



DERBYSHIRE SEND LOCAL OFFER STEERING GROUP MEETING MINUTES

Thursday 18 June 2025 - Virtual Teams Meeting – 10:00am to 11:30am

IDENTIFIED ACTIONS

Item	Detail
LOGSJ25-1	Create and disseminate a questionnaire to parents via Derbyshire Parent Carer Voice to gather feedback on the usability of the Local Offer website.
LOGSJ25-2	Explore easy read versions of Local Offer website content to accommodate parents who struggle with reading and request updates with LO Admin.
LOGSJ25-3	Explore the addition of images to engage visual learners and request updates with LO Admin.
LOGSJ25-4	Add easy read guides relating to PFA.
LOGSJ25-5	Review and provide report relating to the validation of mobile device accessibility.
LOGSJ25-6	Add SG attendees to the Local Offer Steering Group Teams Channel.
LOGSJ25-7	Investigate the addition of 'SEND' into 'Derbyshire Local Offer' name and logo. New: "Derbyshire SEND Local Offer"
LOGSJ25-8	Implement a continuous feedback form on the Local Offer website to gather ongoing user feedback. – REJECTED - EXISTS

MINUTES:

Item No:	Minutes:
1.	Welcome & Introductions Introductions are actioned due to new attendees.
2.	Minutes of last meeting – sign off and action update Minutes of the last meeting have been signed off with no amendments requested.

Item No:	Minutes:
3.	Derbyshire Local Offer Steering Group Action Tracker Action: Chair and LO Admin to meet with SEND lead and begin working relationship. Action identified to set-up meeting during the summer holidays, near the end of August. Action: Publication of parent friendly 'Inclusion Framework Statement Publication'. Chair explains the new framework has not yet been released to the service. Select steering group members are to meet on the 21st of July 2025. Chair requested visibility of DPCV representative email addressed to enable sharing of invites. Action: Share DPCV representative contact details with Chair. Action: Set-up an 'External Provider Onboarding Approval Subgroup'. It is proposed to meet in early August. LO Admin and Chair will invite attendees who registered interest. A Local Offer Steering Group action tracker has been generated to monitor progress of all tasks identified by the Steering Group, or LO Admin. Tasks include those owned by LO Admin and those owned by attendees. The action tracker included in the agenda is an accurate representation of action progress at the time of sending. Action: Review progress of items assigned to you within the action tracker.
4a.	Workplan – For Info Only This is the agreed workplan for information only, outlining the outputs over the year to support the ongoing development of web content and ensure the Local Offer website remains compliant, fit for purpose.
4b.	Matrix of Compliance – For Info Only This is the Matrix of Compliance, for information only, evidencing our compliance with legislation like the SEND Code of Practice. This is periodically reviewed to maintain our assurance.
4c.	Website Analytics – For Info Only This document is a report of website analytics, for information only, to outline user behaviours, popular pages, and site performance.
4d.	Provider Review This document outlines the onboarding providers contained within our Care and Support Services and Things to Do directories. The provider's information is reviewed periodically for accuracies. Please feel free to review these providers, suggest changes, or suggest new providers.
4e.	Keyword Meta Review This document contains the metadata applied to each page. This metadata contributes to the search engine optimisation (SEO) of pages, increasing their rank within search engine results. It also aids in the return of accurate search results. We attempt to work keywords into logical sentences. Please review these keywords for accuracy. Consider if additional keywords should be added or removed.

Item No:	Minutes:
5.	Local Offer Introductory Video Update LO Admin delivered an update as requested by 'Participation and Children's Rights': "We are pleased to confirm the short video, created following the sessions with young people at Ashgate Croft School earlier this year, is being finalised and almost ready for premiere. The logos are being updated to higher quality versions, and credits being finalised. Before it is shared more widely or published, the video will be premiered at Ashgate Croft School, with a date still to be confirmed. It was suggested as a classroom screening, or part of a school assembly, whichever they felt most appropriate. Once the video has been premiered, it will be made available to all other schools as part of a larger task to request schools update the information published on their website relating to the Local Offer. We anticipate the full launch to coincide with the 2025/2026 academic year. We are especially keen to ensure that any young people who are due to leave Ashgate Croft this summer, have the chance to celebrate their contributions and share the final edit with their peers, staff, and families."
6.	Local Offer Publishing Resource Pack (from Comms Action Plan) This document is a first initial draft of the Derbyshire Local Offer publishing pack. Please consider reviewing the document and make suggestions for changes if you would like. We have already received some very complimentary comments, and some requests for amendments which have been captured and actioned.
7.	Derbyshire Local Offer Steering Group Teams Channel A 'Microsoft Teams' channel has been created for the Derbyshire Local Offer steering group attendees to collate resources, information and streamline our communications. LO Admin will soon be migrating resources into it. The Teams channel value will organically grow over time. Regular attendees will soon receive invites to be added to this Teams Channel. If you would like to delegate access to other contacts, please inform Local Offer Admin who will action the addition. We aim to have everyone added to the Teams site by 27 June 2025. If you have not been invited or cannot see the Teams site in the Teams application, please inform Local Offer Admin.
8a.	Preparing for Adulthood (PFA) Lead - To complete the actions relating to PFA, we are working in a 'PFA Champions Group' within 'Inclusion Support Advisory Service (ISAS)'. We are also linking in with some of our special schools; one of which is Ashgate Croft. We also link in with the Ordinarily Available (OA) workstream to prevent work duplication. PFA suggests that Participation and Children's Rights should collaborate to look at the PFA section. The PFA lead is the link officer for Ashgate Croft School, who is also working with Brackenfield Special School. The PFA Champions Group are working with parents and carers, asking what topics of advice they would like resources publishing for. We would like to publish a guide on supported internships. LO Admin will soon be contacted to begin updating the PFA content on the website.

Item No:	Minutes:
8b.	DPCV Representative (1): Parents have told us it isn't useable. That it is difficult to navigate. What can be changed? We have been told it is also not accessible. LO Admin explains the website fully meets WCAG A and AA standards, and is 99% compliant with AAA, which is not currently enforced. LO Admin have attended public forums to acquire feedback. While feedback from parent carers suggests some do and don't like the design and features, the feedback often lacks detail, meaning it is difficult to identify changes needed to be made. We have received only 5 pieces of feedback within 2025. Co-production stakeholders chose the current design. Chair requested the creation of a questionnaire to provide to DPCV to use during public forums. DIASS Representative (1) explains feedback from public suggests they find it difficult to navigate and stated the website is text-heavy. DIASS representative asked that LO Admin please consider the questions carefully and make it appropriate for people with learning difficulties or disabilities. NHS Representative (1) stated it is difficult to meet every person's unique specific requirements and suggested an easy read version of the website, or images be implemented to alleviate difficulties experienced by those who may struggle with reading. NHS Representative (2) stated a review of SEND Self-Assessment of the NHS trust has been completed and that responses received relating to the LO Website are negative. The self-assessment identified that some NHS staff don't want to recommend the LO website as parents and carers provide negative feedback. Some features of the website are brilliant, for example, 'Read Aloud', but I question that users know how to use this. Colour contrasts also make it difficult for some to read. LO Admin requested specific information to enable actions to be taken to make improvements. NHS Representative (2) responded to state the website needs more images, it isn't very engaging, but I will explore the feedback provided by staff during the SEND Self-Assessment. Social Worker (1) stated that a collection of documents and resources will be shared with LO Admin, alongside the listing of the following suggested improvements: • Add feedback form to homepage • Add easy-read alternatives • Add videos to pages linking to YouTube videos that explain the webpage content • Add screenshots and videos • Add a guide for how to access device accessibility features DPCV Representative (1) requested that we ensure any activity is completed in co-production. DIASS Representative (1) suggested a different style of consulting where questions are laid out, or maybe a presentation, receive feedback on the questions and answers, be a little more lateral. Parents/carers who often contact us only have a mobile phone.

Item No:	Minutes:
9.	Confirmed future meetings: Wednesday 18 June 2025 @ 10am Thursday 25 September 2025 @ 2pm Wednesday 10 December 2025 @ 10am Thursday 19 March 2026 @ 2pm Future meetings to agree: Wednesday 17 June 2026 @ 10am