

**STEERING GROUP MEETING 16th May 2018**

**MINUTES**

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

Present/Introductions

*Steering Group Members:* Pete Ruse, (chaired this meeting), Janine Wigmore, Cath King, *Others:* Heidi Coney (Family Voice Supporter), Shona Walsh (Unique Ways CEO), Emma Poyser-Buxton

1 Apologies

Vikki Darby, Gabriella Walker, Alison Sharpe, Alison Bower

2. Any Other Business

 Any other Business items for the agenda were discussed and incorporated in to the agenda.

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3. Minutes of previous meeting

Minutes of meeting on 19th April are a true and accurate record. However, will amend 2nd paragraph in item 4 to say “The Steering Group decided to consider this as part of the 2018 grant application and also invited the NAS Group to grant application meetings”.

4. Matters Arising from the Minutes

 Cath updated on the video distribution and will take it forward regarding the embedded link in the flyer

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5. Terms of Reference and Code of Conduct

 This item needs removing from the agenda as there are no further actions

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6. Steering Group Chair

 Pete reported that he is no longer eligible to be Chair as his son has now turned 25 years so he will be standing down as Chair but can be co-opted by a member of the Steering Group. Janine co-opted Pete on to the Steering Group and he was seconded by Cath King.

 Emma Poyser-Buxton became a parent representative on the Steering Group. She was nominated by Cath King and seconded by Heidi Coney

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7. Treasurers Report

 There is no Treasurers Report this month

8. Grant Application and Monitoring

 Grant Application is nearly complete and just needs typing up for the deadline of 11th June. It will needs signing off by Julie Killey from the Local Authority and a representative from the CCG.

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9. FVC Conference and Charter

 A date and venue will need to be decided for the 2019 FVC Conference as soon as possible. The SG talked about a meeting to look at the Charter from the 2018 Conference and it was decided the 1st meeting would be after the Steering Group meeting on the 13th June.

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10. Upcoming Events

* Local Offer Live on 22nd May – This will be a market place event with around 33 stalls and 5 top tips for Transition from practioners. There will be no speakers or workshops this year. FVC parent reps agreed to man the stall for both the afternoon and evening sessions.
* Regional Meeting in Hull – this has now been rescheduled for 11th June and Heidi will attend with Emma as a new parent rep.
* Improving Mental Health and Wellbeing in Schools Conference 12th June – Janine received this information as part of her role on Emotional Health and Wellbeing Group and will attend.
* Calderdale NAS Mental Health Event – Janine updated on the NAS Transition Event and explained they wanted to make it an annual event. Pete/Shona questioned as to where it would fit around the other work going on to do with Autism – who would be there and what would the agenda look like? Pete highlighted that the work streams would cover this area but Janine did not feel they would do as it is quite a targeted piece of work around mental health. Janine mentioned NAS want to do another survey but not sure this is necessary as the questions have been asked before and Shona explained there is no capacity at Unique Ways to do another survey. Pete feels the best way forward is to meet with Rhona Radley and to agree a working party around this particular issue. Janine said she could bring this up at the next Emotional Health and Wellbeing Group. Pete also mentioned that the CCG were coming to the next Steering Group on the 13th June and could discuss this then and will invite NAS to come along too.

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11. Sensory Integration and Behaviour Management

 This item was not covered and will be taken forward to the next Steering Group meeting

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12. Meeting Feedback (Workstream + any others)

* ASD Strategy – Pete reported that himself and Shona were attending the Autism Pathway Review Event on the 29th May. This is a decision making workshop run by CCG to agree pathway and timescales for delivery of service. Janine updated on the Task and Finish Group and that they had agreed the headings for the document although neither her nor Alison B can attend the next meeting.

Due to restricted time, no other meeting feedback could be given so this will have to be carried forward to the next meeting.

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**Dates of next meeting – Wednesday 13th June 2018**