



DERBYSHIRE LOCAL OFFER STEERING GROUP MEETING MINUTES

Thursday 10 October 2024 - Virtual Teams Meeting – 2:00pm to 3:30pm

ATTENDANCE

KHa – Acting Chair	Service Relationship Manager, CS Digital Web Team, Digital Services, Derbyshire County Council
AJo	Senior Digital Web Officer, CS Digital Web Team, Digital Services, Derbyshire County Council
CPa	Preparing for Adulthood Lead Officer, Derbyshire County Council
ICI	Practice Supervisor, Derbyshire County Council
JDa	0-19 Community Health, Derbyshire Community Health Services
JHo	Consultant Strategic Lead, SEND Service, Derbyshire County Council
KCI	EYSEN Specialist Teacher, Early Years SEN, Derbyshire County Council
KBi	DIASS Support Worker, Derbyshire Information, Advice and Support Service (DIASS)
LHe	Senior Practitioner, Derbyshire County Council
LCh	Participation and Children’s Rights Officer, Derbyshire County Council
LFr	Head of Service, Commissioning and Partnership, Derbyshire County Council
MFo	Public Health Web and Information Co-ordinator,
NJo	Senior Transport Officer, Derbyshire County Council
OHo	Digital Web Assistant, CS Digital Web Team, Digital Services, Derbyshire County Council
RJo	Senior EYSEN Specialist Teacher, Early Years SEN, Derbyshire County Council
SMa	Service Lead, Targeted and Specialist Inclusion, Derbyshire County Council
VTh	Derbyshire Parent Carer Voice Representative

APOLOGIES

HWa	Acting Director for Schools and Learning, Derbyshire County Council
DPe	Service Manager, Transformation Team – Adult Social Care and Health, Derbyshire County Council
TSt	Head of Childrens Community Services, Derbyshire Community Health Services NHS Foundation Trust
MTo	Senior Children's Commissioning Manager, NHS Derby and Derbyshire Integrated Care Board (ICB)

MINUTES:

Item No:	Minutes:
1.	<p>Welcome & Introductions</p> <p>Use of AI Notetaking – Not permitted into this meeting. Confirmed isn't required by attendees.</p> <p>KHa (Acting chair) welcomed new attendees and asked all attendees to introduce themselves and also announced that SMa - Service Lead for Targeted and Specialist Inclusion at DCC will be the new chair for future Steering Group meetings.</p>

Item No:	Minutes:
2.	<p>Minutes of last meeting – sign off and action update</p> <p>Confirmation, on request, that only initials will be published going forward. Minutes approved for publishing on Local Offer website</p> <p>Previous action: MTo mentioned an intention to launch an app for the Emotional Health and Wellbeing websites in June’s SG Meeting. Should the LO have involvement with this? Update: MFo will organise a meeting with MTo to discuss how this can be implemented.</p> <p>KHa to discuss with DPVC more opportunities for parents / carers to feed into the work of the website, such as previous DPCV Meet and Eat Events.</p>
3.	<p>Local Offer Annual Report 2023-2024 Sign Off</p> <p>Following the request and completion for additional information about what the next 12 months has in store for the Local Offer, the Annual Report will now be published, and will go to SEND Board for information.</p>
4.	<p>Workplan 2024/25</p> <p>4a. Review website and advisory panel and subsection leads – Updated</p> <p>Discussion about updated workplan.</p> <p>MFo offered to post on Public Health social media when actions 6 & 7 were completed.</p> <p>4b. DPCV SEND Survey Results</p> <p>VTh to provide a one-page summary update for the next meeting as this recently closed. Agenda Item for December 2024.</p> <p>4c. Local Offer Videos</p> <p>KHa advised this activity has started with ‘The Mighty Creatives’, alongside ‘Sparks Arts’ (Sparks Arts are a film school for children), creating an initial short explanatory video, about 30 seconds long, intended to be published on other websites (such as schools) to raise awareness and increase use. LCh is assisting in engagement of young people.</p> <p>4d. 10 Scenarios – Local Offer Functionality and Flow Investigation</p> <p>CPa fed back on a questionnaire which was provided to a group of professionals, who were allocated 1 of 10 common scenarios experienced by families. They were asked to audit the Local Offer website to find their scenario information and resources, whether content was accessible, ease of use and ease of understandability.</p> <p>Parents and carers were also asked to do the same activity with DPCV, but little feedback was submitted. A thematic analysis was actioned on the feedback that was received, which CPa will share with anyone who would like visibility. This then identified potential improvements that can be made to the website and content.</p>

Item No:	Minutes:
5.	<p>Spectrum Autism Friendly Festival Participations and Children’s Rights Attendance</p> <p>LCh shared a presentation: ‘Participation does the Spectrum Festival’</p> <p>LCh – Spectrum is an autism friendly festival that runs annually at Lea Green Outdoor Education Centre in Derbyshire. This is the 4th time the Participation Team have attended. 800 people attend, most from Derbyshire/Derby City. It sells out annually.</p> <p>It is a good opportunity to showcase and promote the good work that we all do. If you can see the opportunities this event offers, and can use these opportunities in future SEND work, please consider talking to us so we can take this along next year.</p> <p>If you have leaflets, or promotional materials or anything we can use to engage with attendees, we would be more than happy to take these with us.</p> <p>VTh advised DPCV will also be attending Spectrum in 2025, and would like to discuss with LCh and DIASS.</p>
6.	<p>SEND Inspection Update</p> <p>JHo – It was a very thorough inspection. We want to thank anyone who was involved in any way, small or large. We await the results of the inspection, but expect some challenges ahead based on the findings in the report which is expected imminently.</p>
7a.	<p>For info only - 2024/25 workplan</p> <p>KHa – An update to TOR was completed.</p> <p>KHa – Content Ownership detailed to aid LO Admin to identify who has authority to suggest changes to content on specific sections of the website, or to review website content when applicable. This is routinely done every 6 months to ensure the page content is still up to date and accurate. Please advise as soon as possible if recent or future restructures have affected roles and responsibilities.</p> <p>RJo – There are required changes due to EYSEN, who are now part of EIS and not AAIS.</p>
7b.	<p>Provider Review – for review and any changes or deletions</p> <p>KHa – The provider review details the providers published in directories on the website, including ‘Things to Do’ and ‘Support for You’. All requests go through a provider criterion for on-boarding, with relevant stakeholders contacted for approval of listings, suggestions for new Providers are welcomed.</p>
7c.	<p>Keyword Meta Review – for review</p> <p>All to check relevant keywords are in the meta that the general public would use to search the website.</p>
7d.	<p>Matrix of Compliance – For info</p> <p>Full detail of evidence against each point to ensure the website has information published for each requirement, but website admin need to be led by SEND Professionals. Please view this report to identify if any changes are required, or any updates required for the website.</p>

Item No:	Minutes:
7e.	Website Analytics A quarterly update presented. If you would like a specific set of data exporting, please place a request with the Local Offer inbox. Please provide pages, data ranges and the metric you would like to measure.
8.	AOB
9.	Confirmed future meetings: Wednesday 11 December 2024 @ 10am Thursday 20 March 2025 @ 2pm Wednesday 18 June 2025 @ 10am Thursday 25 September 2025 @ 2pm Future meetings to agree: Wednesday 10 December 2025 @ 10am

ACTIONS

#	Action Summary	Date	Who	Completion Date
2	Contact EOTISC Service for content for Local Offer website	20/6/2024	LO Admin	Outstanding
6	Amend 2024/25 Workplan with updated Service details and redistribute to SG	ASAP	SMA	
9	SG to review Providers	ASAP	ALL	Ongoing
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/ MFo	
13	Add "Collection of resources for Professionals" to next Agenda	December Meeting	LO Admin / CPa	Planned
15	Source up to date list of Enhanced Resource Schools and publish on Local Offer website	20/6/2024	JHo	Outstanding
17	Communicate public engagement opportunities in advance of Spectrum 2025 event to LCh	Open-ended	All	
18	LO and DPCV to organise public forums	10/10/2024	LOAdmin / DPCV	