



Steering Group Meeting

10<sup>th</sup> October 2018 - Bee Hive

9:30h - 12:30h

<p><b>Present:</b> DJ, TrR, JM, HT, MR, KS, AN</p>	
<p><b>Apologies:</b> PM</p>	
<p><b>Absent:</b></p>	
<p><b>Previous Minutes:</b> September minutes have been signed off</p>	<p>AN to liaise with NT to upload to the NPFG website – done</p>
<p><b>Events:</b></p> <ul style="list-style-type: none"> <li>• <u>CAF Workshops</u> Post event feedback, numbers reasonable, challenges with venue, follow up includes distribution of slides etc.</li> <li>• <u>Meet &amp; Greet with Health Professionals</u> Tuesday, 16<sup>th</sup> October 2018 12:00 – 14:00h Cornmarket Hall, Kettering invitations through RA and SH Reasonable attendance</li> <li>• <u>2 day Feedback Conference</u> 23<sup>rd</sup>/24<sup>th</sup> November 2018 10:00-14:00h Kings Park Conference Centre 50 delegates, guest speaker, feedback on SEND Reform Format: general SEND Reform changes, local update, interactive feedback opportunities</li> </ul>	<p>Post event feedback: - Good venue, good turn out, good food, good contacts. Pls see event feedback form for full details, More links need to be made with Health Visitors</p> <p>Venue booked - paid for Safe the date post on FB – done Survey Monkey creation – done Poster distribution – done Invitation mailing – done AN to check if Ben H is available for filming Detailed planning on practical feedback opportunities at Nov meeting! Icebreaker idea – our issues, what am I passionate about?</p>

<p><b>Financial Update (JM)</b></p> <ul style="list-style-type: none"> <li>- £5068.00 in bank account, £230 left from first grant part, online monitoring sent off, second grant part requested and approved, should be with us in the next 10 working days</li> <li>- Discretionary grant applications now open until 12<sup>th</sup> November but it is unlikely NCFG will apply</li> </ul>	<p>All SGM to submit outstanding expenses</p>
<p><b>Work Stream Feedback:</b></p> <ul style="list-style-type: none"> <li>- AN to ask VV to forward transport issues to KS</li> <li>- Transforming Care meetings have been cancelled.</li> <li>- High Needs funding –</li> <li>- EHC Service Review ???</li> </ul>	<p>Sue Freeman, CCG Commissioner to share Health Meet &amp; Greet event SB summarised changes</p>
<p><b>Projects:</b></p> <ul style="list-style-type: none"> <li>• <b>NCFG Clip</b></li> <li>- Meeting to be scheduled with BH asap</li> <li>• <b>Training</b></li> <li>- Webinar recording is being looked at as part of an EM regional project to create a training resource</li> <li>• <b>Database</b></li> <li>- Development of database with professional contacts still pending</li> <li>• <b>Website Management</b></li> <li>- Project still pending</li> <li>• <b>Participation &amp; Engagement working group</b></li> <li>- Tool kit to be completed</li> <li>• <b>Follow up on Ofsted / CQC recommendations</b></li> </ul>	<p>AN to liaise with BH re availability</p> <p>MR to email current “patchy” list to NiTaylor for assistance</p> <p>AN to summarize website enhancement ideas and liaise with NT</p>

<p><b>Matters Arising:</b></p> <ul style="list-style-type: none"> <li>• Equipment Chart needs updating</li> </ul>	<p>ALL to stock check and report back</p>
<p><b>Future and past NPFPG Representation</b></p> <ul style="list-style-type: none"> <li>• Please see attached updated overview of representation</li> </ul>	<p>NPFPG Reps to compile outstanding feedback forms high lighting the main points for e-bulletin mailings</p>
<p><b>Parent Engagement:</b></p> <ul style="list-style-type: none"> <li>• Please see updated engagement calendar</li> </ul>	
<p><b>IASS Update: (Nikki Taylor)</b></p> <ul style="list-style-type: none"> <li>- Joint conference “Making Mainstream Work”, planned for March 2019, first planning meeting scheduled for 8<sup>th</sup> Nov 2018 at 10:00h OAS (MR, HT, KS, TrR, AN)</li> <li>- 1<sup>st</sup> November deliver Parent and YP information sessions around active participation at Annual Reviews. Current challenge no input from parents and YP in AR in Jan, notification in June of ceasing the plans. Next steps need to be discussed earlier and session should empower YP to follow up on paperwork</li> <li>- Year 5 Info Series planned with add sessions in Northampton (Dec and March) and Kettering (Jan and March)</li> </ul>	<p>NIT to forward Inclusion Network Meeting dates And team contact list with email addresses</p>
<p><b>Guest Speaker:</b> Liz Hoppenbruevers – Strategic Health Lead for Contact</p> <ul style="list-style-type: none"> <li>- Dual role support for parent carers and keeping an eye on national development</li> <li>- Involved with Bedford Borough Forum, experience with severe complex needs and nursing background</li> </ul>	

<p><b>Assisting NPFG to raise profile with Health:</b></p> <ul style="list-style-type: none"> <li>- Ensure NPFG input in “Joint Strategic Needs Assessment”</li> <li>- Check status of “SEN2Data” report produced by the DfE status May 2018, report produced every year but not reflecting of what is needed, not just EHCP children, not including emerging needs</li> <li>- Make links with Public Health rep</li> <li>- Request involvement in Health and Wellbeing Board</li> <li>- Make contact with CCG Commissioners: <ul style="list-style-type: none"> <li>• Children and Maternity</li> <li>• Patient Engagement / sometimes Director of Quality/Safeguarding (who has duty to engage?)</li> <li>• Governing body in charge of Learning Disabilities</li> </ul> </li> </ul> <p><b>General Health Issues:</b></p> <ul style="list-style-type: none"> <li>• Hospital Passport project, challenge as not using link to give background info on patient – CTPLD Training issue for system users NHS Digital is pushing this but this is a separate enterprise</li> <li>• X-ray files are currently not transferrable between hospitals, antiquated IT systems</li> <li>• Challenges with digital plan to make NHS paper free by 2020, NHS great at writing strategies but not so great at carrying them out</li> </ul>	<p>DJ to find out personnel and request input</p> <p>Research on NCC website unsuccessful – RA asked for assistance</p> <p>NPFG member to research papers</p> <p>Questions to ask:</p> <ul style="list-style-type: none"> <li>- Who is responsible for Patient Engagement</li> <li>- How has the DCO influence over Northampton</li> <li>- Summarise top pressing Health issues and list evidence how we know this</li> </ul> <p>DJ/ HT to raise at next Education &amp; Health Working Group</p> <p>NPFG to campaign for summary care records to be sharable</p>
<p><b>Future NPFG SGM Dates:</b>  Wednesday, 14<sup>th</sup> November 2018 – CI  Wednesday, 12<sup>th</sup> December 2018 – C1  All meetings 9:30 – 12:30h  at the Bee Hive  Harborough Road, Kingsthorpe  Northants, NN2 8LR</p>	<p>(November meeting with Social Care guests or NaT)</p>