



DERBYSHIRE LOCAL OFFER STEERING GROUP MEETING MINUTES

19 June 2024 - Virtual Teams Meeting – 10:00am to 11:30am

ATTENDANCE

HWa	Assistant Director for Schools and Learning, Derbyshire County Council
KHa	Service Relationship Manager, CS Digital and Data, Derbyshire County Council
AJo	Senior Digital Web Officer, CS Web Team, Derbyshire County Council
OHo	Digital Web Assistant, CS Web Team, Derbyshire County Council
BWr	Practice Supervisor (Transition to Adulthood), Children with Disabilities Service, Derbyshire County Council
CPa	Preparing for Adulthood Lead Officer, Derbyshire County Council
JDa	Service Development Lead for Vulnerable Children, Derbyshire Community Health Service (DCHS)
DPe	Senior Practitioner Transformation Team, Transitions, Adult Social Care and Health, Derbyshire County Council
SWe	Derbyshire Parent Carer Voice (DPCV) Representative
REDACTED	SEND Coordinator, Chesterfield Royal Hospital NHS Foundation Trust
MTo	Derby and Derbyshire Integrated Care Board (ICB)
KCl	EYSEN Specialist Teacher, Early Years, Derbyshire County Council
KBi	DIASS Support Worker, Derbyshire Information Advice and Support Service (DIASS), Derbyshire County Council
RSt	Commissioning Manager, Derbyshire County Council
RJo	Senior EYSEN Specialist Teacher, Early Years, Derbyshire County Council
SWa	Derbyshire Healthcare NHS Foundation Trust
JHa	Designated Clinical Officer, NHS Derby and Derbyshire Integrated Care Board

APOLOGIES

PHu	Headteacher, Elton Church of England Primary School
LCh	Childrens Rights Officer, Participation Team, Derbyshire County Council
LFr	CS Commissioning Manager, Derbyshire County Council
CSc	General Manager, Childrens & Continence Services, NHS
JLe	Quality Assurance Manager for SEND, Derbyshire County Council
AMa	Head of Service, Children with Disabilities Service, Derbyshire County Council
M Fo	Website and Information Coordinator, Derby & Derbyshire Emotional Health and Wellbeing

MINUTES:

Item No:	Minutes:	To Action:
1.	<p>Welcome & Introductions</p> <p>SWh attended on behalf of Derbyshire Parent Carer Voice and added that on-going support for this meeting will be organised soon.</p>	DPCV
2.	<p>Minutes of last meeting – sign off and action update</p> <p>HWa: Agreement that minutes are correct. An update was provided against all action points.</p> <p>KHa: As there are some new or temporary attendees, I would like to mention that the meeting minutes are published on the website, so it is important that attendees review and approve the information detailed.</p>	All
3.	<p>EOTAS to EOTISC - Education Other Than in School or College</p> <p>OHo: requested a contact for EOTAS service which will now be the EOTISC service in order to introduce some content.</p> <p>HWa: contact DSWr team to progress.</p>	LO Admin
4.	<p>Local Offer Annual Report – Sign Off</p> <p>KHa: Summarised the content of the Annual Report. Agreed by Steering Group** to be presented to SEND Executive Board for approval and publishing on Local Offer website. (**A request was made during AOB to add additional content to the “Next 12 months” section.)</p>	KHa
5.	<p>Quality Assurance</p> <p>HWa: This requirement has blended with the SEND Ordinarily Available workstream. OHo is in that group and has been doing some cross referencing to record the resources available, against the areas of need.</p> <p>Based on some feedback received from DPCV, we are reviewing the content on the Derbyshire Local Offer against this feedback. We have ‘Scenarios’ in which we would like to set-out the information on the Local Offer. The website is a massive directory of information. How do we know we are navigating visitors to the right places? We have created a questionnaire with key lines of enquiry. We generated 10 common scenarios. We have currently received 57 responses.</p> <p>We haven’t completely analysed and acted upon this information. We would like to collect as much information as possible before we do. From the analysis, we want to identify some clear recommendations for service leads to aid them with generating content to cover any gaps. We need a focused working party for this. CMo from Inclusion Support has been working on this and is also part of ‘Ordinarily Available’.</p> <p>Request that attendees be involved in a focus group to help to analyse this information. A number of attendees expressed interest in being involved. HWa to contact to progress</p>	HWa

Item No:	Minutes:	To Action:
6a.	<p>2024/2025 Workplan – For Info Only</p> <p>HWa / KHa: Shared the new Workplan, but advised it required updates to Service titles due to a restructure. This is a working document for the Steering group.</p>	HWa/KHa
6a Cont.	Attendees were requested to review the workplan and provide an overall lead, or name for the service areas and any comments	All
6a Cont.	<p>JHa: requested assigning roles against the items, and not person’s names. We need to respect colleagues’ decisions to not publish their names and give them the chance to have their names removed if they choose.</p> <p>HWa: I will go back to the SEF to ensure that the workplan is referenced to ensure it is clear for our SEND Inspection readiness.</p>	HWa
6b.	<p>Provider Review – For review and any changes or deletions</p> <p>KHa: This is an export of the providers included in the Local Offer search directories. Steering Group should review to ensure that resources or groups which should be included are included, and if there are any that you think should be removed, are removed.</p>	All
6b Cont.	Review criteria for adding providers to be shared with Steering Group	LO Admin
6c.	<p>Keyword Meta Review – For action</p> <p>KHa: Please review the items in this list. We can add some information in the background of the page to increase findability based on key word search terms when using Google/search engines.</p>	All
6d.	<p>Matrix of Compliance – For info</p> <p>KHa: Please review and advise if any items should be added or removed.</p>	All
6e.	<p>Website Analytics</p> <p>KHa: summarised content of the Local Offer Performance Report. The Local Offer website meets the WCAG AA standards.</p> <p>OHo: We are working to meet WCAG AAA standard as an ‘Above and Beyond’ ambition. It is currently 96% met.</p> <p>MTo: Has there been a discussion for the introduction of an App for the Local Offer website? We would like to develop this for the EHWP website. Should this be a joint venture?</p> <p>KHa: agreed to meet and discuss.</p>	LO Admin / MTo
7.	<p>AOB</p> <p>Local Offer Videos - Update</p> <p>HWa / KHa: We are working on videos for the Local Offer that will offer information delivered in a different way. Some visitors struggle to digest the quantity of information on the website and videos may be a suitable alternative medium to present this information and attract more users.</p>	

Item No:	Minutes:	To Action:
7 Cont.	<p>Preparing for Adulthood Resources</p> <p>CPa: would like to introduce a collection of resources to the Preparing for Adulthood section that is more aimed at professionals.</p>	LO Admin
7 Cont.	HWa: Add to the next Agenda for discussion.	LO Admin
7 Cont.	<p>EHCNA Request Form</p> <p>KBi: Please can there be a name change on the form? OHo to action</p> <p>Introduce a list of Schools with Enhanced Resource</p> <p>OHo: a request has been received to include an up-to-date list of Schools with Enhanced Resources on the website.</p>	LO Admin
7 Cont.	<p>HWa: There has just been a review of ERS. Contact Jenni Hooper to progress this.</p> <p>Local Offer Search Bar Suggestion Text</p> <p>JHa: The search bar currently suggests a search text of: "e.g. Apply for a plan". Is this the best choice?</p> <p>KHa: it is part of the website coding so will need a request placed with Web Development.</p>	AJo
8.	<p>Confirmed future meetings:</p> <p>Thursday 26 September 24 @ 2pm</p> <p>Wednesday 11 December 24 @ 10am</p> <p>Future meetings to agree:</p> <p>Thursday 20th March 2025 @ 2pm</p> <p>Wednesday 18th June 2025 @ 10am</p>	

ACTION SUMMARY

#	Item	Date	Who	Completion Date
1	Nominate DPCV trustee to attend Steering Group (SG) meetings	Asap	DPCV Info	
2	Contact EOTISC Service for content for Local Offer website	20/6/2024	LO Admin	
3	Add extra content to Annual Report next 12 months	21/6/2024	KHa / AJo	
4	Annual Report to SEND Executive Board for approval	TBC	KHa	
5	Set up focus group with SG volunteers to look at content gaps on Local offer website	TBC	HWa	
6	Amend 2024/25 Workplan with updated Service details and redistribute to SG	TBC	HWa / Kha	
7	SG to review Workplan; provide leads or names for Service areas and comments	TBC	ALL	
8	Update SEF in readiness for SEND inspection	TBC	HWa	
9	SG to review Providers	Asap	ALL	Ongoing

#	Item	Date	Who	Completion Date
10	Share Provider inclusion criteria for searches	TBC	LO Admin	
11	SG to review Keyword Meta	TBC	ALL	Ongoing
12	Set up meeting to discuss App for Local Offer & EHWP websites	TBC	LO Admin / MTo	
13	Add "Collection of resources for Professionals" to next Agenda	TBC	LO Admin	
14	Check and amend EHC medical form name	20/6/2024	LO Admin	20/06/2024
15	Source up to date list of Enhanced Resource Schools and publish on Local Offer website	20/6/2024	LO Admin	
16	Request Web Development amend Search box wording	TBC	AJo	