

Local Offer User Group – Terms of reference

Our purpose

- To agree new and revised content for the [local offer website](#), developed in collaboration with the relevant agency champion.
- To carry out mystery shopping exercises to ensure that the quality of the information on our local offer website is fit for purpose and addresses the presenting demands of users.
- To act as critical friends to identify areas of weakness and opportunities for improvement
- To identify opportunities to promote the local offer so that awareness is raised across the local area
- Celebrate what the local offer has achieved and share good practice across the City
- Highlight stories and identify content for our local offer newsletter and [Facebook page](#)
- Share opportunities to positively engage with parent/carers and young people
- To hold each other to account where the principles of coproduction have not been followed

Who attends?

- Local Offer Team Engagement Officer and manager
- Representative of parent care forum
- Young people from our voices in action group and SEND youth ambassadors
- Voluntary sector providers (Umbrella and Fun abil8y)
- DerbySAL (SENCO Advice Line)
- Other representatives from related organisations or stakeholder groups will also be invited to attend as appropriate

Frequency

- Meetings will be online and held quarterly for 90mins.

Ground rules

- Be a positive advocate, for our local offer platforms at all, sharing content where appropriate and
- Come prepared –read any papers in advance Focus on what we can affect and change

Governance

- The local area SEND Coproduction Delivery group will continue to have overall oversight of the local offer and will monitor statutory compliance and adherence to WSoA and strategic action plans
- The group will operate under the principles of the local area [SEND Coproduction charter](#)

