



# Steering Group Meeting

**1<sup>st</sup> November 2019**

At The Bungalow, Shepway Centre,  
Oxford Road, Maidstone, ME15 8AW

## MINUTES

### Attendees:

Jan Gray, Parent (Co-Chair)

George Whitney, Young person (Co-Chair)

Daniel Heard-White, IASK (Minutes)

Sharon King, Parent

Kerry Miles, IASK

Sarah Selby-Bird, SNAAP

Janis Smith, Parent

Matthew Wellard, Commissioning Officer for Social Care

### Apologies

Dana Aris-Carter, Parent

Louise Burgess, Head of SEN

Karen Ponte, Parent

Fiona Pender, Space2BeMe

Item		Action
1.	<p><b>Welcome, introductions, apologies:</b></p> <ul style="list-style-type: none"> <li>Dana, Louise, Karen and Fiona were unable to attend and sent their apologies.</li> </ul>	
2.	<p><b>Minutes of previous meeting (28<sup>th</sup> June 2019):</b></p> <ul style="list-style-type: none"> <li>The upcoming IASK launch events are aimed at parents, children, young people and professionals. The purpose of them is to launch the new IASK website and raise awareness of the service</li> <li>The annual report was finalised following the previous meeting</li> </ul>	
3.	<p><b>Actions from previous minutes and matters arising:</b></p> <ul style="list-style-type: none"> <li>At the previous meeting it was agreed that IASK would bid for the contract to run the Medway IASS. Kerry since found out that the requirements for running this service would not be covered by the money offered. It was therefore decided this would not be a viable option and IASK will not be bidding for the contract.</li> </ul>	
4.	<p><b>Date of next meeting:</b></p> <ul style="list-style-type: none"> <li>A provisional date of Friday 28<sup>th</sup> February was agreed for the next steering group meeting.</li> </ul>	
5.	<p><b>Confidentiality and impartiality policy/GDPR:</b></p> <ul style="list-style-type: none"> <li>The steering committee reviewed the IASK confidentiality policy, impartiality policy and privacy notice.</li> <li>There was a discussion over whether IASK can make referrals to the LADO (Local Authority Designated Officer). The role of IASK is to empower parents, the service could support a parent to contact the LADO if they did not confidant to do so themselves.</li> <li>The new IASK website will have a notice about cookies.</li> <li>There will not be a feedback form on the new website, the service was advised not to have one as it would store personal data that would need to be removed. The steering committee suggested service users could potentially leave website feedback through Facebook.</li> <li>Changes to be made to the confidentiality policy: <ul style="list-style-type: none"> <li>Social Services should be removed from the sentence 'We have a legal obligation to pass on concerns regarding Safeguarding to the relevant Social Service professionals.' The sentence should instead end with 'relevant professionals.'</li> <li>The next review date should be updated to November.</li> </ul> </li> <li>Changers to be made to the privacy notice: <ul style="list-style-type: none"> <li>In the external links to other websites section, the sentence 'Information, Advice and Support Kent may provide links to other websites accessed through ours, and it is suggested...' should be split in two with a full stop before 'it is suggested'.</li> <li>There should be an option for people to write to IASK included.</li> <li>The next review date should be updated to November 2020</li> <li>There was an error in the website section where it has 'personal date' rather than 'data'.</li> </ul> </li> </ul>	<p>KM</p> <p>KM</p> <p>KM</p> <p>KM</p> <p>KM</p> <p>KM</p>
6.	<p><b>IAS Programme updates:</b></p> <ul style="list-style-type: none"> <li>Kerry shared the flyers for the eleven IASK website launch events taking place across the county throughout November and the first week of December. The events are open to all parents, young people and professionals in Kent.</li> </ul>	

	<ul style="list-style-type: none"> <li>○ The event flyers have been shared on the IASK Facebook page. Kerry to ask for these for these to be shared again on Facebook.</li> <li>○ IASK will have stall and team members will be available to take information and provide advice.</li> <li>● It was suggested that the service could have a virtual advisory group on Facebook run by the steering group chairs. This could be used to collect feedback on the points discussed at steering group meetings. <ul style="list-style-type: none"> <li>○ It would need to be a closed group that only parents and young people can join.</li> <li>○ There should be a disclaimer which states that any comments may be used by the service.</li> <li>○ The group would need guidelines for behaviour. It should be set up so that members can only message an admin and there is an approval system for posts.</li> <li>○ George has experience operating similar groups.</li> </ul> </li> <li>● Kerry is waiting hear about the Kent PACT meetings. <ul style="list-style-type: none"> <li>○ Daniel to scan the Kent Parent Carer Forum co-production charter and send this to Sarah for her to forward it on to Fiona.</li> </ul> </li> <li>● The new IASK website has been developed using feedback from both parents and young people. <ul style="list-style-type: none"> <li>○ The Pod Kent was suggested as a useful website that could be linked to from the IASK website.</li> <li>○ The website will have a section for health once joint commissioning is in place.</li> </ul> </li> <li>● A paper has been submitted about joint commissioning with health.</li> <li>● The service has recruited a new Volunteer Independent Supporter.</li> <li>● The IASK team have received tribunal support training.</li> </ul>	<p style="text-align: right;"><b>KM</b></p> <p style="text-align: right;"><b>DHW</b></p>
7.	<p><b>Service statistics:</b></p> <ul style="list-style-type: none"> <li>● Daniel to email the statistics to Matt.</li> <li>● Kerry shared the IASK service statistics for June to October 2019. Most of the figures had gone up. It was noted this is good for service however it does suggest there are more people having difficulties.</li> <li>● The number of young people contacting the service rose in August coinciding with the summer holidays.</li> <li>● The professional page on the IASK website needs to be clear that a diagnosis is not needed for a child or young person to be considered having SEN. The website should say this is 'needs led'.</li> <li>● Kerry shared a case study with a positive outcome relating to a young person the service recently worked with. The young person was initially not engaging but after support from one of the IASK Family Involvement Workers they now have an EHCP in place and felt able to contact mediation themselves.</li> </ul>	<p style="text-align: right;"><b>DHW</b></p> <p style="text-align: right;"><b>KM</b></p>
<b>Next Meeting: 28<sup>th</sup> February 2020</b>		