

**MINUTES OF STEERING GROUP MEETING**

**Wednesday 16th January 2019**

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

Present

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

1 Welcome and Apologies

Apologies were given from Jo Stockings, Janine Wigmore and Cath King

2. Minutes of Previous Meeting and Matters Arising

Minutes of SG meeting on 13th December 2018 are a true and accurate record. Matters arising not on the agenda are:-

* Unique Ways Video – no further progress has been made on this due to concentrating on Conference work
* SEN Survey – this has not yet been launched and will be after Conference

3. Treasurers Report

Alison updated on the Treasurers Report, there is £200 to pay for a PA System in the budget and if we are not going to spend this then will need to transfer the money by the end of February. Pete suggested buying one with lapel speaker as well as microphones that you can pass around and can be used at the Conference.

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4. Charter for Co-production

 Pete updated on the Charter document which Heidi will distribute again to SG members and ask for comments. The certificate page has yet to be finalised and maybe this is a discussion that can be done at the Conference. Also more work regarding links and references needs to be done and Pete has been unable to contact the author of the visual. Pete has set aside 30th Jan to work with Martin to do a final edit of the Charter and add in the Family Voice logos etc. At the Conference the Charter will be passed around for all attendees to look at and then comment in an around the table exercise.

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5. FVC Conference 2019

 SG discussed the purpose of the conference and what will be achieved on the day, Pete talked about a connectivity exercise for the start of the conference and demonstrated with sticks. As numbers are low, SG discussed sending out a reminder to invitees and also Janine had suggested inviting other Forums – maybe Rochdale, Huddersfield and Leeds. Also ensure the headline is attention grabbing and don’t put a cut-off date for registering. Heidi mentioned that a press release will be going out and maybe a good idea to have some pictures of last years’ conference on there. Heidi will check with Liz Smith if students will be available on the day to help with the parking. SG group discussed childcare and if it would put parents off from attending if they wanted to attend and this is something SG maybe need to think about for next year.

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6. Transport

 Pete updated on the meeting with Transport Manager, Phil Taylor. Pete and Cath have another meeting arranged with Phil, Julie Killey and Kirsty Mcleod on the 24th January.

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7. Upcoming Events

* Pete attending Legal Aspects of Transition Training by Steve Broach on 17th Jan and Heidi will send the link to Alison B.
* Regional Meeting in March – Heidi will send the date to Gabriella as she may be able to attend.

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8. Workstreams/Panel Feedback

* Autism Strategy Group – Pete will map out what will be done regarding ASD Strategy. He has had 3 or 4 meetings with Jacqui Turner and although Jacqui is writing the document he feels there is a lot of input from Family Voice.
* Autism Summit Meeting – Pete attended along with Shona, Martin and Amanda. It was organised by the CCG and the Local Authority and a good networking opportunity as the Head of the CCG and Head of CAMHS attended too.
* SG discussed meetings Janine attends and who will cover them – Local Offer, Emotional Health & Wellbeing Board, Carers Champions, Autism Task and Finish Group and Adult Autism Strategy. Heidi will ask Janine to forward any meetings she has coming up and other SG members will fill in for a month and then reassess after the conference. Alison B will attend the Autism Task and Finish Group. Heidi will also ask Sam W who will be attending the Local Offer meetings and maybe the conference will be an opportunity to recruit a parent rep for this workstream.
* High Needs Review – Gabriella reported this has now gone to the tendering process.

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9. AOB

* Heidi asked SG if they had any ideas for information sessions at Unique Ways for parents and they suggested the CAMHS ASD Pathway.
* Gabriella reported she had asked for information on Continuing Care and will report back on this.

**Next meeting –Wednesday 13th Feb 2019 at 10.30am at Unique Ways Offices**