC Conference – Mar 17th