

**MINUTES OF STEERING GROUP MEETING**

**Thursday 15th November 2018**

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

Present

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

1 Welcome and Apologies

Apologies were given from Alison Bower and Gabriella Walker.

2. Minutes of previous meetings and matters arising

Minutes of SG meeting on 10th October are a true and accurate record. However, Heidi had not yet contacted Rizwana at Special Stars and will forward Janine’s comments on the SEND Strategy to Pete. **ACTION: Janine will contact the Anna Freud Centre regarding the Focus Group and will hopefully organise this for the new year. ACTION: Heidi will invite Creative Learning Guild to come to the end of the December Steering Group to talk about the learning space at Causey Hall.**

3. Treasurers Report

Alison S reported that the 2nd tranche of the Discretionary grant as gone in to the account and that Martin would like expenses to be claimed monthly in order to monitor the budget spend.

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4. Discretionary Grant Options

Heidi updated that the Discretionary Grant had been submitted and £500 had been applied for split between two hard to reach groups – Home Educators and the Eastern European community to organise an engagement event including advertising, room booking and refreshments. Janine suggested advertising in Scally Mag and also on social media. A suggested date for the events was mid-March. **ACTION: Janine will put a list together of social media groups to publicise these events.**

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5. Charter for Co-production

Pete reported that the co-production working group was meeting regularly to discuss and finely tune the 1st draft of the charter document and hope to send this out in about 2 weeks time. Pete was writing and rewriting it and thinking about the audience when doing this which is possibly going to be more practitioners than parents. Need to consider the “What’s Next” part of the document and maybe look at a 5 year period and goals for this i.e. *all schools and services in Calderdale will have made a commitment to the charter/It will be on every school website.* FVC will use the annual conference as a Charter Evaluation exercise and each conference will set objectives for the next year and charter’s progression. SG talked about the design of the document and suggested budget could be used for the graphic design of this. **ACTION: Cath will look at the cost of designing document and Pete will email her with the number of words.** Need to think about printing costs too and Jo suggested a service may be willing to sponsor the document and a version could also be included in the Inclusive Magazine. Future Charter planning meetings are booked in until December and will then become the Conference planning meetings.

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6. FVC 2019 Conference

The SG came up with a list of who to invite to the FVC Conference as follows:- SENCO Network Co-ordinator - Parveen, representatives from all work streams, Mark O’Neill, Sam Wasilewski, Tracy Bird, Jacqui Turner, Julie Killey, Dawn Collins, Glen Swindell, Cate Simmonds, Lynn Powell, CAMHS, Public Health, School Nurses, PRU, Medical Needs Team, Special School Heads, Calderdale College, Heath Training Centre, Personal Health Budget, Disability Partnership Calderdale, Children’s Centres – Karen Parkinson, Health Watch, Rosalie Norcliffe from NHS, Kate Smythe from NHS. Invite will need to be sent out before Christmas break and will look at the flyer from last year. The SG would like 50/50 split of parents and professionals and Heidi will find out the capacity of the room.

SG then thought about the content of the day, felt stalls were distracting for the professionals attending however there would be space outside the room for leaflets but they would like professionals to get involved in co-production on the day. Janine suggested a speaker for the day in order to draw people in and suggested someone from the Department of Education – Elaine Balcan or Lisa Cooper (NHS Regional SEND Lead for Participation). **ACTION: Pete will initially contact Elaine Balcan of the DofE.**

The conference will also be the launch event for the Charter so need to think about the outcomes for the day – sign off of the Charter, What does the charter mean for the audience

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7. FVC Brand Guidelines

Heidi reported been asked to look at brand guidelines for FVC in line with those for Unique Ways before the December break. Will send around to the SG for comments and feedback.

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8. Unique Ways Video

Cath updated that the artwork for the video link was now complete and were now looking at the next steps for the video. Would like the accompanying email to come from the Local Authority and looking at the next steps for doing this.

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9. Transport

Issues regarding transport for young adults are ongoing and Cath & Pete are meeting with Phil Taylor, SEND Transport Operations Manager & Shirley Pearson on the 11th December. Will need to take national guidance and background on this. Janine and Cath will do research and send policies in Calderdale and case law to Pete before the meeting.

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10. Upcoming Events

NNPCF Conference 21st & 22nd November – Janine attending on both days, Pete now can’t attend as interviewing for SEN Co-ordinator. Gabriella can’t now attend on the Thursday but can maybe attend on the Wednesday. SG discussed who else could attend and was agreed to send information to Unique Ways trustees to invite them.

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11. Work Streams/Panels Feedback

Pete reported as part of **Emotional Health & Wellbeing Task Group** he helped to write with Jo Marshall “Calderdale’s Emotional Health and Wellbeing Service Guide for Families”

**Autism Strategy Group** – Pete had been to the meeting and reported that Task & Finish Group had been asked to help write Calderdale’s Autism Strategy Document however it was felt there wasn’t much input from parents. Also the section regarding CAMH’s needed rewriting and the local NAS group had been asked to help do this**.**

**Carers Champions Meeting –** Janine reported that they are reviewing the Carer’s Report. Funding for the Young Carers Service has been heavily cut and Janine will go to the Young Carers Service directly and ask why this decision has been made.

Alison S update **Project Search** and reported leaflets are to be produced aimed at businesses. This year’s cohort are to be classed as internal employees on Calderdale website. The business group are to do pen portraits to match them with interns to mentor. Project Search will be audited in January 19. McDonalds are interested and may possibly have some placements for students on completion of Project Search. Covea are really interested in having their own PS, possibly combined Young People and Adult programme. However, there are funding issues so very early days.

**Engagement & Participation Work stream** – Heidi reported that this work stream has been cancelled in its current format due to the fact there were no external organisations coming to the meetings and so it couldn’t be seen as Engagement and Participation.

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12. AOB

* Unique Ways Update – Heidi circulated Unique Ways update from Shona that included information on the AGM and other information such as the members Christmas party.
* Wheelchair Services Consultation – Jo reported on the Wheelchair Services Consultation she had attended on the 24th October. She felt it was useful and will be invited as part of a smaller group to review the shortlist of specs before the end of November and before it goes to tender. She reported that the CCG had not really considered the survey done by PCAN or parts of it had been ignored.

**Next meeting – Thursday 13th December 2018 at 10.30am**