



## DERBYSHIRE LOCAL OFFER STEERING GROUP

### MEETING MINUTES

**14 December 2023**  
**Virtual Teams Meeting**  
**10am – 11:30am**

#### ATTENDANCE

<b>Paul Hunter (PHu) (CHAIR)</b>	Headteacher, Elton Primary School
<b>Louise Champion (LCo)</b>	Childrens Rights Officer, Participation Team, Derbyshire County Council
<b>Mikila Dunbar (MDu)</b>	SEND Co-ordinator, Chesterfield Royal Hospital
<b>Owen Howarth (OHo)</b>	Management Information Assistant, Children's Services Digital and Data Service, Derbyshire County Council
<b>Anne Jordan (AJJo)</b>	Management Information Officer, Children's Services Digital and Data Service, Derbyshire County Council
<b>Maria Finnegan (MFi)</b>	Manager Derbyshire Information and Advice Support Service (DIASS)
<b>Clare Pacey (CPa)</b>	Preparing for Adulthood Lead Derbyshire County Council
<b>Donna Perera (DPe)</b>	Senior Practitioner, Transformation Team, Adult Social Care and Health, Derbyshire County Council
<b>Michael Lane (MLa)</b>	Principal Educational Psychologist and Strategic Lead for All Age Inclusion Support 0-25, Derbyshire County Council
<b>Charlotte Kenyon (CKe)</b>	Marketing and Communications Officer, Derbyshire Community Health Services NHS Foundation Trust
<b>Kathryn Clarkson (KCI)</b>	EYSEN Specialist Teacher, Derbyshire County Council
<b>Jenni Leary (JLe)</b>	Quality Assurance Manager, Special Educational Needs and Disabilities (SEND), Derbyshire County Council
<b>Rebecca Jones (RJo)</b>	Head of Early Years SEN, Derbyshire County Council
<b>Becky Wrath (BWr)</b>	Practice Supervisor - Transition to Adulthood, Children with Disabilities Services, Derbyshire County Council

#### APOLOGIES

<b>Marina Fournier-Farmer (MFF)</b>	Website and Information Coordinator, Derby & Derbyshire Emotional Health and Wellbeing
<b>Louise Frensham (LFr)</b>	Children's Services Commissions Manager, Derbyshire County Council
<b>Alex Howlett (AHo)</b>	Head of Special Educational Needs and Disabilities, Derbyshire County Council
<b>Jayne Hankins (JHa)</b>	Designated Clinical Officer, NHS Derby and Derbyshire Clinical Commissioning Group
<b>Katy Halls (KHa)</b>	Service Relationship Manager, Childrens Services Digital and Data, Derbyshire County Council
<b>Helen Wallace (HWa)</b>	Strategic Lead for Inclusion Support Services, Derbyshire County Council

**MINUTES:**

<b>Item No:</b>	<b>Minutes:</b>	<b>To Action:</b>
1.	Welcome & Introductions	PHu
2.	Minutes of Last Meeting – Sign off and action update  Agreed as accurate.	
3.	Request for information – Advocacy Services  OHo: Based on feedback received at previous Derbyshire Parent Carer Voice Events, we were asked to publish information about Advocacy Services. Please could anyone provide any Advocacy Services that they know are suitable?	All
3 Cont.	DIASS promote some free advocacy services. Details to be sent to Local Offer, along with advice and guidance documents	MFi
3 Cont.	Attendees concerned that advocacy services are not regulated and some are expensive. Concerns were raised about the promotion of unsuitable services, as we don't know them  PHu: always advises parents to go to Derbyshire Information Advice and Support Service (DIASS). DIASS is the most important route. Wouldn't advise a parent to find a private advocate, because we don't know them, or the service they offer.	
4.	For Info – 2023/2024 Workplan  AJo: This is for information to ensure that all have reviewed and to see if there are any comments or any additional items that require adding.	All
4 Cont.	JLe: fed back on compliance work with OHo and AJo for the Local Offer. Advised we are compliant with the 'musts'. Also had discussions with HWa through workstreams that sit below the SEND Strategic Board regarding Scenarios. Will create a scoping document to involve QA colleagues which would be signed off QA Group	JLe
4 Cont.	RJo: did a similar activity around 3 years ago. Will check for historic information which may help	RJo
4 Cont.	MFi: to provide some information relating to this too.	MFi
4 Cont.	CPa: to provide some example scenarios?	CPa
4a.	Provider Review – For review  OHo: Please review. Please tell us if anything should be added or removed.	All
4b.	Keyword Meta Review – For action  OHo: Please review. Please ensure your areas include all necessary keywords in the Meta Sentence to ensure robust search results, and optimised SEO.	All

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4c.	<p><b>Matrix of Compliance – For info</b></p> <p>OHo: Please review. Please advise any further compliance evidence for any item requirement.</p> <p>JLe advised (Item 4) that Local Offer is compliant with “musts”</p>	All
4d.	<p><b>Website Analytics</b></p> <p>AJo: Please review. This is just for information.</p>	All
4d Cont.	<p>OHo: offered to provide specific/detailed information on request</p> <p>PHu: queried if this version of the Local Offer was being used more than the previous version</p> <p>AJo: to prepare a report for the next steering group meeting to include this information.</p>	AJo
5.	<p><b>Local Offer Video Proposal – Updates, Views and Support from the steering group and next steps.</b></p> <p>AJo: Local Offer Video proposal has been reviewed and approved by the SEND Executive Board.</p> <p>All storyboards and scripts would be created in collaboration with the Steering Group and provided to, and approved by, the SEND Executive Board. All agreed the videos should include parent/s carers and children/young people with SEND</p> <p>Those who had watched example videos from other Local Authorities had mixed feelings about them. All to view and provide feedback.</p>	ALL
5 Cont.	<p>PHu: Would it be worth approaching schools to see if any secondary school, or 6<sup>th</sup> form could be involved, as I know they look for real-life scenarios to generate work for students; ask students to put a presentation together so we could choose the right one. A bit of a competition really.</p> <p>Anyone with contacts or interested in assisting with the project to email Local Offer.</p>	ALL
6.	<p><b>Dates for next meetings (Agreed) invites to be issued:</b></p> <p>21st March 2024 @ 2pm  19th June 2024 @ 10am  26th Sept 2024 @ 2pm  11th Dec 2024 @ 10am</p>	OHo
7.	<p><b>AOB</b></p> <p>CPa: reviewing the ‘Training Providers’ section of the Local Offer and requested advice on whether 19+ online courses/opportunities should be included. All agreed it was important and should either be included on Local offer or link to source information.</p> <p>OHo and KHa also met with DACES recently to discuss DACES presence on LO and courses relevant to parent/carers and young people. DACES advised will package and provide information to Local Offer about some training events for parents and carers such as ‘Autism Awareness’, ‘Neurodivergence Awareness’ and ‘What are your rights’.</p>	