



DERBYSHIRE LOCAL OFFER STEERING GROUP

MEETING MINUTES

27 September 2023
Virtual Teams Meeting
2:00pm – 3:30pm

ATTENDANCE

OHo	Childrens Services Web Team (Local Offer)
AHo	Head of SEND, DCC
AJo	Children's Services Web Team Lead
BWr	Practice Supervisor (Transition to Adulthood), Children with Disabilities Service, DCC
BCo	Social Worker, Adult Social Care and Health, DCC
CPa	Preparing for Adulthood Lead, DCC
DPe	Senior Practitioner Transformation Team, ASCH, DCC
HWa	Strategic Lead for Inclusion Support Services, DCC
JHa	Designated Clinical Officer, NHS Derby and Derbyshire ICB
JLe	Quality Assurance Manager – SEND, DCC
KCI	EYSEN Specialist Teacher, DCC
KBi	DIASS DCC
KHa	Service Relationship Manager, Childrens Services, DCC
LCh	Childrens Rights Officer, Participation Team, DCC
MFF	Website and Information Coordinator, Derby & Derbyshire Emotional Health and Wellbeing
REDACTED	SEND Coordinator, Chesterfield Royal Hospital
PHu	Headteacher, Elton Primary School (Chair)
RJo	Head of Early Years SEN, DCC

APOLOGIES

LFr	Head of Service, Commission & Partnerships, DCC
CKe	Marketing and Communication Officer, NHS
LHo	Parent Forum Co-Ordinator, Derbyshire Parent Carer Voice
TSt	Head of Childrens Community Services, DCHS NHS Foundation Trust
DSWr	Strategic Lead (ACRE), DCC
MFi	DIASS Manager, DCC

MINUTES:

Item No:	Minutes:	Actioned by:
1	Welcome & Introductions	PHu
2	Minutes of Last Meeting – Sign off and action update	
3	<p>Local Offer Governance - Overview of how the steering group and SEND Board align with the right channels</p> <p>HWa: discussed how Schools and Learning colleagues are working to raise the profile of the Local Offer website; reviewing content for audience suitability, compliance and completeness. All service leads across schools and learning are reviewing the content and quality of their local offer pages and will update by 31st October.</p>	
4	<p>2023/2024 Workplan</p> <p>KHa: Re-introduced the workplan for visibility and asked attendees to review.</p>	All
4a	<p>Provider Review – For review and any changes or deletions</p> <p>KHa: All to provide information to the Local Offer team to ensure the provider directory is comprehensive. The Local Offer has a requirement to offer directories such as 'Things to Do', 'Support for You', 'Alternative Provision', etc.</p>	All
4a Cont.	HWa: To identify what would fit into the SEND Workstream 'Ordinarily Available'	HWa
4a Cont.	<p>KHa: Confirmed any Provider without a website but with Facebook page can be added; anything identified, should be forwarded to the Local Offer inbox.</p> <p>RJo: To link with KCI to add information to EYSEN Information for Parents page.</p>	RJo
4a Cont.	OHo: To link with MDu to discuss location of Fairplay	OHo
4a Cont.	KHa: If we are asked by a service to add content to the site, we accept this as it has been reviewed by stakeholders and add it. If we are approached by an external provider, we run them through the Provider Onboarding Process. Suggestion to create a Teams site to share this to be scrutinised?	KHa
4b	<p>Taxonomy Review – For Action</p> <p>KHa: This document details a sentence containing the keywords relevant to a page. Please review your sections to ensure the information is up to date and relevant. This can include phrases or words that are associated with the service or information that isn't necessarily presented on the page as content.</p>	All
4c	<p>Matrix of Compliance – For Info</p> <p>KHa: This matrix is to ensure we are compliant with all requirements detailed in relevant legislation. This is being circulated to keep this in view. It will continue to be reviewed by the Local Offer Team. We can be compliant, but we also want to go above and beyond to ensure usability.</p>	All / Local Offer Team

Item No:	Minutes:	Actioned by:
4c Cont.	Discussion about how compliant the Local Offer is – JLe, OHo, AJo to meet to review	OHo, AJo, JLe
4c Cont.	LCh : to review with young people with previous questions/scenarios used when looking at the Local Offer.	LCh
4d.	<p>Website Analytics</p> <p>AJo: shared and explained the Performance report. All to consider other useful information to be reported on and email Local Offer with suggestions.</p>	All
4e	<p>Pathways Approach Paper – Sign off required via SEND Strategic Board</p> <p>KHa: The Pathways Approach Paper dictated the need for further governance of this group in terms of formal sign off of work. This proposal will be presented to the SEND Executive Board.</p> <p>PHa: It would be ideal to have ‘I am a parent’ / ‘I am a young person’ section on the website to improve the visitor’s journey.</p> <p>JHa: I understand the Emotional Health and Wellbeing (EHAW) website is reviewing the layout of their information. The EHAW website is hosted by DCC through Public Health. Local Offer team to contact EHAW lead to ensure alignment.</p>	OHo & AJo
4f	<p>Communications Action Plan – For info</p> <p>KHa: This is to leverage the channels already out there. We need to link into these established channels to raise the awareness of the Derbyshire Local Offer. We should communicate the Local Offer with all our services and schools. Please review the Communications Action Plan and make suggestions if applicable.</p>	All
4f Cont.	<p>Discussion around promotion of Local Offer into Derbyshire Schools and placing LO website on their websites.</p> <ul style="list-style-type: none"> • HWa to discuss with Dan Careless to raise with MAT CEOs 	HWa
4f Cont.	<ul style="list-style-type: none"> • OHo to obtain full list of non-compliant schools 	OHo
4f Cont.	<ul style="list-style-type: none"> • JLe to contact those non-compliant schools 	JLe
4f Cont.	<ul style="list-style-type: none"> • AJo to add to SchoolsNet bulletin 	AJo
4f Cont.	<ul style="list-style-type: none"> • HWa to promote via SENCO network and any other groups 	HWa
4f Cont.	<ul style="list-style-type: none"> • RJo to request Early Years Providers add via EY SENCO briefings 	RJo
5	<p>DPCV – Meet and Eat Feedback</p> <p>KHa: Fed back on the DPCV Meet and Eat events which were very well received, all feedback received is being worked through and will form part of the ‘You Said, We Did’ section on the website.</p>	

Item No:	Minutes:	Actioned by:
6	<p>Website Development – New section layout</p> <p>AJo: Shared the recent developments and recent changes to the Local Offer website which are now live.</p> <p>Suggestions for other amendments to the website, when budget and resource allow, were noted: update drop down menus to match tiles, consider moving Care and Support section higher</p>	AJo/ OHo
7	<p>Dates for next meetings:</p> <ul style="list-style-type: none"> - 14th December 2023 @ 10am - Xx March @ 2pm - Xx June @ 10am - Xx Sept @ 2pm 	
8	AOB	