



# Steering Group Meeting

## Friday 13<sup>th</sup> June 2025

Held virtually via Microsoft Teams

### MINUTES

#### Attendees:

Amy Chivers, Parent (Chair)  
Sharon King, Parent / Kent PACT  
Natalie Hanchett, Parent  
Gemma Brazil, KCC Commissioner  
Zoe Delderfield, NHS Kent and Medway

Siobhan Price, KCC Mainstream Inclusion  
Daniel Heard-White, IASK (Minutes)  
Kerry Miles, IASK Service Co-ordinator

#### Apologies

Becky Clark, Parent / 21 Together  
Kayleigh Leonard, VSK representing young people

Fiona Pender, Space2BeMe  
Alice Unsworth, KCC Commissioner  
Katie Wicks, SNAAP

Item		Action
1.	<b>Minutes of previous meeting:</b> <ul style="list-style-type: none"> <li>Kerry is looking into further ways to record health contacts in addition to referral reasons.</li> <li>Kerry has not yet found suitable pictures for the easy read version of the policies.</li> <li>The IASK review can be shared with the steering group and the IASK team.</li> </ul>	
2.	<b>IASK Annual Report:</b> <ul style="list-style-type: none"> <li>Kerry shared the annual report for 2024-2025 with the steering group.</li> <li>It was suggested that the increase in enquiries should be specified within the 'Overview of IASK' section.</li> <li>The service has received thank you emails and cards outside of the survey results.</li> <li>The steering group discussed the Disabled Children's register: <ul style="list-style-type: none"> <li>The register goes up to age 25</li> <li>It is difficult to compare the register with population statistics for Kent as the register is voluntary.</li> <li>IASK does not produce statistics for the register, the service adds data from registration forms and sends out the Max Cards.</li> <li>The register belongs to Kent County Council and is used to inform the planning of services.</li> <li>Gemma confirmed the register is used for short breaks to identify any gaps.</li> <li>It was noted that a lot of places no longer recognise the Max Card, many families now use carers cards.</li> </ul> </li> <li>Kerry will send the final annual report to everybody. The report will also be uploaded to the IASK website.</li> <li>The ASC group IASK delivered a bespoke workshop to was WKAPSS. IASK did not get to see the feedback for the bespoke workshops, Kerry was informed it was very positive. The service sends out feedback forms for the regular workshops.</li> <li>The highest health referral was for mental health. Kerry is investigating ways to report on health in more depth.</li> <li>The highest referral reason was appeal process followed by support issues.</li> <li>The five year comparison was presented as a graph rather than the usual table. It was noted that the graph does not show the percentage increase.</li> <li>Zoe Delderfield should be added to the list of steering group members.</li> </ul>	<p><b>KM</b></p> <p><b>KM/DHW</b></p> <p><b>KM</b></p>

3.	<b>IASK Review:</b> <ul style="list-style-type: none"> <li>• The review has been signed off by governance but cannot yet be shared publicly.</li> <li>• Some of the challenges listed refer to the previous financial year only.</li> <li>• The challenges section mentions IASK not being able to attend events. Kerry raised this as being inaccurate. The service does manage to attend most events however this has not been corrected.</li> <li>• Kerry to add figures on ethnicity to the annual report.</li> <li>• The number of appeal process referrals is increasing each year.</li> <li>• Areas for consideration <ul style="list-style-type: none"> <li>○ The Crossdata database is already able to record more than one referral reason.</li> <li>○ Kerry is looking at reporting on previous users. There are concerns about double reporting if previous caller is entered for every contact.</li> <li>○ Kerry has reminded the team to record intervention levels.</li> <li>○ There was a recommendation to implement 'say it once' to make the process quicker however the team already record history on the database.</li> <li>○ IASK does not have a referral system, the service encourages parents to self-refer.</li> </ul> </li> </ul>	<b>KM</b>
4.	Service developments: <ul style="list-style-type: none"> <li>• To incorporate developments from the service review. Kerry to circulate to the Steering Group for further discussion at the next meeting.</li> </ul>	<b>KM</b>
<b>Next meeting: Thursday 16th October 2025 at 10:30</b>		