



DERBYSHIRE LOCAL OFFER STEERING GROUP MEETING MINUTES

Wednesday 11 December 2024 - Virtual Teams Meeting – 10:00am to 11:30am

Item No:	Minutes:
1.	<p>Welcome & Introductions</p> <p>The chair welcomes everyone to the meeting. There are no new attendees.</p>
2.	<p>Minutes of last meeting – sign off and action update</p> <p>Attendees agree October minutes and sign off for publishing.</p>
3.	<p>Minutes - Confirmation of completed actions</p> <p>Amend 2024/25 Workplan with updated Service details and redistribute to SG A correction was requested to Early Years content to remove ISAS as an owner of content.</p> <p>Introduce Emotional Health and Wellbeing (EHWB) App to LO During a meeting with stakeholders, it was found that the App is only in the ideation stage and wouldn't be a suitable addition to the Local Offer website. This workstream will not be pursued.</p> <p>Publish updated list of Enhanced Resource Schools An updated list was acquired. This list has now been published on the Derbyshire Local Offer.</p>
4.	<p>Minutes - Outstanding actions from October meeting</p> <p>Education Other Than in School/EOTISC: Chair requested that this workstream be progressed and that stakeholders would be engaged by Chair.</p> <p>Local Offer and Derbyshire Parent Carer Voice to discuss Parent/Carer public forums Local Offer Admin team will discuss with Derbyshire Parent Carer Voice.</p>
5a.	<p>For info only - 2024/25 workplan</p> <p>The Chair requested that attendees review the plan and advise if any roles or responsibilities have changed since the recent restructure of services to ensure ownership is captured accurately.</p> <p>Workplan Action 6 The Chair will meet with the Local Offer Admin Team and Preparing for Adulthood Lead to review, and if necessary, redefine the item and apply clearer timescales.</p> <p>Workplan Action 7 An update was provided in relation to the progress of the 'Local Offer Videos'. Filming will begin 16 January 2025. Expected completion date is no longer 31 January 2025. Completion date is now TBC.</p> <p>Workplan Action 8 Relevant stakeholders will meet to review and progress this item.</p>

Item No:	Minutes:
5b.	<p>Provider Review – for review by SG and any changes or deletions</p> <p>An update was provided to state that content published relating to offerings from external providers contained within the 'Things to Do' and 'Care and Support Services' directory have been reviewed for accuracy.</p> <p>A request was made to stakeholders to continue to inform the Local Offer Admin team of any new providers that need to be added.</p>
5c.	<p>Keyword Meta Review – for action by content owners</p> <p>An update was provided to explain the purpose of the Keyword Meta Review document. The importance of website SEO was iterated.</p> <p>A request was made to content owners to ask them to review the suggested keyword metadata relating to their content and submit any required updates to the Local Offer Admin Team to ensure it is accurate, relevant and robust.</p>
5d.	<p>Matrix of Compliance – for info and review by SG</p> <p>An explanation was provided to explain the purpose of the Matrix of Compliance document which contains evidence of our compliance against relevant legislation. This is provided for information.</p> <p>A request was made to content owners to ask them to review the document for any opportunities to introduce further improvements above and beyond the required minimum.</p>
5e.	<p>Website Analytics</p> <p>Attendees were asked to view the Website Analytics document for information.</p>
6.	<p>AOB</p> <p>Inclusion Framework An NHS representative advised that the Inclusion Framework states: "Parents/carers have access to information, self-help resources, and programmes for SEND, mental health, and wellbeing to support Children and Young People. I.e., signposted to the local offer / school". They questioned whether this was included on the Derbyshire Local Offer.</p> <p>The Chair advised that the framework would be reviewed for this requirement. Stakeholders would be engaged if this needed to progress.</p> <p>Thank you to leavers: The Chair offered a sincere 'Thank you' to a leaver from the SEND Team.</p>
7.	<p>Confirmed future meetings:</p> <p>Thursday 20 March 2025 @ 2pm Wednesday 18 June 2025 @ 10am Thursday 25 September 2025 @ 2pm Wednesday 10 December 2025 @ 10am</p> <p>Future meetings to agree:</p> <p>Thursday 19 March 2026 @ 2pm</p>

ACTIONS

#	Action Summary	Expected Completion Date	Completion Date
2	Contact SEND lead to introduce presence for the EOTISC Service	20/3/2025	Outstanding
6	Amend 2024/25 Workplan with updated service details and redistribute to SG attendees	ASAP	
9	Steering Group to review Providers	Ongoing	Ongoing
11	Steering Group to review Keyword Meta	Ongoing	Ongoing
17	Communicate public engagement opportunities in advance of Spectrum 2025 event to LCh	Open-ended	
18	EOTISC content for Local Offer website	20/3/2025	
19	LO and DPCV to organise public forums	20/3/2025	
20	Review Comms action plan	20/3/2025	
21	Amend the SG Workplan item 7 timescales	20/3/2025	
22	Inclusion Framework Statement Investigation.	20/3/2025	