

**MINUTES OF STEERING GROUP MEETING**

**Wednesday 15th January 2020**

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

Present

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

1. Welcome and Apologies

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

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

2. Items of AOB

* Learning Disability England Conference

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

3. Minutes of Previous Meeting and Matter Arising

 Minutes of SG meeting on Wednesday 11th December are a true and accurate record apart from Sara attended as a guest and not Gabriella. Matters arising are that Pete will attend the Local Government Association Awards on 18th March and Calderdale Council is up against 7 other councils

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

4. Treasurers Report

Not much to report until after the Conference when a lot of the grant will be spent. SG members reminded to get all expenses in before end of March.

5. Conference 2020 and Charter

 The SG reviewed who had been invited in terms of professional and agreed needed to send reminders out to some groups – Disabled Children’s team, Calderdale College, Specialist Inclusion Service, Local NAS group, Special Stars. A5 leaflets were given out for distribution to schools etc. The group then discussed the activities for the day and had a practice run through of the co-production bingo game. The Quality Indicators that will be used in the group work were also discussed and how this would work on the day with the help of facilitators made up of SG members, UW staff and professionals.

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

6. SEN Survey

 This will be looked at before the Conference and then it will be closed for analysis and pushed again after Feb Half term.

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

7. Focus Groups

 Home Educators – Pete said he was planning to go to the Home Educators Event at Eureka on the 23rd January.

 Early Years - Gabriella thinking of attending 2nd Feb workshop at Eureka to get initial views from parents but if no parents have signed up to this event will go to the March Workshop instead. Early Years focus group could be held at Causey Hall if Eureka not available.

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

8. Parent Rep Training

 The SG were asked what they wanted from the training and came up with the following suggestions:- chairing of meetings, navigating political environment, managing conflict of interest, preparing for meetings, having difficult conversations, being a non-expert amongst experts, what is the role of the parent rep, effective challenging. The training should be 4 hours long and Causey Hall was suggested as a venue as central. List of trainers will be sent to the Steering Group so can have a look at potential trainers and come up with a short list. 12th and 25th March were suggested as possible dates for the training.

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

9. Workstream/Panel Feedback

 Short Break Panel – Pete has raised issue that Lucy has been withdrawn from panel. He reported a Short Breaks engagement event will be organised to review short breaks, there is a gap in services for some short breaks such as early years and emotional needs packages.

 Local Offer – they are currently reviewing the workstream and will notify Cath if any more information.

 Emotional Health and Wellbeing Group – Heidi updated Sara on when the next meeting will be (24th Jan) and she will check she is able to attend.

 High Needs Review – the next meeting is due to take place on the 19th Feb and Gabriella will check dates to see if she can attend.

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

11. AOB

 Learning Disability England Conference – this is taking place on Thursday 13th February and Gabriella will sign up unless it is the Early Years Peer Review that day. It is also steering group that day so she may not be attending that.

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

**Next meeting – Thursday 13th February 2020 at 10.30am at Unique Ways Offices**