



STEERING GROUP MEETING MINUTES

Wednesday 20 March 2025 - Virtual Teams Meeting – 2:00pm to 3:30pm

ACTIONS

#	SUMMARY	EXPECTED COMPLETION
*	Steering Group to review Providers	Ongoing
*	Steering Group to review Keyword Meta	Ongoing
*	Communicate public engagement opportunities in advance of Spectrum 2025 event	Ongoing
LOSGM251	Contact SEND lead to introduce presence for the EOTISC Service.	18/06/2025
LOSGM252	LO and DPCV to organise public forums	20/03/2025
LOSGM253	Introduce parent friendly inclusion framework 'statement'.	18/06/2025
LOSGM254	Review provided SEND Transport documents and update SEND Transport pages where relevant	18/06/2025
LOSGM255	Prepare a 'Publishing Pack' for settings to use to introduce a Local Offer presence to their websites.	18/06/2025
LOSGM256	Start a sub-group for the review of External Provider Onboarding Request Process/Checklist	18/06/2025
LOSGM257	Prepare promotion/webinars of the Local Offer for 'Education Clusters', 'SENCO Meetings', 'SENCO Days', 'PVI EY Providers'.	Open Ended
LOSGM258	Invite Local Offer Admin to 'Education Clusters', 'SENCO Meetings', 'SENCO Days', 'PVI EY Providers' etc. to promote the Local Offer.	Open Ended
LOSGM259	Write an article to promote the Local Offer and request publication in Derbyshire magazines and social media pages.	Open Ended
LOSGM2510	Review Comms Action Plan for accuracy and deliver to SEND Board for approval.	18/06/2025

MINUTES:

Item No:	Minutes:
1.	<p>Welcome & Introductions</p> <p>There are no new attendees in attendance.</p> <p>Chair thanks everyone for attending.</p> <p>Automated Transcription has been activated to generate a summary of discussion as part of an Internal CO-Pilot trial. The transcript will be removed once the automated summary and action points have been captured.</p>
2.	<p>Minutes of last meeting – sign off and action update</p> <p>Chair drew attention to outstanding actions and referenced changes to team members within EOTISC, and the requirement to re-engage with new team members to progress.</p> <p>Chair drew attention to the LO's requirement to collaborate with DPCV to identify suitable parent carer engagement sessions. LO Team and DPCV agreed to do so.</p>
3.	<p>October Meeting – Confirmation of completed/outstanding actions</p> <p>Completed Actions:</p> <p>6 – Update Workplan – Services and Dates 9 – Provider Review 11 – Keyword Meta Review 21 – Update Workplan Action Timescales</p> <p>Outstanding Actions:</p> <p>Introduce EOTISC to the Derbyshire Local Offer Some team members are leaving. A requirement to engage with new team members was identified. This workstream will be restarted.</p> <p>Comms Action Plan The Comms Action Plan was reviewed by relevant attendees. It has been some time since the Comms Action Plan was created. A review of terminology was suggested, before providing visibility to the SEND board to receive approval of the plan.</p> <p>Inclusion Framework The group discussed the possible publication of this document at length. A clear, understandable paragraph or summary will be added to the Local Offer to outline this for parents and carers.</p>
4a.	<p>Workplan – For Info Only</p> <p>Please view the updated workplan.</p>
4b.	<p>Matrix of Compliance – For Info Only</p> <p>This document outlines the Local Offer Website's compliance against relevant legislation. Attendees are requested to view for their information.</p>

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4c.	Website Analytics – For Info Only This document outlines web metrics for the website. Attendees are requested to view for their information.
4d.	Provider Review This document outlines the providers published to the Local Offer ‘Things to Do’ and ‘Care and Support’ directories. Attendees are requested to review and suggest new suitable providers.
4e.	Keyword Meta Review This document outlines the metadata applied to every webpage to ensure successful SEO. Attendees are requested to review their content for suitability and provide suggestions where identified. This contributes to successful SEO.
5.	Outstanding Content Reviews 6-monthly reviews are scheduled for every page. The Local Offer team raised awareness of website pages that require review and requested content owners liaise with the Local Offer Team to progress page updates. The Local Offer Team also clarified some owners of content.
6.	Local Offer Introductory Video Update Since the last SG meeting, consent forms were collected, filming has taken place and video production is in play. The first video should be delivered to us by April. General video content was filmed which contribute to the next videos to reduce resource and cost requirements.
7.	Local Offer Publishing Resource Pack (Comms Action Plan) The Local Offer Team explained that during a visit to a local school, a suggestion was made to create a ‘Publishing Pack’ that can be circulated to Early Years settings and schools to ensure a presence of the Local Offer on their own websites. This will include relevant information and resources to enable easy update of information. This will be presented to attendees in June.
8.	Visit to Ashgate Croft Special School The Participation and Children’s Rights Officer and the LO Team attended a local school to grow awareness of the LO Website for young people and professionals. The Participation and Children’s Rights Officer pointed the value of the Local Offer Team’s attendance and offered a sincere thank you to the Local Offer Team for attending alongside.

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9.	<p>Onboarding Requests</p> <p>Attendees discussed this item at length. The Local Offer Team explained certain challenges experienced when reviewing external providers' suitability for publication on the Local Offer website and discussed the requirement to review the onboarding criteria to introduce additional checklist points and agree standardised rejection responses.</p> <p>Attendees also discussed the possibility of clearly outlining Derbyshire County Council's expectations of external providers when agreeing to publish.</p> <p>The Chair will meet with the Local Offer Team to progress this.</p>
10.	<p>AOB</p> <p>The Chair suggested that Steering Group utilise communication channels already available to us. It was suggested to utilise 'Education Clusters', 'SENCO Network Meetings', 'SENCO Days', 'EY Managers Briefings' and colleagues within Post-16 Education.</p> <p>DPCV suggested that a request be placed to be included in magazines and/or social media operated by Derbyshire County Council, however, these will need to be identified.</p>
11.	<p>Confirmed future meetings:</p> <p>Wednesday 18 June 2025 @ 10am</p> <p>Thursday 25 September 2025 @ 2pm</p> <p>Wednesday 10 December 2025 @ 10am</p> <p>Thursday 19 March 2026 @ 2pm</p> <p>Future meetings to agree:</p> <p>Wednesday 17 June 2026 @ 10am</p>