

**MINUTES OF STEERING GROUP MEETING**

**Thursday 13th December 2018**

10.30 am at The Creative Learning Guild, Causey Hall, Dispensary Walk, Halifax

Present

*Steering Group Members:* Janine Wigmore (Chair), Alison Sharpe, Cath King, Pete Ruse, Gabriella Walker *Others:* Heidi Coney (Family Voice Co-ordinator)

1 Welcome and Apologies

Apologies were given from Alison Bower and Jo Stockings.

2. Minutes of previous meetings and matters arising

Minutes of SG meeting on 15th November are a true and accurate record. However, Heidi will change point 12 AOB – Wheelchair Services Consultation section.

3. Treasurers Report

 Alison reported there was nothing to report regarding budget but likely be more activity in January with the Conference planning.

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4. Discretionary Grant Options

 Heidi reported that the Discretionary Grant had not been awarded due to the high number of applications for the grant. However, there was some funds in the Hard to Reach section of the main grant to cover engagement events for the two hard to reach groups.

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5. Charter for Co-production

 Pete reported that the Charter document was now in PDF format, done by a design company however it will now be passed over to Unique Ways and Martin will do any further editing. As initial draft of the Charter is now done and the emphasis will shift to Conference planning. Mark O’Neill was meeting with Julie Killey about taking the draft Charter to senior managers to get their buy in. Heidi will pass the draft charter to a few parents at the afternoon tea on Wednesday 19th December to get their views too.

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6. FVC 2019 Conference

 Heidi and Pete went to see the Conference space at the Inspire Centre and met with Liz Smith to confirm more arrangements. Janine asked if there could be hot water on the day and Heidi will arrange this. An invitation to the Conference has now gone out to professionals and parents on Eventbrite and this also asks for any dietary requirements. Elaine Balcan has not been confirmed as another speaker yet but it would be excellent if a collaborative speech could be done. Additional invitees were suggested as Laura Lavendar of Calderdale College and Janette Dodson who is in charge of Special Needs at the College. Conference planning meetings will now be organised up until the end of January and these will look at the agenda for the day.

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7. Unique Ways Video

 Cath reported that nothing had moved forward on this however it was felt a meeting with the Local Authority was required to decide what would happen next regarding distribution of the video. It was also felt the video could be shown at the Conference.

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8. Transport

 Pete reported on his & Cath’s meeting with Phil Taylor, SEND Transport Operations Manager on the 11th December. This lasted for an hour and a half, was about how they can work together but several concerns came out of the meeting. The transport policy appears to be unlawful and it has been applied unevenly and it is confusing so more clarity is required.

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9. SEN Support Survey

 SEN Support Survey is being typed up on Survey Monkey. This will then go to Shona and Martin to look re GDPR and then it will be piloted with the Steering Group. The link will then be publicised and it will be sent out half termly as a way of gauging what is going on in terms of SEN Support.

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10. Short Breaks

 Pete reported he had had a meeting with Margaret Bates to look at the Short Breaks paperwork, it was felt it was hard to read and the process needed to be accessible. This could possibly be done as an evaluation activity at the Conference. In addition, Short Breaks want to introduce a Post 16 Self-Referral scheme and they want to get a working party together so will need volunteers to do this.

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11. Upcoming Events

* Legal Aspects of Transition Training by Steve Broach. Janine reported this would be very useful and Heidi will send link to the Steering Group members
* Social Impact Bonds on 15th Feb in Bradford. Heidi will send the link to the Steering Group members if anyone would like to go.
* Kings Fund are doing some training about the NHS on the 28th February and Gabriella will see if this can be free to Steering Group members.
* 11th January – next regional meeting in Rotherham, Janine and Heidi will attend
* National Conference – held in November. Janine reported back on this and said there was a lot of discussion on joint working & Joint Commissioning and it seems they are keen to work on this. Health Minister declared his commitment to the forums but a lot of questions on when the Department of Health is going to contribute.

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12. Workstreams/Panel Feedback

* Local Offer – Janine reported that they need a strategy for recruitment to get people to give ongoing feedback on the website. Ask Martin who suggested some funding could be available. **ACTION: Heidi will find out from Contact what we can spend the money on in terms of incentives.**
* Preparing for Adulthood –Alison reported there was a new follow on job coach.Also that Covea have done a business case for Project Search and will update when have more information. The current interns are sorting their 2nd placements. On the 11th June there will be a Celebration Event from 4.30pm and it could be at the new Ravenscliffe 6th Form. 5 Day Offer – there has been a lot of interest in terms of this as it is seen as good practice.
* Emotional Health & Wellbeing Group – Janine reported that Young Carers had been assured by Jeff Rafter that there would be no budget cuts so asking him why has the service been cut. CAMHS is now called Open Minds Partnership, there is now no 24hr crisis service in Calderdale but it is linked to the home based call out team. There was a presentation from Kooth and a presentation from Sarah Dickinson on Brain in Hand. Janine also reported she had sent some information to Shona about a Health and Wellbeing Fund that Unique Ways could apply for.
* Autism Strategy Group – Pete reported he had made group in Autism. Pete and Janine took document Jacqui Turner had written and mapped it out and laid bare what was there. Meeting scheduled for the 14th December and Pete suggested writing one section together and invited local NAS branch. There is an Autism Summit in January re Autism Pathway and Pete will attend. ASD Strategy Meetings – Janine cannot attend these so will ask Alison B if she can attend them.

**Next meeting –Wednesday 16th January 2019 at 10.30am at Unique Ways Offices**