



MINUTES OF LOCAL OFFER STEERING GROUP

29 June 2022

Teams Meeting

10:00 – 11.30pm

Attendance

Alex Howlett (AHo)	Head of SEND, DCC (Chair)
Katy Halls (KHa)	Information & ICT Team, DCC
Maria Finnegan (MFi)	DIASS, DCC
Heather Northcote (HNe)	Principal Education Psychologist - Education Psychology
Jayne Hankins (JHan)	NHS Derby and Derbyshire Clinical Commissioning Group
Eleanor Coppard (ECop)	Preparing for Adulthood Lead, DCC
Kirsty Coupland (KCo) (on behalf Alex Butler)	SSSEN – Acting Area Manager
Alison Powles (APo)	Derbyshire Healthcare NHS Foundation Trust
Jenni Leary (JLe)	Quality Assurance Manager for SEND, DCC
Sue Rowley (SRo) (On Behalf of Rebecca Jones)	Early Years SEN, DCC
Robert Hayward (RHa)	DCC Children's Services Programme Team (supporting CS Disability Services)
Rowena Brown (RBr)	Commissioning Manager, DCC – Short Breaks
Charlie Kenyon (CKe)	Marketing & Communication Officer - Derbyshire Community Health Services NHS Foundation Trust
Anne Jordan (AJo)	Information & ICT Team, DCC
Abby Maspero (AMa)	Disabled Children's Service, DCC
Carol Ford (CFo)	Public Health Lead
Sophie James (SJa)	DCC Children's Services Programme Team (supporting CS Disability Services)
Tracy Armstrong (TAr)	Derbyshire Community Health Services NHS Foundation Trust

Item:	Minutes:	Actioned by:
1.	Welcome & Introductions	AHo
2.	<p>Minutes of last meeting</p> <p>(AHo) advised minutes and other documents were included with the meeting invite.</p> <p>(PBI) to amend initials on a previous point on previous minutes.</p>	PBI
3.	<p>Launch of New Website</p> <p>(KHa) explained the new website was live a few days earlier which was a great effort to get everything in place for the 10 June. Content was moved over and placed into the new topic tiles that we have presented on the website. Initial feedback has been very positive with many commenting it looks cleaner and brighter.</p> <p>Currently there is a banner stating the site is under construction which directs users to contact us if there is something missing, or they cannot find anything. This will be removed in the next couple of weeks as it is only a temporary measure.</p> <p>Still awaiting some service areas to review their content and work on checking through documents for publishing. We are aware some documents are on the site are not accessible but are working to address this.</p> <p>Awaiting responses from some services, if there is anything in your area which was on the previous website and is not on the new one or any new content, please get in touch with the local offer inbox.</p> <p>ACTION: Review your area on the website and advise if anything is missing.</p>	ALL
3.	<p>Launch of the New Website continued.</p> <p>(AJo) outlined alongside services reviewing their areas the CS Web team will be targeting services about checking particular topic areas.</p> <p>ACTION: AJo to send out specific areas for checking.</p>	AJo

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3.	<p>Launch of New Website continued.</p> <p>(KHa) outlines that we have undertaken co-production with 2 groups of young people, and also Hope Valley College. The images that are on the website were chosen by them from a selection. A lot of the children and young people didn't want see children with disabilities on the website, they wanted them to be treated exactly the same and nor identified as having a disability. They asked if the word "empowering" could be removed as did not understand the word or associate with this. All changes have been made following this feedback.</p> <p>(KHa) thanks Louise Champion for her hard work on the above.</p> <p>(JLe) Completed a quality assurance check on the previous Local Offer website. One of the sections of the website contained information about our schools and settings in Derbyshire. We were able to search for schools and that would take you to all the primary, secondary or special schools. There would be a tile for each school and if clicked on the tile it would take you to either the school website and SEN information report or in some cases the Facebook page. When looking at some examples it was noted that some of the links were broken.</p> <p>The local area's statutory responsibilities in terms of the Local Offer are covered by two sets of regulations within the Children and Families Act 2014. These are the local offer (Clause 30 – The Special Educational Needs (Local Offer) Regulations 2014) and The Special Educational Needs (Information) Regulations Clause 65.</p> <p>Within the Code of Practice, there is specific reference to the content of the school SEN information report, and this clearly sets out what those information reports should contain and what the arrangements be for making that information available.</p> <p>Jenni also considered how do other authorities manage this to ensure compliance. The format of the Local Offer is variable across the country as what they look like and how they are structured is informed by the views of parents/carers and children and young people in their local areas. Having reviewed other council local offers within and outside of the east midland's region they all have a very similar search facility for searching for a school and information about that particular school. On the new Derbyshire website page, we have a link to the Government website (Get Information About Schools – GIAS) which enable families to search for schools and there is a paragraph to explain that all schools are required to publish SEN information report. If this level of detail is required, then you can go to the individual school's website. The question is do we think this is enough?</p> <p>(KHa) raised the concern that as soon as we publish anything the links could break, and we should be publishing things we can maintain all the links.</p> <p>(AHo) asked about GIAS and how the school searches worked?</p>	

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3.	<p>Launch of New Website continued</p> <p>(KHa) explained that you can search on local authority and can search on phase, type of school, maintained, Academy, school size, locality district. It will pull off a wide comprehensive search of those schools. It provides national information so can search for schools outside Derbyshire.</p> <p>Suggestion is that we could provide a list of Derbyshire Schools and links to the website but also underneath a link to the SEN report. If the report link doesn't work, they have the school's website, and they'll have to search the school's website themselves. All agreed this was a good approach which we can review again in the future.</p> <p>ACTION: JLe to compile the information for the local offer website and send to the Local Offer inbox for publishing.</p>	JLe
4.	<p>Website Phase 2 and 3</p> <p>(KHa) explained phase 1 was largely complete and outlined phases 2 and 3.</p> <p>(KHa) asked for the steering group comment on any of points on the phase 2 and 3 documents that we agree with or don't agree with or completely with or anything that is missing. Agreement in the steering group for phases 2 and 3.</p> <p>(KHa) explained there are some things we will be actioning now like the annual report and development of the website functionality.</p> <p>ACTION: Any outstanding pages or topics to be to date and live by 30th July.</p>	ALL
4.	<p>Website Phase 2 and 3 continued.</p> <p>A major part of phase 2 is to generate more feedback on the new site. (AJo) and (KHa) had a meeting with Louise Champion (LCh) about how we are going to do that with young people and potentially some parents and carers. We need to get some views and insight to how the Local Offer is used by parents and carers that are using the site.</p> <p>ACTION: Steering group members who attend or run any sessions with children and young people or parents and carers to recommend the new site and ask for feedback and suggestions on how to improve it.</p>	ALL

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4.	<p>Website Phase 2 and 3 continued.</p> <p>There will be a review of the quality assurance plan which was undertaken in June 2021. (KHa) and (JLe) have tentatively agreed that (JLe) is going to do a further quality assurance against the 0-25 SEND code of practice on the new website, to ensure we are still maintaining our statutory responsibilities and to identify if there are any gaps and actions required to address this.</p> <p>ACTION: JLe to undertake 2022 QA review of new website.</p>	JLe
4.	<p>Website Phase 2 and 3 continued.</p> <p>Another element of Phase 2 is a need to understand and compare how we present the health information on the county and city Local Offers. Ensure we are working together as authorities to only go once to the health providers and health services to make sure if adding to Derby City's then it automatically gets add to the county's so not duplicating efforts.</p> <p>ACTION: KHa to schedule meeting with Health, Derby City and County leads.</p>	KHa
4.	<p>Website Phase 2 and 3 continued.</p> <p>Phase 3 is maintaining the quality of the information and actioning feedback from the phase 2.</p> <p>It is important we have a clearer narrative about how parents and carers and young people can use that information. We can only get this when we have got all the information in there.</p> <p>Included in this phase is the need to develop different content styles. The Participation Team have been using PowToon, to explain things. Need to produce some more animated How 2's and more direct videos, people talking about processes or what support is out there.</p> <p>(MFi) suggested some videos and will send the links for videos to the Local Offer inbox so they can be embedded into the pages they are appropriate too.</p> <p>ACTION: MFi to send links and where to publish to Local Offer team.</p>	MFi

Item:	Minutes:	Actioned by:
5.	<p>Steering Group Work Plan – Sign off</p> <p>(KHa) One thing on the previous Local Offer website that didn't quite work is that everyone had their own areas they knew a lot about, but we didn't really have anybody that we go to that covered a topic. They would act as a conduit or link colleague to provide us with oversight. We want to confirm topic leads for each of the areas on the website.</p> <p>(JHa) suggested putting the work plan into a table format to enable names to be added and clearer time scales.</p> <p>ACTION: KHa to set out as a table and issue to the steering group.</p>	KHa
5.	<p>Steering Group Work Plan – Sign Off continued.</p> <p>ACTION: Steering group to reply with comments and names by 29th July 2022.</p> <p>(JHa) Re Health this will be discussed outside of the steering group and links to the health meeting with Derby City being progressed separately.</p>	All
6.	<p>Provider Searches</p> <p>(KHa) outlined that there are 2 live online searches presently. One is 'Support for you', and the other is 'Things to do'. There are around 8 or 9 other search areas being developed.</p> <p>ACTION: ALL to review the lists and suggest other groups that may have been missed. We have 89 things to do providers and have 78 support providers.</p> <p>This will become a standing agenda item for the steering group to oversee and assure.</p>	ALL
7.	<p>Provider Approval Criteria</p> <p>(KHa) highlighted that quality assurance of those provider requests that come through is key and a draft criteria was circulated to the group.</p> <p>ACTION: All comments and suggestions to be made back by 29th July.</p> <p>We need to be clearer which search they are to be placed in. Also be aware on the provider criteria, what are we willing or should be putting on the website.</p> <p>(JHa) supported this approach and suggested the criteria should maybe be reviewed on an annual basis.</p>	ALL

Item:	Minutes:	Actioned by:
8.	<p>Chairing arrangements in the absence of Paul Hunter</p> <p>ACTION: Any volunteers to make themselves known however (AHo) happy to step if (PHu) is not available.</p>	All
9.	<p>Future Events and Feedback</p> <p>(JLe) Ofsted have launched their consultation on the proposed framework for local area SEND inspection so they are currently consulting on this on what the new framework should look like. It might be something we want on the landing page as a news item of interest to people.</p> <p>ACTION: JLe to send links.</p>	JLe
9.	<p>Future Events and Feedback continued.</p> <p>(AHo) identified that the green paper consultation on SEND is also worth putting on.</p> <p>(KHa) advised that the 'latest' part of the website was still being applied to the new site but once live items like the above will be promoted here.</p>	
10.	<p>AOB</p> <p>N/A</p>	
11.	<p>Date for next meeting:-</p> <p>ACTION: Please state preferred dates as below.</p> <p>September 22nd, 23rd, or 30th December 15th or 16th March 23rd or 30th 2023</p>	All