



# Steering Group Meeting

**12 March 2021**

Held virtually via Microsoft Teams

## MINUTES

### Attendees:

George Whitney, Young person (Chair)  
Jan Gray, Parent (Co-Chair)  
Nicola Bowden, Commissioner for Social Care  
Daniel Heard-White, IASK (Minutes)

Sharon King, Parent  
Kerry Miles, IASK  
Sarah Selby-Bird, SNAAP  
Janis Smith, Parent

### Apologies

Dana Aris-Carter, Parent  
Tiffany Elliott, Commissioner for Social Care  
Louise Hickman, Interim Head of SEN

Fiona Pender, Space2BeMe  
Karen Ponte, Parent

Item		Action
1.	<p><b>Welcome, introductions, apologies:</b></p> <ul style="list-style-type: none"> <li>Nicola Bowden attended the meeting in place of Tiffany Elliott. Nicola is a commissioner for Disabled Children and Young People Services.</li> </ul>	
	<p><b>Minutes of previous meeting (4 December 2020) and matters arising:</b></p> <ul style="list-style-type: none"> <li>Jan to forward a survey she received about discrimination in employment and training to Kerry.</li> <li>Joint commissioning with Health has now been agreed. Kerry now has funding to employ somebody in a 0.8 role.</li> <li>Nicola shared information about the Innovation grant to support young people with ASD who have become isolated. This is still in the process of being set up and is currently out for bids. Young people can be put forwards for the service.</li> <li>Nicola to send the Kent Voice flyer to Sarah Selby-Bird</li> </ul>	<p><b>JG</b></p> <p><b>NB</b></p>
2.	<p><b>Service statistics:</b></p> <ul style="list-style-type: none"> <li>The number of people using the service has been lower during the pandemic. There have been less new cases but the IASK team have been working more intensely with existing cases.</li> <li>The service currently provides information sessions virtually via Microsoft Teams. Kent County Council advise against using Zoom due to security concerns.</li> <li>There have been less contacts relating to social care and short breaks as there have been less available due to the pandemic.</li> <li>The number of emails to the service has increased over the year compared to last year.</li> <li>Of the total casework referrals between December 2020 to February 2021, the highest referral reason was 'Appeal Process'.</li> </ul>	
3.	<p><b>Website – Service development:</b></p> <ul style="list-style-type: none"> <li>IASK have produced a series of videos about how to complete the Send 35 form which can be found via the 'Appeals to the SEND Tribunal' page on the IASK website.</li> <li>Kerry is considering whether to make video versions of the information leaflets. There is also a plan to upload videos of the workshops IASK have been running.</li> <li>The steering group discussed options for accurately translating information for service users. <ul style="list-style-type: none"> <li>It was suggested IASK could recruit somebody with the ability to translate information to the 0.8 role.</li> <li>IASK could use translated leaflets from other local authorities and change any reference in the leaflet to the other local authority.</li> <li>Both Sharon and Jan know people who speak other languages and could potentially help with translation.</li> </ul> </li> </ul>	

4.	<p><b>Review of documents: Confidentiality, Impartiality, Privacy Notice:</b></p> <ul style="list-style-type: none"> <li>• Impartiality policy <ul style="list-style-type: none"> <li>○ The asterixis were changed to superscript numbers</li> </ul> </li> <li>• Confidentiality policy <ul style="list-style-type: none"> <li>○ In the third paragraph, 'shared area' was changed to 'computer area' to avoid confusion over who can access it.</li> <li>○ At the top of page two the word 'externally' was changed to 'discussed with the relevant professionals.'</li> <li>○ The comma after 'the parent' in the first bullet point was removed.</li> <li>○ The capital letters were removed from 'safeguarding procedures'</li> </ul> </li> <li>• Privacy notice <ul style="list-style-type: none"> <li>○ Added that the service works to the standards of the National Information, Advice and Support Services Network.</li> <li>○ It was suggested that the privacy notice should say IASK have a separate office area and that the service works independently from Kent County Council.</li> <li>○ The word funded was removed and replaced with 'the National Information, Advice and Support Services Network and the Council for Disabled Children'.</li> <li>○ The website section should say that IASK cannot be held responsible for any information shared on external links.</li> </ul> </li> </ul>	
5.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• Sue Cunliffe-Jones, the IASK Family Involvement Worker for West Kent, retired at the end of December. Interviews for her replacement will be taking place on 23rd March. Kerry is arranging a panel of young people to be part of the interview process.</li> </ul>	
6.	<p><b>Dates of future meetings:</b></p> <ul style="list-style-type: none"> <li>• The proposed date of the next meeting date is Friday 18<sup>th</sup> June.</li> </ul>	
<p><b>Date of next meeting: 18<sup>th</sup> June 2021</b></p>		