



DERBYSHIRE LOCAL OFFER STEERING GROUP MEETING MINUTES

21 MARCH 2024 - VIRTUAL TEAMS MEETING - 2PM TO 3.30PM

ATTENDANCE

HWa Chair	Strategic Lead for Inclusion Support Services, Childrens Services, Derbyshire County Council
KHa	Service Relationship Manager, Childrens Services, Derbyshire County Council
AJo	Senior Digital Web Officer, Childrens Services, Derbyshire County Council
OHo	Management Information Assistant, Childrens Services, Derbyshire County Council
CPa	Lead Officer – Preparation for Adulthood, Childrens Services, Derbyshire County Council
MDu	SEND Co-ordinator, Chesterfield Royal Hospital
JHa	Designated Clinical Officer, NHS Derby and Derbyshire Clinical Commissioning Group
JLe	SEND Quality Assurance Manager, Childrens Services, Derbyshire County Council
KCl	EYSEN Specialist Teacher, Derbyshire County Council
KNe	SEND, Children’s Services, Derbyshire County Council
LCh	Participation and Children’s Rights Officer, Childrens Services, Derbyshire County Council
LFr	Head of Service Commission and Partnership, Children Services, Derbyshire County Council
MFi	DIASS Manager, Derbyshire Information Advice Support Service for SEND, Childrens Services, Derbyshire County Council

APOLOGIES

PHu	Headteacher, Elton Church of England Primary School
DSWr	Strategic Lead for ACRE (All Children Receiving Education), Children’s Services, Derbyshire County Council
WGGr	Head of Children's Strategic Commissioning - Physical Health and SEND - Mental Health, Learning Disabilities and Children’s Commissioning Directorate - NHS Derby and Derbyshire Integrated Care Board / Joined Up Care Derbyshire
RJo	Senior EYSEN Specialist Teacher, Children’s Services, Derbyshire County Council
AMa	Head of Children with Disabilities Service, Childrens Services, Derbyshire County Council
MFo	Website and Information Coordinator, Mental Health & Suicide Prevention Team, Adult Social Care and Health, Derbyshire County Council

MINUTES:

Item No:	Minutes:	To Action:
1.	<p>Welcome & Introductions</p> <p>HWa stood in as chair in PHu absence</p>	
2.	<p>Minutes of Last Meeting – Sign off and action update</p> <p>Agreed and signed off for publication.</p>	
3.	<p>Derbyshire Adult Community Education Service (DACES) – Training Courses</p> <p>Discussion around DACES creating training courses for parents and carers of children with SEND. HWa to take back to the Ordinarily Available SEND Strategic Work Streams.</p>	HWa
3. Cont	It was suggested parents need to be asked what is missing, results of DPCV survey may assist with that. AJo to check when survey results being published.	AJo
3. Cont	<p>KCI: Some EY Eventbrite courses are available to parents and carers such as Autism and Sensory Processing Needs. Whether that could be linked in?</p> <p>MFi: to share national online organisations that offer training for parents and carers. Example: Council for Disabled Children, IPSEE, Contact.</p>	MFi
3. Cont	Training courses /Support for Parents/Carers to be added to next agenda.	OHo/AJo
4.	<p>Quality Assurance – Future Position</p> <p>JLe: advised the QA position in SEND wouldn't exist after 31 March and SEND Quality Assurance would be driven by the SEND Strategic Partnership from April 2024. The Local Offer Steering Group will need to decide what is required relating to the Local Offer website and request from the partnership.</p> <p>JLe to share a QA template activity to adapt for Local Offer.</p>	JLe
4. Cont	All felt parents/carers should be involved in scenario-based QA activities.	
4. Cont	HWa, LCh and CPa to progress this with parents/carers and young people and link back into Steering Group to develop.	HWa, LCh, CPa
4. Cont	<p>KHa: Re-highlighted the work already done on a dedicated comms plan to raise the profile of the website to all users of the information which would complement the QA of the website and also drive our ability to understand what we need to develop. The results of the DPVS survey will be a great benchmark on the visibility and usefulness of the website and provide some context to drive the comms plan. This will need to be fully supported by all in order to drive this through. This will feature in the 24/25 workplan.</p> <p>AJo put on record a thank you to JLe for all the support and advice she had given to Steering Group and in particular to AJo and OHo with website compliance.</p>	
5a.	<p>For Info – 2023/2024 Workplan</p> <p>HWa and KHa to meet to review current Workplan to update to 2024/25</p>	HWa/KHa

Item No:	Minutes:	To Action:
5b.	<p>Provider Review – For review</p> <p>OHo: Please review Providers for relevancy.</p>	All
5c.	<p>Keyword Meta Review – For action</p> <p>OHo: Please review your owned pages to ensure all 'Metadata' sentences capture all keywords while also providing an explanation of what the page is in place to achieve.</p>	All
5d.	<p>Matrix of Compliance – For info</p> <p>Agreed Matrix of compliance to continue to evidence as a tool for reviewing. All Steering Group will need to be involved and review as necessary.</p>	All
5d. Cont	<p>HWa will take this to SEND Board to raise that it is a risk to ensure that there is someone named to ensure we are doing what we need to do and more.</p>	HWa
5e.	<p>Website Analytics</p> <p>AJo: Presented a comparison of the old and current Local Offer website viewing figures, which showed an increase with the new website.</p> <p>Key Points: Page Views per month have drastically increased on the current version of the website, compared with older versions. Time on the page is also indicating that visitors are not becoming overwhelmed and exiting early, or not finding the information at all.</p> <p>Information will feed into the Annual Report which will be prepared and presented to the Steering Group to review and comment on before the next meeting.</p>	All
6.	<p>You Said, We Did 2023 – Published</p> <p>OHo: All feedback received that relates to a service, or an experience with a service, is provided directly to the service to offer the opportunity to review and respond with how it will be resolved. If a service does not respond, we simply publish that the feedback was provided, and that the relevant information was requested.</p>	
7.	<p>AOB</p> <p>- Timely Publication Requests OHo offered apologies for any delays in publishing content which was due to involvement with major SAP Upgrade. Also requesting quick replies from content owners to any requests or queries to ensure timely publication of content.</p> <p>- Incorrect Advertisement of 'irrelevant' Training Providers. Sensory Processing Steering Group had queried two events on the Latest page which did not align with the advice and expectations built upon by professionals in Derbyshire. These had been immediately removed but indicated a need for a more robust publication process.</p> <p>- Including 'Out of County' Post-16 provision on the Local Offer Website Discussion amongst the group led to agreement that these types of establishments should be included on Local Offer website.</p>	

Item No:	Minutes:	To Action:
8.	Dates for next meetings: Wednesday 19 June 24 @ 10am Thursday 26 September 24 @ 2pm Wednesday 11 December 24 @ 10am Thursday 27 March 25 @ 2pm	