

CaPa Participation Group
Steering Group Meeting
Wednesday 19th July 2017 12-2pm

ITEM	DISCUSSION	ACTION
Introductions	Attendees: Ashley (chair), Charlie, Paula, Janet, Jane, Carrie and Sam (mins) Apologies: Mo and Tina	
Last meeting	Minutes reviewed and agreed. Any outstanding items on today's agenda.	
Update on Grant Application for 17/18	Sam confirmed Malcolm Taylor has finally submitted his email in support of the Group's funding application for 17/18. Ashley advised that she has requested a catch up meeting to be held soon. Julie Singleton from Contact a Family has emailed with some queries on the application which Sam will sort out asap.	SF
Parents Groups Feedback	Treetops Forum will next meet in September. Jane has offered to attend the Scope Forums starting in September.	
Training with Ian Evans	Sam confirmed this is booked for Monday 25 th September at the Park Inn, two sessions 10am-1pm and 4pm-7pm. Jane suggested the title of 'Changing the perceptions of disability'. Sam to circulate draft invite for checking before promoting event.	SF
AOB	Sam updated on the query from a social worker regarding whether the Cariads service was in operation – after CaPa brought this to the attention of Thurrock social care, Sam has seen an advert circulated by Thurrock Mind for a co-ordinator to manage the project until March 2018. So hopefully this service will be up and running again soon. Janet advised that she will be stepping down from the steering group from September as she will be moving to Devon soon. Over the summer Sam will work on the Grant application queries, the second tranche of the grant application for 17/18, the Information Booklet and the Training Event as well as monitoring emails, admin and updating the website.	
Steering Group Meetings	None during August. Next meeting scheduled for September – Sam to liaise with group and confirm date.	SF