

**MINUTES OF STEERING GROUP MEETING**

**Tuesday 12th November 2019**

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

Present

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

1. Welcome and Apologies

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

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2. Items of AOB

* AGM Feedback
* Code of Conduct and Term of Reference

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3. Minutes of Previous Meeting and Matter Arising

 Minutes of SG meeting on Wednesday 23rd October are a true and accurate record. One of the actions from minutes will be carried forward – Annual Survey presentation to be sent to all SG.

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4. Treasurers Report

Nothing to report other than the Discretionary Grant application has been submitted.

5. Program of Focus Groups

 Early Years Focus Group was discussed and it was decided that Eureka was a suitable venue as the children would be occupied whilst the parents are talking and it’s accessible too. Gabriella suggested early December/before 7th December as a possible date. Gabriella is happy to organise this and create a flyer. **ACTION: Heidi will send Home Educators Flyer and survey questions to Gabriella to use as a template and adapt for Early Years.** Also discussed ROKT as a possible venue for a Focus Group although there is no quiet space. **ACTION: Heidi will enquire at ROKT if they do a deal with the climbing.**

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6. Conference 2020 and Charter for Co-production

 Pete spoke about the Charter at the AGM and will chase up the CCG and LA to see where it is up to in terms of sign off, logo and introductory paragraphs. SG discussed the Conference and weekly planning meetings were set up and dates will be distributed. SG discussed speakers and Julie Jenkins or her deputy were suggested, **ACTION: Gabriella will contact Dr Armstrong, the DCO at CCG as it would be good for someone from health to speak and if not maybe Helen Shepherd would.** **ACTION: Pete will also speak to the new Head of Social Care about speaking too.**

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7. Calderdale Carers Strategy

 SG agreed to submit paragraph about work of FVC and also mention the Charter.  **ACTION: Heidi will submit a paragraph on FVC to Dawn Collins**

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8. Unique Ways Video Link

 Cath reported that only 6 schools had the Unique Ways video link uploaded on to their website. However Local Offer Live information was on there so will ask Sam W how she managed to get information on the school’s website. Pete will also contact Sarah Dickinson, the SEND Co-ordinator and see if she can help at all with this issue.

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9. Past/Upcoming Events

 **National Conference** – Gabriella reported on the NNPCF Conference held in Chester. The speakers were slightly disrupted due to MP’s being unable to attend due to Purdah. Christine Lenehan from the Council for Disabled Children spoke and there was also a senior civil servant from the Dept of Ed who spoke about the SEND Review and Gabriella asked if we wanted to respond as a forum to the SEND Review. There was also a presentation from the parent carer forum in Hull and KIDS -about a project they are doing together with the youth forum there. A national Healthwatch person also spoke. **ACTION: Gabriella will look at the SEND Review and circulate to the SG and will also circulate copies of all presentations.**

 **Regional Meeting** – Gabriella also attended this and reported that there was a change in format to make it more productive, the 2nd hour of meeting will be on particular topics and after lunch will have round table topics and top 3 priorities will be the focus of discussion.

 **Hustings on Autism and Education** – taking place on the 2nd December between 6-8pmat the Orange Box with all MP’s invited.

 **Scrutiny Panel on 14th November** – at 5pm at the Town Hall on Adult Autism Assessment Services. Sara will report back on this.

10. Workstream/Panel Feedback

 Preparing for Adulthood – Alison reported on the workstream. Heidi attended work stream to find out more about what goes on. Project Search has secured a new room and training space. Laura Lavendar from Calderdale College talked about a new app to help students record their work. Transforming Care reported on and Yew Tree pub development with provide a home for 3 people with Autism and there will also be a purpose built accommodation on the same site. There is also funding for a place in Kirklees too for someone from Calderdale.

 High Needs Review – Gabriella was attending the workstream that afternoon and will report back.

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11 AOB

* All those in attendance at SG read and signed the FVC Code of Conduct and Terms of Reference. ACTION: Heidi will send electronic copies to those not attending
* AGM Feedback – from those that attended said that they felt it went well and the fact that Senior officers were there was very good. Although it seemed quite cramped and you couldn’t hear at times but that was due to rain. Felt it would be good to circulate questions and answers to all those who attended.

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**Next meeting – Wednesday 11th December 2019 at 10.00am at Unique Ways Offices**