##### chtrustlogojan09 - small

##### INVOLVE

##### YOUNG PERSON FRIENDLY MINUTES

**26th October 2015**

**(Actions are in Bold)**

1. **Sat at the table**

John Bucknall – Commissioning officer

Des Chow – engagement lead, Halton CCG

Phil Mc Clure – Addaction, Youth Cabinet lead

Thomas Norris – Bright Sparks, HYC and Speak up not down

Michelle Forder - Lead engagement Officer Children’s Trust

John Hunt – Halton Speak Out

Matthew Walker – Youth Cabinet Representative

Sara Jones – Participation lead CICC

Lynn William – Health Watch Halton

Richard Strachan – Halton Safeguarding Children’s Board

Nikki Lamb – Halton Libraries

Tracy Ryan – Local Offer lead officer

Pam Beaumont – Halton Borough Council SEN

1. **Those who were too busy working**

Ross McCooey – Core Assets

PC3501 Jane Tetlow – Cheshire Police

Chris Sweeting – YOS

Hannah Hague – peoples voice NHS England

Luke McDonald – Youth Volunteer, Addaction

Hannah Smith – 5 Star Forum

Chole Buglass – Halton Family Voice

Carl Harris – Halton Carers centre

Simon Price – CRMZ, Coordinator

1. **What happened last time and Matters Arising**

Core Assets feedback from last meeting has been sent back it states:

1. **It will be discussed at the next meeting about Young Advisors attending INVOLVE meetings on a regular basis. Young Advisors will provide feedback about the service appraisals they have completed as well as identifying new service appraisals to be completed in consultation with INVOLVE.**
2. **Recruitment flyer to be emailed to Halton Youth Cabinet.**
3. **All schools have been emailed and followed up with a telephone call about the Young Advisors project.**
4. **Information sent for Local Offer update.**

SP held CRMZ youth operations board which was poorly attended. YP at INVOLVE didn’t understand the need for a youth operations board.MF to meet with SP to discuss these developments.

MF has stated that the number of young people at meetings should be greater, as a result MF is exploring methods of telepresence (e.g. Video conferencing)

MW suggested that the minutes should be presented in a more accessible format for Young People.

1. **Commissioning – John Bucknall**

JB is happy to deliver youth commissioner training again. It was felt the best time for this would be end of January. **Members of INVOLVE to ask wider cohort of YP to understand interest and what time would be best to hold the meetings and feedback to MF.** It was suggested that YP should be involved in the full cycle of commissioning.

1. **POET – Personal Outcomes Education Tool**

PB explained that there is a review of Education, Health and Care (EHC) plans and how the process works for families. Anyone with a EHC plan has been asked to complete a questionnaire which is open September 15 to December 15. PB asked for ideas to encourage children, young people and parents to complete the online questionnaire. They want as many completed questionnaires as possible to learn from the feedback and make improvements. There are around 100 YP with an EHC plan, so far 18 parents, 7 Children and YP and 25 professionals have completed the questionnaire.

Recommendations from INVOLVE are:

* **To provide an open session with support staff to assist parents, children and YP to complete the questionnaire.**
* **Consider branding ie letters looking too official**
* **Digital image reminder to be send out using social media specific groups such as Halton Speak Out, Sparc, Impart, Send partnership.**
* **Suggest that Halton Libraries can help with access to internet**
* **Ask schools to go in on parents evenings, or particular sessions with those who may have an EHC plan.**

1. **Local Offer – Feedback**

TR came a while ago to INVOLVE to ask for advice on Local offer engagement, she came today to update on progress. TR has now added a ‘you said, we did’ button on the local offer site which shows all of the development of the site due to feedback from lots of community groups including Bright sparks, this can be seen on the [Local Offer page](http://localoffer.haltonchildrenstrust.co.uk/index.php/you-said-we-did/bright-sparks/).

TR brought an ambassadors role description as a poster to. This has already been emailed to INVOLVE members, **members were asked to promote in their own groups.** MW expressed an interest in being a Local Offer ambassador. Ambassadors will also be in website development. **Members were also asked to have a look at the local offer and to feedback using the feedback button**; members felt the ‘search’ was not very good and brings random results.

TR presented a new leaflet which says what the local offer is, what information is available and how to make the site more accessible. **MF to send out to the group.**

1. **INVOLVE Video’s**

Group decided that INVOLVE videos should only be available to professionals.

1. **Memorandum of Understanding**

There was a large debate over the need for this piece of paperwork, PMc is to take it to Youth Cabinet to discuss further. MF to attend Youth Cabinet for this debate.

1. **Action Log**

We were too busy to complete this item.

1. **AOB**

Meeting day – from January MF cannot do a Monday evening; the day can change to Wednesday, Thursday or Friday. The group decided that a Thursday evening would be better as long as it was last Thursday of the month to not clash with other group meetings.

Representatives for the Children’s Trust meeting are now to only come from Youth Cabinet.