



MINUTES OF LOCAL OFFER STEERING GROUP

26th June 2023

Teams Meeting

11am – 12.30pm

Attendance

Paul Hunter (PHu)	Headteacher Elton Primary
Katy Halls (KHa)	Children's Services Information & ICT, DCC (Chair)
Anne Jordan (AJo)	Children's Services Web Team Lead
Louise Champion (LCh)	Children's Rights Officer, Participation Team, DCC
Marina Fournier- Farmer (MFo)	Website and Information Coordinator, Derby & Derbyshire Emotional Health and Wellbeing
Helen Wallace (HWa)	Children's Service Strategic Lead, Access and Inclusion
Mikila Dunbar (MDu)	Chesterfield Royal Hospital - SEND Coordinator
Bethan Coombs (BCo)	ASCH Transitions
Becky Wrath (BWr)	Children's Services Transition Lead
Kathryn Clarkson (KCI)	EYSEN Specialist Teacher

Apologies

Alex Howlett (AHo)	Head of SEND, DCC
Will Galloway-Grant (WGa)	Head of Children's Physical Health and SEND Mental Health, Learning Disabilities and Children's Commissioning Directorate
Rebecca Jones (RJo)	Children's Services
Sue Walker (SWa)	Derbyshire Healthcare NHS Foundation Trust
Louise Frensham (LFr)	Commissioning Manger
Charlie Kenyon (CKe)	Marketing and communication officer, Health, Wellbeing and Inclusion, Derbyshire Community Health Services NHS Foundation Trust
Maria Finnegan (MFi)	Derbyshire Information Advice & Support Service for SEND (DIASS)
Owen Howarth (OHo)	Children's Services Web Team (Local Offer)
Jennie Evans (JEv)	Children's Services
Jayne Hankins (JHa)	Designated Clinical Officer, NHS Derby and Derbyshire Clinical Commissioning Group
Jenni Leary (JLe)	Quality Assurance Manager for SEND, DCC
Rowena Brown (RBr)	Head of Commissioning, DCC
Michael Lane (MLa)	Principal Educational Psychologist and Strategic Lead for All Age Inclusion Support 0-25
Kirsty Coupland (KCo)	Area Manager, SSEN
Rosie Key (RKe)	Participation Team, DCC
Emma Cobbold (ECo)	Chesterfield Royal Hospital
Gill Levick (GLe)	General Manager Children's Community Services, Derbyshire Community Health Services NHS Foundation Trust
Alison Powles (APo)	Derbyshire Healthcare NHS Foundation Trust
Carol Ford (CFo)	Public Health Lead
Abby Maspero (AMa)	Disabled Children's Service, DCC
Lisa Hodgson (LHo)	Derbyshire Parent Carer Voice (DPCV)
Philip Smith (PSm)	Specialised transport manager, DCC

Item #:	Content:	Actioned by:
1.	Welcome & Introductions	KHa
2.	Minutes of last meeting – sign off for accuracy and actions Minutes signed off.	KHa
2. Cont	<p>Provider directory searches: LCh to discuss with the young people and will be made live depending on their preference. COMPLETED</p> <p>Compliance Matrix: JLe – to arrange a catch up with OHo and AJo in terms inspection readiness. COMPLETED: Meeting held on 4 April 2023.</p> <p>Inclusion fund information: HWa to provide paragraph for the page as it is more directed towards SENCO and schools rather than parent and carer and families. COMPLETED: Information for Parents paragraph now on page</p> <p>2023/24 workplan: KHa to draft new version of workplan and present in the June steering group. COMPLETED: Agenda item</p> <p>Comms Action Plan: KHa to set up task and finish group. COMPLETED: Agenda Item</p>	
3.	Draft 2023/24 Workplan - Comments and sign off The updated work plan for 2023 to 2024 was reviewed. ACTION : BWr and BCo to look at Preparing for adulthood area with the new Lead who will be in post soon. ACTION : All to check and provide comments	BWr/ BCo All
3. Cont	1. Update/review TOR and confirm steering group attendees (including job titles). ACTION : All to check the list and advise the Local Offer inbox if anyone needs adding or removing and confirm TOR are still reflective.	All
3. Cont	2b. Provider review ACTION : Provider review to be checked by all and advise Local Offer inbox if there are any providers missing or any inaccuracies. We want quality, not quantity.	All
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3. Cont	2b. Provider review KCI – to provide links to be added to the EYSEN page and details for provider database if required.	KCI
3. Cont	2b. Provider review BCo – to provide resources such as supported living, connectors, direct payments, easy read documents.	BCo
3. Cont	2c. Taxonomy Review ACTION : All to review and provide amendments as necessary, details on how to use the form have been provide at the top of the taxonomy.	All

Item #:	Content:	Actioned by:
3. Cont	<p>3. Matrix of Compliance Matrix of compliance is the website content checked against the code to ensure that we are statutorily compliant. ACTION: To keep in view and check nothing is missing from their area</p>	All
3. Cont	<p>4. Website Analytics The performance report circulated is from the 15 March – 13 June 2023, which was when the analytics came online.</p> <p>Reports will be quarterly for the moment but may be monthly eventually.</p> <p>Half our users are accessing the website from a desktop/laptop. Just under half are accessing it from a mobile phone, which is probably parents and carers and perhaps children and young people.</p> <p>We have currently got 141 web pages on the Local Offer with 123 documents published onto it.</p> <p>In the last three months we have had just over 47,000 hits to the website. For bit of context, the school's website gets on average 23,000 a month.</p>	
3. Cont	<p>5. Pathways approach KHa – Paper circulated outlined the approach and current position. We want to get some quotes from parents and children themselves to make the scenarios more real and relatable. This approach will also be presented by the Local Offer web team at the Derbyshire Parent Carer Voice sessions, to show the Local Offer website and see if any parents would be willing to work with us on the pathways.</p>	
3. Cont	<p>6. Communications Action Plan – Update and Comments The small working group has put together the draft communications action plan to ensure that we are capturing and using channels that are already available to us.</p> <p>Next step for the group is to prioritise as we can't do it all.</p> <p>ACTION: All steering group members to review the plan and address the actions at the bottom where we want to know about any other Facebook pages, Twitter accounts or Instagram that other services have to post about the Local Offer website.</p>	All
4.	<p>Draft LO annual report – for review and comments KHa – explained for those new to the group about the annual report, which is just about the website and is published annually. ACTION: KHa to be send to Dan Careless for approval to publish</p>	KHa
5.	<p>Dates for next meetings – Wednesday 27th September @ 2pm</p>	
6.	<p>AOB Website enhancements - AJo showed the group the design changes to the website which are currently in the Dev version. These were also going to be show at the DPCV events to gauge parent reaction.</p>	