



## Cumbria Parent Carer Forum

### Steering Group Meeting

11<sup>th</sup> May 2016 - The Wellington Bistro Whitehaven

10am – 2pm

**Present:** S Murphy, W Askew, J King, R Davies, S Watson.

**Visitors:**

**Apologies:** C Messenger (CPCF Admin) Nicola McInnes

.....

#### Minutes and actions from the last Meeting:

- Action – PACT postponed for now due to lack of manpower
- **NM** not got back to the group regarding Moving and Handling and Makaton courses.
- **JK** to contact Cathy Hitchen from DFE regarding EHCP writing for parents.

#### Actions for today's Meeting:

- **SM** to meet with Cath to go through DFE grant as specified then to send the rest of the results to the Steering Group.
- **CM** to send out an invitation email to representatives of support groups.
- **SM** to ask Matthew to do a fish sheet to make into an editable document.

#### Short Breaks:

LA requested for parents to be part of the interview panel who will be interviewing agencies who wish to provide Short Breaks Service in Cumbria. Parent representatives are chosen from:

- Barrow = 2 parents
- Millom = 1 parent
- Allerdale = 1 parent

Interviews will take place on the 7<sup>th</sup> June 2016.

#### DFE Grant:

DFE Grant and Finance: there has been an underspend of £1.261.85.

### **Finance including the Website:**

- The new grant form has to be filled in by 6<sup>th</sup> June 2016.

It was agreed:

- To send part of the DFE money on training and the hard to reach families as opposed to putting on lots of events. It would be better to do one big Conference in 2017.
- To allocate £1000.00 to Barrow Parent Carers to hold their own Disability Information Day.
- The price for the last Disability Information day at Energus will come out of the 2016/17 budget.
- **Website:** It was agreed that Matthew Turnbull will take over the hosting of our Website. This was after a discussion that we feel we will get more value for money after the costings were taking into account.

### **Sub group for the forum:**

It was agreed to invite representatives from support groups to attend the next Steering Group meeting to give parents and carers a chance to have their voice heard and hopefully to become more actively involved with the Forum, as opposed to setting up sub groups.

### **Correspondence from parents:**

It was agreed that any parent carers complaints/concerns etc, that are sent to individual members should be shared with the full steering group so that replies can be dealt with collectively with tact and diplomacy. It was agreed that replies should be sent via emails and never by text or social media.

### **Any other business:**

Hard to reach parent carers: It was agreed that it would be a good idea to create welcome packs in plastic wallets containing:

- Equality and Diversity forms for parent carers, children/young person to enable the steering group to capture information, data etc. To help find where more support for families is needed around the county
- Information regarding CPCF.

### **Infrastructure for the Steering Group:**

- It was agreed to review this in 6 months' time i.e. in December and in the meantime to keep our options open.
- JK wished for it to be documented his desire for the group to be independent.

Date for the next meeting will be Tuesday 14<sup>th</sup> June 2016 – venue Blencathra House Whitehaven