

CaPa Participation Group
Steering Group Meeting
Wednesday 24th January 2018 12-2pm

ITEM	DISCUSSION	ACTION
Introductions	Attendees: Ashley (chair), Mo, Charlie, Jane, Carrie and Sam (mins) Apologies: Paula, Tina	
Last meeting	Minutes reviewed and agreed. No outstanding matters.	
New member	The group welcomed Thea, a new member to the steering group	
Meetings coming up	<ul style="list-style-type: none"> - Tuesday 6th February – Eastern Region Meeting – Charlie and Carrie to attend - Wednesday 7th February – Thurrock Adult Social Care Showcase and launch of new Essex parent carer forum – Sam to attend Thurrock Showcase and send apologies to pcf and ask that we perhaps meet up when they are settled - Monday 12th February – CaPa Catch up with Malcolm Taylor – may need to rearrange, Ashley to liaise with Malcolm - Thursday 1st March – SEND Inclusion Meeting and Eastern Region Generating new income workshop. Decided at last meeting that going forward Ashley will co-chair with Malcolm. Decision to be made about who else is attending. - Thursday 22nd February – Regional Network Preparing for Adulthood – no decision made yet. - Wednesday 28th February – Ashley to attend Thurrock social care team meeting, agenda slot at 2.30pm 	Sam Ashley
GDPR	Sam explained the new regulations concerning data protection and privacy laws which comes into force on 25 th May 2018. Sam putting together an action plan and will feedback. The forum will need a privacy notice, social media disclaimer, revised data protection policy and new registration forms around active consent.	Sam
Finances	Sam has been working on the accounts and will update at next meeting.	Sam
Thurrock Consultation	Thurrock Council have commissioned Premier Advisory to do a consultation on Special Provision Capital Fund – deadline end Feb 18. Sam has emailed out and put on social media and invited David Noble to the group on Wednesday 21 st February at 11am.	
Drop Ins	Decision made to co-host weekly drop in / surgery with PATT to boost reach with parent carers. Venue the Community House in Grays every Wednesday from 10am-12noon with workshops held on SEN issues from 12-2pm. Sam to do poster and advertise out.	Sam
Local Offer refresh meeting	Charlie and Carrie attended a Local Offer refresh meeting at Thurrock Council offices with Louise Hunt. They gave ideas and looked at other national local offer websites to put together an action plan for updating Thurrock's. Louise will contact CaPa with details of the next meeting.	
Next Steering Group Meeting	Next meeting will be held during after Drop in on Wednesday 21 st February incorporating visit from Premier Advisory re consultation.	

