

Local Offer (Version 4 - April 2014)

Appendix 4 – Hampshire’s Governance Roles and Responsibilities

Draft outline long term governance of the Local Offer

ROLE	RESPONSIBILITY
<p>Governance Board</p> <p>The Joint Child Health Commissioning Board</p>	<p>Overall responsibility to ensure that the Local Offer is published and meets statutory requirements - on-going responsibility to review and maintain the Local Offer</p> <p>Site content – agreement about accuracy, quality and liability for the information</p> <p>Data protection</p> <p>Dispute resolution</p> <p>Overall responsibility for communication about the Local Offer</p> <p>Receiving regular reporting and comments for the Local Offer</p> <p>Reviewing the Local Offer</p> <p>Publishing comments about the Local Offer and ensuring that feedback informs joint commissioning</p> <p>Publishing responses to the comments outlining the action that is being taken</p> <p>Forward planning for the joint commissioning of services to meet the needs of children and young people, from 0 to 25, with SEN and disabilities across Education, Health and Social Care</p> <p>Appoint a Local Offer delegated responsible officer with responsibility for identifying Local Offer champions in each area of work (NHS, Education, Social Care, Adult Services) who can promote the work, work with the delivery partner and ensure service cooperation with the development of the Local Offer and its principle of co production</p> <p>Ensuring that Local Offer Champions have identified time to carry out this role</p>
<p>Local Offer delegated responsible officer (working across NHS, Childrens and Adult Services)</p>	<p>Own, manage and deliver the Local Offer through to full implementation, then on-going day to day business as usual responsibility</p> <p>Day to day management, co-ordination and responsibility for the delivery of the Local Offer</p> <p>Identify Local Offer champions in each area of work (NHS, Education, Social Care, Adult Services) who can promote the work, work with the delivery partner and ensure service cooperation with the development of the Local Offer and its principle of co production. These will not necessarily be the current Local Offer sub group leads.</p> <p>Maintaining quality standards through managing and maintaining communications with the Local Offer Champions</p> <p>Ensure regular checks are carried out so that content of site is accurate, up-to-date, relevant, reliable, understandable, consistent</p>

	<p>and co-produced with parents and young people</p> <p>Completion of an Equalities Impact Assessment and developing a plan for ensuring wide accessibility.</p> <p>To provide the Local Authority and Health responses to comments to Parent Voice so that they can be published on the Local Offer website</p> <p>Ensuring that any information that is identified as missing from the Local Offer is prepared for publication</p> <p>Ensuring the Local Offer is widely publicised as described in the Code of Practice</p> <p>Ensuring any Border issues are resolved</p> <p>On-going engagement and liaison with partners - including parent carers, young people and Local Offer Champions</p> <p>Responsibility for working with the IT Providers (Parent Voice) and for monitoring the Grant Agreement</p> <p>Reporting to each Joint Child Health Commissioning Board</p> <p>Providing information from Local Offer feedback (gap analysis) that will help the commissioning of services to be more responsive to local need across Education, Health and Social Care</p> <p>Ensuring that any training programmes about the Local offer are delivered</p> <p>Ensuring that support is identified, and available throughout Hampshire, for people needing assistance to access the Local Offer</p> <p>Organising and Chairing the Local Offer Steering group</p> <p>Represent Hampshire County Council at any regional or national Local Offer meetings</p>
<p>Local Offer Champions</p> <p>It is expected that these will be leads in their area but that some tasks may be delegated.</p>	<p>To maintain and monitor the Local Offer requirements within their service and associated area</p> <p>To carry out delegated tasks from the responsible officer</p> <p>To report progress, risks and issues to the Local Offer delegated responsible officer</p> <p>To attend regular steering group meeting to ensure the on going development of the Local Offer.</p> <p>To raise awareness of the Local Offer and the statutory obligations for the County Council within their area</p> <p>Coordinate and ensure delivery of co produced information for the Local Offer including</p> <ul style="list-style-type: none"> • Relevant links to information required • New and up to date information

	<p>To review current information</p> <p>Testing when required</p> <p>Ensure regular checks are carried out so that content of site is accurate, up-to-date, relevant, reliable, understandable, consistent and co-produced with parents and young people</p>
<p>Parent Voice (Delivery Partner)</p>	<p>To ensure delivery of the IT solution as per the terms of the Grant agreement and any other agreed deadlines/deliverables</p> <p>To co-chair the Parent Advisory group</p> <p>To collate all comments/feedback received on the Local Offer website and provide this to the Local Offer Designated Officer</p> <p>To publish HCC/Health's responses to feedback received on the Local Offer website</p> <p>To provide any feedback received to the Parent Voice team about the Local Offer to the Local Offer Designated Officer promptly</p> <p>To provide support to parents using the Local Offer, e.g. those who need additional assistance to access the content or require additional information and advice</p> <p>To provide support for agencies submitting their Local Offers</p> <p>The ongoing promotion of the Local Offer</p> <p>The ongoing development of the Local Offer site</p> <p>Assisting with process for keeping Local Offer pages up to date</p> <p>Adding updated content to the site</p> <p>Ensure regular checks are carried out so that content of site is accurate, up-to-date, relevant, reliable, understandable, consistent and co-produced with parents and young people</p>
<p>Hampshire Parent Carer Network</p>	<p>The ongoing promotion of the Local Offer</p> <p>Will provide parent reps to sit on the Governance Board</p> <p>To co-chair the Parent Advisory group</p> <p>Provide parent reps to work with Local Offer Champions on any subgroups/working parties that are responsible for Local Offer delivery/review/strategy</p> <p>Policies and procedures are in place to ensure all parent reps keep</p>

	<p>confidential items secure, and all conflicts of interest are declared in advance. These policies will be reviewed regularly</p> <p>Procedures and working practices in place to ensure that all parent reps represent views of a wider audience, and do not attend meetings to further their own interests or beliefs</p> <p>In the process of developing quarterly parent participation training for parents to attend which will include co-production</p> <p>Demonstrate and share best practice re co-production</p> <p>To provide any feedback received about the Local Offer to the Local Offer Designated Officer promptly</p> <p>To regularly review and assess the Local Offer on a strategic level to see how it meets parent carer needs, including proactively seeking feedback from a range of parents using the Local Offer website</p>
<p>Parent/Carers and Young People</p>	<p>The ongoing promotion of the Local Offer</p> <p>To provide any feedback received about the Local Offer to the Local Offer Designated Officer promptly</p> <p>Work with Local Offer Champions on any subgroups/working parties that are responsible for Local Offer delivery/review</p> <p>Demonstrate and share best practice re co-production</p>