

Steering Group Meeting 4th December 2020

Held virtually via Microsoft Teams

MINUTES

Attendees:

George Whitney, Young person (Chair) Jan Gray, Parent (Co-Chair) Dana Aris-Carter, Parent Tiffany Elliott, Commissioner for Social Care Daniel Heard-White, IASK (Minutes) Sharon King, Parent Kerry Miles, IASK Fiona Pender, Space2BeMe Sarah Selby-Bird, SNAAP Janis Smith, Parent

Apologies

Louise Hickman, Interim Head of SEN

Karen Ponte, Parent

Item		Action
1.	 Welcome, introductions, apologies: Karen was unable to attend and sent her apologies. Louise Hickman, the new Interim Head of SEN, was unavailable to attend but will be invited to the next meeting. 	IASK
2.	 Minutes of previous meeting (23 July 2020) and matters arising: The election of a Chair took place during the meeting. The steering group unanimously voted for George. The service has not yet had the opportunity to meet with young people to discuss producing videos for the IASK website. The annual service report was updated following the discussion in the previous meeting. Kerry is looking into whether to invest in Browse Aloud for the IASK website with the money that has been left over. It was suggested that the service could investigate whether there is a trial period for this product and test it with service users. 	IASK
3.	 6 monthly Service Report: IASK will now be providing a service report every 6 months at part of the service level agreement. The report will be shared with the steering group then uploaded to the website once finalised. Kerry shared the report for April to September 2020 with the steering group. Any minor corrections suggested by the steering group members were made during the meeting The workshops IASK held were well attended, Fiona mentioned she had heard positive comments about the workshops from people who attended. On the main disability by area graph, the disabilities should be grouped into categories to reduce the number of bars and make it easier to read. The colours on the referral reasons by area graph were too similar and will be changed. 	IASK
4.	 Feedback from Information Advice and Support Programme: Kerry and Tiffany attended a meeting regarding the Information Advice and Support Programme and heard feedback from the government It is not certain whether IASK will receive this money next year. Other Local Authorities have used it to fund an extra post which IASK did in 2019 by employing an Engagement and Participation Officer. 	
5.	 Any other business: Jan to forward a survey she received about discrimination in employment and training to Kerry. Tiffany provided an update on joint commissioning. There has been an agreement to a joint SLA working with the CCG and a 	JG

	paper is currently being written. This should be in place by April. It was suggested there could be a consultation with families about what health information they would like from their IAS service. The SLA could then be based on these comments. Kent PACT are running 'Meet the professional' meetings, these could be used for obtaining feedback.	IASK		
6.	 Dates of future meetings: A provisional next meeting date of Friday 5th March from 10:00-12:00 was put forward, this is to be confirmed. 			
	Next Meeting: Friday 12 th March 2021			