

Attendees: Holly Riley-Saxby (Chair), Helen Diplock, Keely James, Jo Nye, Jonathan Schofield, Clare Wilkinson

Staff: Denise Banks, Becky Jones

Support: Sally Polanski

Apologies: Hansa Raja-Jones, Jo Spear

Meeting via Zoom

Agenda items	Discussion
1. Welcome and introductions	Holly welcomed everyone to the meeting and introductions were made.
2. ESPCF update	<p>Holly provided a brief overview of the forum and its work:</p> <ul style="list-style-type: none"> • Set up in 2019 by parents from two local groups Jo Nye (ImPACT) and Emily Ash (iContact), it was officially launched in January 2020. Work to date has largely been reactive as a result of Covid-19. This is now changing. • ESPCF is a parent carer-led organisation and works with education, health, social care and other service providers. It is part of the wider National Network of Parent Carer Forums. • There is a growing pool of parent carer representatives made up of ESPCF members who are keen to be more involved. • ESPCF members and the wider parent carer community are the bedrock of the forum. • The hope is for members of the SG to bring their expertise and input from the groups & communities they are involved with to identify and develop priorities and to steer ESPCF work. <p>Governance and accountability</p> <p>Holly said that, most importantly, the forum is accountable to its members and the wider parent carer community. There is a requirement to report to funders (ESCC, Contact, Clinical Commissioning Group) and the forum has key performance indicators (KPIs) which it reports on quarterly (such as number of members). Holly added that while a portion of funding comes from the local authority, the forum is an independent organisation.</p> <p>ESPCF is supported by Amaze’s governance framework which provides finance and HR back-office support and Amaze trustees are accountable for ensuring the forum complies with the necessary laws. This structure may change over time depending on how the forum develops.</p> <p>Helen Diplock asked: 1) how does the steering group set the agenda about what we discuss? 2) Can we (and how do we) be proactive in raising issues? And 3) how do we know we are being linked into workstreams?</p> <p>Holly replied:</p> <ol style="list-style-type: none"> 1. A form is used to log requests for coproduction/involvement. Ideally, the steering group would look at these requests and decide a) is it a priority and b) is it achievable? The steering group will also steer broader thematic priorities.

	<p>2. There are monthly coproduction meetings with the local authority where the forum can proactively raise issues, e.g. EHCP processes.</p> <p>3. There is a certain element of trust. Parent participation has been flagged as an issue with the LA in the local area SEND Ofsted/CQC inspection - they are aware they need parent carer input. However, the forum also depends on word of mouth, increasing profile, to ensure different services have an awareness of what we do. We sometimes hear of other work mentioned in things we are already involved in, and seek out more information to find where we can be most effective.</p> <p>Campaigning Holly added that parent carer forums are required to work in coproduction rather than in a campaigning way. The forum is not a campaign group. It can, however, share others' campaigns/ messages and aims if they align with its work.</p>
<p>3. Review of draft policies</p>	<p>Holly advised that the Code of Conduct policy referenced in one of the policies has not yet been circulated. It will be emailed to all as soon as possible.</p> <p>1. Terms of Reference Helen asked if the forum has an agreed remit regarding who it officially works with, in addition to the local authority? E.g. NHS trust, CCGs etc.</p> <p>Holly replied that the forum works with a range of different groups, not limited to LA & CCG, e.g. the Sussex Police Disability External Reference Group.</p> <p>Sally added that working with health is complicated, because the structure of CCGs has changed (historically been three separate orgs, is now one). The forum has a coproduction charter which East Sussex CCG health representatives have signed up to, along with the LA, and some funding from this part of the NHS. However, health is shifting to pan-Sussex based decision-making and potentially commissioning. How the three Sussex forums (ESPCF, Brighton PaCC, and West Sussex PCF) input into pan-Sussex health engagement work is a live issue. ESPCF also needs to strengthen relationships and secure funding directly from the NHS provider trusts, WSPCF for example has this already.</p> <p>Helen agreed that it would be useful to model the West Sussex approach – NHS provision is really important, e.g. Scott Unit, CAMHS. Helen also requested that the remit and process for agreeing items be more clearly articulated in the ToR.</p> <p>Jonathan agreed and added that the policy could be subject to regular review.</p> <p>Clare suggested including a definition of coproduction. Also, consideration should be given to minimum and maximum number of people on the SG. And what happens after three years?</p> <p>Holly asked if a matrix would be useful whereby we seek to ensure the SG is representative of diverse groups within the SEND community, e.g. different disabilities/needs/geographies/school type etc, and we can link SG numbers to that.</p>

All agreed to remove maximum number of members from the terms of reference.

Sally commented that articulation of steering group member recruitment should be included, e.g. how are these decisions made?

Jo N asked if there is any room for consulting membership on this, such as inviting members to submit objections?

Sally suggested the following:

The membership of the steering group will be openly advertised and all parent carers of CYP with SEND, and any parents running support groups, invited to express an interest to join the group if they wish. Applicants will be asked to set out their interest in the role by completing a short form. This expression of interest will be reviewed by other SG members, alongside the diversity matrix of the SG, and shared with ESPCF members to ensure transparency. Any concerns about the SG membership will be considered by the group, with reference to ESPCF's policies and procedures as necessary.

All agreed the above.

2. Confidentiality policy

3. Conflict of Interest policy

It was agreed that, due to time constraints, **SG members would email any further comments or suggestions on all three documents to Becky by Tuesday 12th Oct** (confirmed by Becky via email after the meeting) who will collate and recirculate as final drafts for ratification at next meeting.

Records of discussions and decisions

Holly asked what level of formality and detail SG members would prefer regarding minutes/notes.

All agreed that transparency and accountability are crucial and that discussions prior to decisions should be recorded properly, not just decisions and actions themselves.

Meeting notes, including record of discussions and decisions, will be taken and circulated to SG for review.

Governance structure

Jo N asked about the current structure re lack of committee. Concerned that this muddies the water and potentially opens the forum up to difficulties.

Holly replied that the bringing together of the steering group and committee could be an interim change due to capacity of committee members over the last 18 months (largely Covid related). However, this structure is definitely not set in stone and will be guided by the SG.

DECISIONS/ACTIONS

	<ul style="list-style-type: none"> • Remove maximum number of members from the terms of reference • Add suggested text on SG membership • Steering Group members to send any further amends on policies to Becky by Tuesday 12th October • Meeting notes, including record of discussions and decisions, will be taken and circulated to SG for review
<p>4. Priorities</p>	<p>Holly highlighted the current ESPCF priorities (informed by feedback given when members join, and also by the recent JSNA findings) and asked if there is anything missing.</p> <p>Priorities:</p> <ul style="list-style-type: none"> • Mental health • EHCP processes • SEN support/attainment gap • Social care/respite <p>Link to workstreams table was shared: ESPCF-workstreams-table_Sept-2021.pdf</p> <p>Helen suggested going out to membership and asking for their views on priorities, e.g. Google Form or Facebook poll.</p> <p>Jo N seconded and said it's important to have a process for gathering views from our members – a quick fire way to take the temperature.</p> <p>Becky suggested drafting a table of feedback routes. All agreed this would be useful.</p> <p>Table of feedback routes to be drafted and circulated before next meeting.</p> <p>Clare added that WhatsApp is useful as an activity stream: effective at flagging what people are doing and is a prompt to read minutes/updates. Will minutes be publically available?</p> <p>All agreed that final SG meeting minutes will be published on ESPCF website.</p> <p>Helen suggested SG members submit photos and bios for website. All agreed.</p> <p>Sally added that it would be good to hear from different groups about the priorities.</p> <p>Clare suggested a free polling tool to sequence the list.</p> <p>Jo N advised that expectations would need to be managed in terms of how much the forum can take on. Suggested that this could be discussed in the next meeting. It is also important to be clear to members about expectations; sharing negative experiences with ESPCF unfortunately doesn't mean we can guarantee to fix that problem.</p> <p>Clare agreed: it's about accumulative representation rather than individual advocacy.</p>

	<p>Helen added (via chat) that perhaps terms of ref could make clear the forum is not a replacement for organisations such as PALS (Patient Advice and Liaison Service). Jo N agreed.</p>
	<p>DECISIONS/ACTIONS</p> <ul style="list-style-type: none"> • Table of feedback routes to be drafted and circulated before next meeting • Minutes will be published on the ESPCF website • SG members to provide photo and biography for website once all policies ratified
<p>5. Next meeting</p>	<p>10.00am – 12 noon, Tuesday 23rd November 2021</p>