

# Torbay Parents Participation Forum

## Steering Group

February 2017

Location	Castle Road
Date & Time	Thursday 9 <sup>th</sup> February 18.45-20.45
Present	Carole Brierley, Tamzen Pugh, Penny Rickman, Clare Foulds, Tammy Maguire, Kelly Givens
Agenda Items	<p>Description of tasks</p> <p>1.0 Welcome &amp; apologies</p> <p>1.1 Minutes from previous meeting</p> <p>2.0 Financial update</p> <p>3.0 Chairs update</p> <p>4.0 Priorities</p> <p>4.1 Transitions event</p> <p>4.2 Website training</p> <p>4.3 Leaflet redesign</p> <p>4.4 Bristol Royal Hospital</p> <p>5.0 Update on participation with relevant service providers</p> <p>5.1 Integrated Children's Services Engagement Steering Group</p> <p>5.2 SENDIASS</p> <p>5.3 Carers Register Management Meeting</p> <p>5.4 CAHMS Participation Meeting</p> <p>6.0 A.O.B.</p>

1.0	WELCOME & APOLOGIES	
	Louise Benson had child care issues. Carol Bishop sent apologies also.	

1.1	MINUTES FROM PREVIOUS MEETING	ACTION
	January 2017 minutes require amendments PR has sent these to TM.	TM

2.0	FINANCIAL UPDATE	
	<ul style="list-style-type: none"> <li>Natwest have sent confirmation that they ARE processing PPF's account.</li> <li>Survey Monkey had taken payments from ML personal bank account and the PPF is to reimburse ML.</li> <li>Survey monkey is now paid up until January 2018. SG approves of cancelling the account linked to ML account.</li> </ul>	TP

3.0	CHAIRS UPDATE	
	CB has no updates this month.	

4.1	Transition event	
	<ul style="list-style-type: none"> <li>• Speakers will be attending from DWP/LA</li> <li>• CB to meet with Wayne Johnson from Torbay Advice Network</li> <li>• Guy from Clear Benefits</li> <li>• Working party are to meet next 10/02/17</li> <li>• Working party will be drawing up the invites with plans to send them to the printers by 13/02/17</li> <li>• CB has requested quotes for the cost of the 500 hard copy invites for the conference</li> </ul>	

4.2	Website Training	
	Contact Cosmic regarding website training for TM	TM

4.3	Leaflet Redesign	
	It has been suggested by the steering group that 3 quotes be sourced in relation to the redesign of the PPF leaflet. This must be a trifold leaflet. It is important to be aware of achieving this goal before the 31/03/2017	TM

4.4	Bristol Royal Hospital (BRH)	
	BRH have emailed the PPF with the intention of forming stronger links between parent carer forums nationwide. SG agreed that PR email them to confirm acceptance on to the mailing list.	

5.1	Integrated Children's Services Engagement Steering Group	
	TP attended this event 06/02/2017. Minutes from the event are to follow. The next meeting is yet to be confirmed	

5.2	SENDIASS	
	<ul style="list-style-type: none"> <li>• SENDIASS recently held a feedback consultation and evidence was collected</li> <li>• Minutes from the consultation will be sent through to the PPF – These are to be forwarded onto SG members</li> <li>• Meetings of all minutes that are attended by a PPF Rep are to be filed on the g-drive so they are accessible to SG members</li> <li>• SENDIASS are currently recruiting new staff</li> <li>• SENDIASS Facebook page is currently experiencing a lot of traffic, great for sharing news about PPF events and updates.</li> <li>• Dorothy Hadleigh has been charged with service level agreement.</li> </ul>	TM TM

5.3	Carers Register Management Meeting	
	<ul style="list-style-type: none"> <li>• This meeting was attended by CB</li> <li>• CB to forward the minutes from this meeting to the PPF to be put on to the PPF g-drive</li> <li>• PR has volunteered to attend all Carers Register Management Meetings in the future.</li> </ul>	CB TM

5.4	CAMHS Participation Meeting	
	<ul style="list-style-type: none"> <li>• CB attended the meeting and will forward the minutes to the PPF</li> <li>• CAMHS minutes to be put on to the PPF g-drive</li> </ul>	CB TM

6.0	Any Other Business	
	<ul style="list-style-type: none"> <li>• Carol Bishop has requested that the email which the PPF has been using be changed to her work email as she more likely to receive our emails then.</li> <li>• CB was told that as of the 03/02/2017 Healthwatch is no longer under The Orb and is now being overseen and managed by Torbay Council</li> <li>• KG has been advised that CAMHS are stating that they do not work with children with an ASD diagnosis – Yet NICE guidelines state that children with an ASD diagnosis should be seen.</li> <li>• CB has asked KG to ask 'Angela' to get in touch.</li> </ul>	