

**MINUTES OF STEERING GROUP MEETING**

**Wednesday 11th December 2019**

10:00 am at Unique Ways Offices, Hanson Lane Enterprise Centre, Halifax

Present

*Steering Group Members:* Pete Ruse (Chair) Alison Sharpe, Gabriella Walker, Sara Burge (Guest) *Others:* Heidi Coney

1. Welcome and Apologies

Apologies were given from Cath King, Alison Bower, Jo Stockings, Shermeela Kauser and Janine Wigmore.

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2. Items of AOB

* Personal Health Care Budgets
* Letter to Minister from LDE

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3. Minutes of Previous Meeting and Matter Arising

Minutes of SG meeting on Tuesday 12th November are a true and accurate record. Sara reported on the Hustings that had taken place on the 2nd December and said the numbers in attendance were low. Shona was meeting up with Sarah Allard of NAS early in the new year as felt this was a missed opportunity to communicate with our members. Sara also reported on the Scrutiny Panel she had attended on 14th November regarding a critical report on Adult Autism Service however there were no outcomes due to the CCG not looking at the report. Shona would be contacting Julia Lumb re a contact for the UW video link and Shona also waiting for answers from one respondent re questions at the UW AGM and then she will circulate.

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4. Treasurers Report

The SG looked at Budget Monitoring report and had some ideas on what the money could be spent on if there was surplus after the Conference. These were a laptop, projector and banner. Heidi will investigate parent rep training as some of the discretionary grant is due to be spent on that, she will contact Lisa Aldred at Contact and look at half a day to a day of bespoke training. Regarding the other spend of the Hard to Reach group, Pete will call at the Muslim Centre to introduce himself and see if they have any events coming up that Family Voice could combine with an engagement event.

5. Conference 2020 and Charter

Pete feels LA will sign off on Charter now some amends been done and also he would see CCG contacts at the ASD Steering Group on the 20th December and feels confident they too will sign it off.

Pete reported he had asked Julie Jenkins and Mark Randall to speak at the Conference and had also asked Julie who she felt would be a good person to speak in Social Care.

Invitations/Conference Flyers – will be sent to SENCO’s and Gabriella will send to Nursery SENCO’s. Heidi will ask Cath if she can distribute to Health Visitors via her contacts. Heidi will contact Helen Shepherd regarding getting the invitation out in GP’s surgeries through the electronic notice boards they have. Flyers will be given out at Coffee Mornings/Afternoon Teas by practitioners and parents will be asked if they can distribute these in their local schools. Parent Reps will also distribute at any workstreams they attend. Also to publicise on relevant facebook pages and will contact Tracy Morley as she is the administrator the the ASD page.

Venue – Heidi meeting Liz Smith at Calderdale College about the venue/catering etc and will ask her if there are any Creche facilities at the College as Family Voice may be able to pay for this if it is a barrier to parent members attending.

Agenda – start at 9.30 with refreshment, 45 mins for lunch and finish by 2pm. The SG discussed how they would capture the information and it was suggested that facilitators on each table might be the best way.

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6. SEN Survey

SG felt it would be a good opportunity to feedback on the SEN Survey at the Conference. A reminder will be sent to all members to complete over the holiday and then it will be closed for analysis and pushed again after Feb Half term.

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7. Focus Groups

Early Years - Gabriella reported it was going well and had spoken to a few parents at Nursery’s and reported that a lot of nursery’s saying they are not equipped to deal with high needs and there is a lack of opportunities for early years with complex needs. Eureka say they have workshops for disabled visitors that families sign up to and reported that Family Voice can tag on to the end of one of these workshops for no cost. Heidi informed SG about Baby and Toddler group taking place as a pilot in new year for early years that FVC could also combine with engagement event.

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8. Unique Ways Video Link

Action reported during Matters Arising item.

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9. Past/Upcoming Events

**Regional Meeting** – taking place in Cleethorpes on the 15th January. FVC will not attend due to conference planning but will attend the meeting in March.

**Local Government Awards Presentation** – taking place on the 21st January at Telephone house in London, Pete will attend with Tracy Bird, Glenn Swindell and a young person and the presentation is about co-production and co-working. The actual awards will take place on the 18th March at Grosvenor House if they get through.

10. Workstream/Panel Feedback

Emotional Health and Wellbeing Group – Heidi had attended as representative of Unique Ways and Sara from FVC. There was an interesting presentation from EHWB Champion Grass Roots Day Nursery. Heidi reported there was a Young Peoples survey done by the Tough Times Reference Group and if we wanted any questions submitting we could submit them to Jo Marshall and it was felt a question on school exclusions might be a good idea and this could be taken from the Home Educators Questionnaire.

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11. AOB

Letter to Minister from LDE – it was decided not to sign this letter as not inclusive of all additional needs but limited to autism.

Personal Health Care Budgets – to be put on future agenda for further discussion

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**Next meeting – Thursday 13th February 2019 at 10.30am at Unique Ways Offices**