



# Steering Group Meeting

## 28 February 2020

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

### MINUTES

**Attendees:**

Jan Gray, Parent (Co-Chair)  
George Whitney, Young person (Co-Chair)  
Tiffany Elliott, Commissioner for Social Care  
Daniel Heard-White, IASK (Minutes)  
Sharon King, Parent

Kerry Miles, IASK  
Fiona Pender, Space2BeMe  
Karen Ponte, Parent  
Sarah Selby-Bird, SNAAP

**Apologies**

Dana Aris-Carter, Parent  
Louise Burgess, Head of SEN

Janis Smith, Parent

Item		Action
1.	<p><b>Welcome, introductions, apologies:</b></p> <ul style="list-style-type: none"> <li>• Tiffany Elliott is the contract manager for social care funding replacing Matthew Wellard.</li> </ul>	
2.	<p><b>Minutes of previous Steering Group meeting:</b></p> <ul style="list-style-type: none"> <li>• The changes suggested for the confidentiality policy and privacy notice have been made.</li> <li>• Daniel to forward the co-production charter to Tiffany and Fiona.</li> <li>• There was a discussion around using the term 'practitioner' instead of 'professional'. The FAQ section of the IASK website could be used to explain what is meant by a practitioner and why the terminology has been changed.</li> </ul>	<p><b>DHW</b></p> <p><b>KM</b></p>
3.	<p><b>Dates of next meeting:</b></p> <ul style="list-style-type: none"> <li>• Kerry suggested meeting four times a year. The steering committee were happy with this provided that plenty of notice is given of dates.</li> <li>• Provisional dates of either 15<sup>th</sup> May or 26<sup>th</sup> June were discussed.</li> <li>• Kerry to check her availability for 26<sup>th</sup> June.</li> </ul>	<p><b>KM</b></p>
4.	<p><b>Review Terms of Reference – future meetings proposal for 4 meetings a year:</b></p> <ul style="list-style-type: none"> <li>• The steering committee reviewed the terms of reference and suggested the following changes: <ul style="list-style-type: none"> <li>○ Update 'will aim to meet three times a year' to four under 'In particular, the steering group will:'. This should be moved up to become the first bullet point.</li> <li>○ Change the word 'professional' to 'practitioner'.</li> <li>○ Use bullet points for the list of members rather than numbers.</li> <li>○ Where it mentions the Chair, add the Vice Chair position.</li> <li>○ The commissioners for education, health and social care should be split into separate bullet points.</li> <li>○ Change 'IASK lead professional' to 'IASK co-ordinator'.</li> <li>○ Where 'Parents, Children and Young People' are mentioned, they should all start with a capital letter.</li> <li>○ Add the word 'and' to 'Social emotional mental health needs'.</li> <li>○ For parent members, state that the steering group aims for a minimum of six representing a range of needs and settings rather than listing specific needs and settings to represent.</li> <li>○ Number 13 could say 'health representative' and should be moved to the commissioner section.</li> <li>○ Number 10 should not have its own line but rather be a continuation of the line above.</li> <li>○ Number 11 should say two charities.</li> <li>○ Remove the line at the end of the page about the number of time the steering group meet a year as this is already mentioned higher up.</li> <li>○ Add a line to say that the IASK Co-ordinator will contact the steering committee to</li> </ul> </li> </ul>	<p><b>IASK</b></p>

	<p>request agenda items.</p> <ul style="list-style-type: none"> <li>○ Update the review date once changes have been made.</li> <li>● There is currently no Parent Carer Forum representative on the Steering Group. Fiona to send information to SNAAP for them to help advertise Kent PACT in order to gain a few more parents who might be willing to represent PACT at IASK Steering Group.</li> </ul>	<b>FP</b>
<b>5.</b>	<p><b>Re-election of chair:</b></p> <ul style="list-style-type: none"> <li>● This is an action for the next steering group meeting. An email should be sent round beforehand requesting those interested in chairing put their names forward by a deadline.</li> <li>● A deadline of 30th April was suggested.</li> <li>● There was a discussion of whether to continue with two chairs. It was decided it would be useful to have a step-in chair if the chair is unable to attend.</li> <li>● There could be a period of co-chairing to help a new chair into the role.</li> <li>● The election of a chair will need to be carried out as a formal voting process. George would need to reapply.</li> </ul>	<b>KM</b>
<b>6.</b>	<p><b>Service statistics:</b></p> <ul style="list-style-type: none"> <li>● There was a dip in the figures during the Christmas period as expected.</li> <li>● The service is receiving more enquiries.</li> <li>● The February half term was busier than previous years.</li> <li>● There has been an increase in direct work with young people.</li> <li>● The increase in service users since the launch events has been gradual, it was not steep enough to be able to say this was directly influenced by the events raising awareness.</li> <li>● The helpline figures are increasing.</li> <li>● There were transfer reviews listed in the referral reasons report which were likely meant to be phased transfers. IASK to deactivate the transfer review referral reason.</li> <li>● Daniel to add health contacts to the statistics, this would be useful for Tiffany.</li> </ul>	<b>IASK DHW</b>
<b>7.</b>	<p><b>Information, Advice and Support Programme: Development plan (includes website, joint commissioning, Volunteers, use of technology for meetings). Future Funding of the programme:</b></p> <ul style="list-style-type: none"> <li>● The service has recruited four new volunteers. They are not yet ready to support at meetings.</li> <li>● Tiffany mentioned that Louise is working out an SLA.</li> <li>● The colours on the graph for the website launch event attendees came out too dark on the printer, these should be changed to a lighter colour.</li> <li>● Kerry is looking into using technology for video conferencing as an alternative to face to face meetings. <ul style="list-style-type: none"> <li>○ There are some security concerns using Skype.</li> <li>○ Zoom was suggested as it is password protected and an invite can be sent to meetings. Meeting can also be recorded. The paid plan costs around £10 a month.</li> </ul> </li> <li>● The service is also exploring a webchat facility for the IASK website, Kerry has asked for costing.</li> <li>● Kerry is applying for next years IASS Programme and had asked to move over money from the current year. Emma Sedgwick left the team in December. Kerry has interviewed a replacement but will need to wait for confirmation that the service will receive the funding for next year before they can start.</li> <li>● The social care funding for next year has been agreed.</li> </ul>	<b>IASK</b>
<b>8.</b>	<p><b>Any other business:</b></p> <ul style="list-style-type: none"> <li>● There could be a Kent Pact article in the IASK newsletter. The IASK website could also link to the Kent Pact newsletter.</li> <li>● There are still concerns about health not engaging with the service.</li> <li>● Daniel to set Sarah Selby-Bird up on the Kent County Council iProc system to pay her travel expenses.</li> </ul>	<b>IASK DHW</b>
<b>Next Meeting: 15<sup>th</sup> May 2020 or 26<sup>th</sup> June 2020 TBC</b>		