

**STEERING GROUP MEETING 19th April 2018**

**MINUTES**

10.30am at Unique Ways Offices, Hanson Lane Enterprise Centre, Halifax HX1 5PG

Present/Introductions

*Steering Group Members:* Pete Ruse, (chaired this meeting), Alison Sharpe, Alison Bower, Janine Wigmore *Others:* Heidi Coney (Family Voice Supporter), Shona Walsh (Unique Ways CEO)

1 Apologies

Cath King, Vikki Darby

2. Any Other Business

 Any Other Business items for the agenda were discussed and incorporated into the agenda.

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3. Minutes of previous meeting

Minutes of meeting on 15th March are a true and accurate record and approved by Shona.

4. Matters Arising from the Minutes

 Shona reported that there had been 38 responses to the Unique Ways survey and the deadline was the end of April. It was discussed that reminders would be sent out and that hard copies of the survey would be taken down to Special Stars group that meet on a Tuesday.

 Janine reported on the Autism Transition event and that an event report had been distributed and will be sent to all SG members. All are keen to ensure the workstreams follow through with what came out of the report. Janine talked about the enthusiasm of working together with NAS during the event and discussed having the Autism Transition event as an annual event and would FVC be willing to finance the venue? Steering Group decided to consider this as part of the Grant application and also invited the NAS group reps to the Grant Application Meetings. Suggested inviting the NAS reps to the Steering Group meetings and the dates of all the meetings will be given to them as communication is key in the whole process.

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5. Treasurers Report

 There was no treasurers report given out due to the on-going work on the grant monitoring.

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6. Terms of Reference and Code of Conduct

 This item will be taken off the agenda as it is now ready for the AGM in July

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7. Grant Application and Monitoring

 Pete reported work was being done on the grant monitoring for the end of April deadline, himself, Alison S and Heidi will meet up again to complete then the grant application will start and all steering group members will be invited to help with this, the deadline is 11th June.

8. Video Distribution

 Video is now being put on 200 USB sticks, the artwork has been approved for this and will be produced. Meetings will start again regarding its distribution after the grant monitoring and application has been done.

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9. FVC Conference and Charter

 Meetings will be arranged to look at the FVC Conference and Charter after the grant monitoring and application has been done.

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10. Upcoming Events

* Short Breaks Criteria Working Party 26th April – this is a focus group but has been pitched as a working party, about 8 attendees currently and Alison B said she will attend.
* Regional Meeting on 21st May in Hull – Janine will and Cath can maybe attend this. Janine reported the new regional rep for the NNPCF is Julie Bruce and now there will be election for a Chair. There is also a new Regional Rep for Contact – Karen Askham will work on a temporary basis until the permanent rep is appointed who will be Catherine Wood who currently covers the Midlands.

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11. Sensory Integration and Behaviour Management

 Pete updated the first course “Behaviour in Bitesize” has been completed and about 10 attended this. Ann Rowley took on board Pete’s suggestion for evaluating the course. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

12. Meeting Feedback (Workstream + any others)

 Janine asked if minutes from the workstream meetings could go on the UW/FVC website and Shona will ask Mark O’Neill.

* Commissioning – nothing to report
* Local Offer – Local Offer Live happening on the 22nd May at The Shay. There will be a Transition theme to the event with the same stall holders as previous events and the distribution of the flyer in book bags. Janine asked for help with the sourcing of prizes for the prize draw.
* SEND High Needs Review – Pete, Shona and a parent representative Gabriella Walker attended this.
* Preparing for Adulthood – Alison S updated that there had been a presentation about access to work and that Project Search had a conference in London this year. Also reported that the Autism Transition event feedback will be coming through this workstream.
* EHWB Task Group – Janine shared document on Local Transformation Plan Year 4 funding and would like all SG to have a look and score each proposal and top 5 priorities. Heidi will email to the group and deadline is the 23rd April.

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13. NNPCF Exclusions Survey and Parent Carer Groups wanted

 Heidi will find out more about these as unsure if Exclusions survey is for individuals to complete or for the FVC to complete.

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14. Independent Support

 Janine reported on the KIAS Steering Group. The purpose of the group is to look at the integration of Calderdale and Kirklees SENDIASS services. SENDIASS send regular reports on numbers requesting support, trends in issues etc., in Calderdale to the accountability group. Also discussed the future of Independent Support. A SENDIASS volunteer will be training to be an Independent Supporter.

 AOB – Shona updated on the SENDIASS budget and also on service user involvement with regard to Calderdale’s Safeguarding Children’s and Adults Board. They want to improve service user engagement and are keen to get the views of people who have experienced the safeguarding process and are looking for expressions of interest at his point in time. The SG were keen to register their interest.

15. Mark O’Neill and Tracy Bird, new SEN Team Manager

 Mark O’Neill and Tracy Bird joined the Steering Group to talk about co-production. Tracy explained in her new role as SEN Team Manager she will be looking at RAS (Resource Allocation Systems) and would like input from parents and young people on how well it works for them and would like FVC to be involved with this work. Mark suggested another meeting with Sami Zafiar and Leanne Beaumont and to have an engagement event in maybe late June or July.

 Mark explained he had done a survey to parent carers who had been through the EHCP process and now wanted to extend it those parent carers who have been through the annual review.

 Mark talked about a training day for parent reps and he would come along to this. September was suggested as a possible month for this between 10-2pm. Mark will look into if there is a Community Involvement Officer at the Council who could help with this.

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**Dates of next meeting – Wednesday 16th May 2018**