

**MINUTES OF STEERING GROUP MEETING**

**Thursday 12th September 2019**

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

Present

*Steering Group Members:* Janine Wigmore, Alison Sharpe, Cath King, Gabriella Walker, Shermeela Kauser, Sara Burge (Guest) *Others:* Heidi Coney (Family Voice Co-ordinator)

1. Election of Chair for the Meeting

It was explained that as Pete was not eligible to be a member of FVC or UW that he would need to be co-opted on to the Steering Group in accordance with Terms of Reference. Pete was nominated by Cath and seconded by Alison S. He was then welcomed to the meeting.

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

2. Welcome and Apologies

Apologies were given from Alison Bower, Jo Stockings and Heather Barry and Sara Highley was welcomed as an observer.

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

3. Items for AOB

* Expenses
* Unique Ways Video
* Bid Evaluation Panels
* Pennine Magpie

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

4. Minutes of Previous Meeting and Matters Arising

Minutes of SG meeting on 10th July are a true and accurate record. It was noted that Councillor Adam Wilkinson will be invited to a SG meeting before the end of the year.

5. Election of Officers

Election of Officers for specific roles then took place. There was a discussion re position of Chair and it was decided that a Co-Chairs should be appointed as both Pete and Gabriella were interested.

Co Chairs

Gabriella Walker – nominated by Janine Wigmore and seconded by Alison Sharpe

Pete Ruse – nominated by Shermeela Kauser and seconded by Cath King

Treasurer

Alison Sharpe – nominated by Cath King and seconded by Gabriella Walker

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

6. Election for Work Streams

SG members then discussed the work streams, panels and groups that FVC attended and decided who would attend as follows:-

Work Streams

Joint Commissioning – Pete & Gabriella

Assessment Planning and Personalisation – Pete

Preparing for Adulthood – Alison S

Engagement & Participation – Heidi & Gabriella

Local Offer – Jo & Cath

High Needs Review - Gabriella

Panels

Short Breaks Panel – Cath, Pete & Lucy attend this in rotation.

EHC Moderation Panel – Alison S & Pete attend this in rotation.

Groups

All Age Disability Board – Pete & Gabriella

Emotional Health and Wellbeing Task Group – Jo (TBC) & Heidi

SENDIASS Steering Group – Pete and arranged for school governor and head from PRU to go along too.

SEND Accountability Group – Pete & Gabriella

ASD Steering Group - Pete

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

7. Treasurers Report

Nothing to report other than FVC have received the grant for 2019 from the Department of Education

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

8. Past/Upcoming Events

Regional Meeting at the Shay – Heidi reported on this meeting and a speaker from NHS England attended, Siobhan Gorry is the CYP lead for Yorkshire & Humberside on Transforming Care Program. The Contact Rep Lisa Aldred also updated on changes of representative for some of areas in Yorkshire

* Resilience Training – one day training workshop held in Leeds on **16th October** for forum members to learn skills to pass on to other forum members – Cath interested
* 2day Leadership Training being held in Leeds on **9th October & 20th November** for forum leaders – Gabriella and Pete are interested
* Transforming Care Events – these are Good Practice Forums being held on the **18th & 20th Sept** and are open to parents and professionals.
* National Conference – **6th & 7th November** Pete and Gabriella are both interested in attending on one day.
* Local Offer Live – **Tuesday 19th November 2-6pm** Pete, Cath, Alison S and Gabriella can all do slots during the day.

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

9. Charter for Co-production

Pete updated that martin had completed amends from the previous meeting and circulated the foreword from FVC that will be added along with forewords from the CCG and local authority. All present at SG were ok with this. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

10. SEN Survey

Pete updated there had been 60-70 contributors and the survey was now closed for evaluation. Heidi will organise a working party to look at the results.

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

11. CAMHS Survey

Heidi will liaise with Janine to complete this for the forum

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

12. Workstream/Panel Feedback

Preparing for Adulthood – Alison S updated and handed out a Project Search year end update for 2019. At the next Local Offer Live they are going to focus on Annual Health checks in order to get more of an uptake. Looked at PFA page on Local Offer with a view to updating and actions were taken away following this. Alison updated that at Summer schools, which received good feedback, there were Disability Officers from Job Centre Plus. The uptake on Life Skills Course at Calderdale College has increased and Glenn looking at outcome monitoring for 5 Day offer. July SEND EET outcomes Calderdale is top in the Yorkshire Region. Ravenscliffe School now not offering automatically 3 year offer but alternatively more flexible tailor made for individual offer.

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

11. AOB

* Expenses and Unique Ways Video carried forward to the October meeting
* Bid Evaluation – Pete reported on Bid Evaluation Panels, he was meeting with Jacqui Turner to look at expanding the range of Short Breaks available and parent reps needed to evaluate the bids and this work could be done remotely
* Pennine Magpie – Pete reported that Pennine Magpie are putting together a bid for Independent Living. f Cath said she would be interested in joining this group.

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

The Steering Group was then joined by Karen Midgley, Service Manager in Quality and Market Development at Calderdale Council. After introductions, Karen explained her role and priorities for Transforming Care at local level. Janine related this to young people being excluded from school and that it would be a good idea to look at the preventable side of this and explained that nationally they are looking at how schools can be more inclusive. Karen gave her support to this and would bring as a proposal for PFA workstream although felt Helen Armstrong, the DMO at the CCG might be a good person to start with on this. Janine emphasised that FVC were here as a resource and keen to support the Transforming Care agenda.

**Next meeting – Wednesday 23rd October 2019 at 10.30am at Unique Ways Offices**