

**MINUTES OF STEERING GROUP MEETING**

**Thursday 13th February 2020**

10:30 am at Unique Ways Offices, Hanson Lane Enterprise Centre, Halifax

Present

*Steering Group Members:* Pete Ruse, Alison Sharpe, Janine Wigmore, Shermeela Kauser, Charmaine Stowe (Guest) *Others:* Heidi Coney

1. Welcome and Apologies

 Apologies were given from Cath King, Alison Bower and Gabriella Walker

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

2. Items of AOB

* Charter – brainstorm re distribution (include when discussing Conference)

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

3. Minutes of Previous Meeting and Matter Arising

 Minutes of SG meeting on Wednesday 15th January are a true and accurate record. Matters arising are that Pete will attend the Local Government Association Awards presentation on the 21st January followed by questions with other members of council and a young person The actual awards are on the 18th March.

 ­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

4. Treasurers Report

Although no updated Treasurer Report FVC expenditure was discussed including conference expenditure – gone over budget on conference by around £200 so will have to transfer from other budget headings and needs to be reconciled before next steering group so we know exactly how much money we have left over to spend on maybe a laptop. Charmaine queried if we could ask for a laptop to be donated and this could be looked at if not sufficient money in the budget. SG members reminded to get all expenses in before end of March.

5. Conference 2020 Evaluation

 The SG group carried out a SWOT on the Conference. All the feedback will be put in to a document including feedback from the Unique Ways team and also evaluation of the delegate feedback forms and this will be used when planning for the next conference. A date was put in the diary for the 26th February for the SG to evaluate delegate feedback forms.

 Charter Distribution – SG discussed how many would be required, need to work out how many teachers there are in Calderdale plus School Nurses, Portage, SALT Team and Family Support. Also need to think about who would pay for the printing – it was suggested we could ask for a sponsor.

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

6. Focus Groups

 EHCP Applications – Pete organising focus group for parent carers who have made own application for EHC assessment to council. Places will be limited and parent carers chosen to cover range of ages, localities and SEN.

 BME Engagement Event with DPC – this engagement event with the DPC will look at issues and challenges facing the BME community in Calderdale and is planned for the 10th March. DPC will be organising and funding event although FVC hoping to contribute as one of seldom heard groups we are wanting to engage with so would like to contribute to funding of event.

 SWYPT Comms Strategy – a paid engagement event as Engagement Champions. Need to organise focus group of around 8 parents to give views on how they would like SWYPT to communicate and engage with them. Heidi will try to organise around a Unique Ways coffee morning.

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

7. Parent Rep Training

 Heidi explained the list of Contact Trainers has now been updated and Laura Burling is on the list of trainers and the SG would be keen to get Laura to do the training as she knows the forum. Heidi will contact Laura to ask her if she is willing and able to do the training and are those dates ok with her, 12th March was suggested as the best date. Heidi will also distribute the updated list to all the SG so they can come up with a 2nd and 3rd option for trainers.

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

8. Upcoming Events

 Regional event – 24th February at Leeds Town Hall for all forums in Yorkshire and Humberside regarding looking at Terms of Reference for regional meetings. Heidi will attend and ask Gabriella if she is free.

 Regional Meeting – the next meeting is in Kirklees on the 9th March, venue tbc. Janine is hoping to attend and there will be a Dept of Education representative there.

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

9. Workstream/Panel Feedback

* Preparing for Adulthood - Alison updated on the PfA meeting. Re Project Search - Calderdale Royal has taken over this and Laura Lavender reported that College numbers have increased. Alison also reported that Transforming Care is now on the agenda at all PfA meetings and that there has been an investment in therapies as a result of Transforming Care and some specialist accommodation in the region in Batley that should be ready this spring. Yew Tree accommodation is for young people who have returned to area and are with families but would like independence. They are aware there is a gap in this sort of provision in Todmorden and Hebden Bridge area. West Garth in Elland for respite, short breaks and emergency accommodation will be ready next summer. The Unique Ways survey responses are to be looked at in more depth at the next meeting as key people were not there this time.
* Autism Steering Group – Pete reported he had attended the Pathway subgroup and that more money was being invested in getting the waiting times reduced.
* Emotional Health and Wellbeing Group –Sara will update on the 24th January meeting at the March SG.

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

10. Dates of Future Meetings

* Wednesday March 11th
* Wednesday April 22nd
* Wednesday May 20th
* Wednesday June 10th
* Wednesday July 8th (will include AGM)

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Next meeting – Wednesday 11th March 2020 at 10.30am at Unique Ways Offices**