

**CHILDREN & EDUCATION SELECT COMMITTEE  
ACTIONS AND RECOMMENDATIONS TRACKER – UPDATED MARCH 2014**

The recommendations tracker allows Committee Members to monitor responses, actions and outcomes against their recommendations or requests for further actions. The tracker is updated following each Select Committee. Once an action has been completed, it will be shaded out to indicate that it will be removed from the tracker at the next meeting. The next progress check will highlight to members where actions have not been dealt with.

**Recommendations:**

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
31 June 2013	<b>INCREASING THE EMPLOYABILITY OF YOUNG PEOPLE IN SURREY</b>	That the Committee look to further explore the provision of careers advice and information and guidance in Surrey, with a particular focus on consistency.	Chairman/Scrutiny Officer	It is recommended that the Children & Education Select Committee commission a Member Reference Group to consider the Skills for the Future strand of the Public Service Transformation Programme, particularly proposals around future provision of Information, Advice and Guidance. A full report setting out proposals is included in the agenda.	Ongoing. Update was provided to the Committee in January 2014.  It is intended that the Select Committee will dedicate a meeting to explore post-16 education within the context of this wider work.
		That the Assistant Director for Young People clarify whether the peer review action plan meeting will take place on 4 October 2013 and that the Committee be informed of the steps taken to implement the recommendations of the review.	Assistant Director for Young People	The workshop to develop actions in relation to the findings from the peer review took place in October and the actions have been agreed. A formal document is in the process of being drafted and will be shared with the Committee once available.	TBC  <i>Scrutiny Officer to chase.</i>

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<b>19 September 2013</b>	<b>EARLY HELP OFFER - REDUCING THE NEED FOR FAMILIES TO ACCESS HIGH SUPPORT SERVICES [Item 7]</b>	That once available, the Committee receives the formal Early Help Commissioning Strategy and Action Plan.	Assistant Director for Children's Services	<p>The Early Help Strategy has been published in draft format for consultation and will be shared with the Children and Education Select Committee.</p> <p>The partnership action plan is being developed with partners at the next Early Help Partnership Reference Group meeting on 27 November.</p> <p>High level partnership plan to be shared with the Children and Education Select Committee by May 2014.</p>	May 2014
		That in development of the Strategy, officers give consideration as to how partner contribution and commitment can be encouraged and tracked.	Assistant Director for Children's Services	Early Help agreed joint priority by Children's Health and Wellbeing Group.	May 2014
		That officers also give consideration to how the intended overarching partnership outcomes will be agreed and measured with the intention that the Select Committee will revisit the progress once the formal Strategy is in place.	Assistant Director for Children's Services	Outcomes and measures to be determined by work with partners.	May 2014
	<b>THE SURREY FAMILY SUPPORT PROGRAMME AND TRANSFORMING PUBLIC SERVICES [Item 8]</b>	That the Family Support Programme model be used to inform the development of the Early Help and Commissioning Strategy.	Assistant Director for Children's Services/ Head of Family Services	Officers have acknowledged this recommendation and the Early Help and Commissioning Strategy will be developed accordingly.	Complete

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		That officers consider how best to monitor savings achieved by the Family Support Programme and ensure that this information is received by the Select Committee once available.	Assistant Director for Children's Services/ Head of Family Services	Extension of the Family Support Programme is one strand of the Council's Public Service Transformation Programme. A full business case for this strand is currently being developed by officers for Cabinet approval in February 2014. This document will project likely future savings from a scaled up programme, and will be shared with the Committee once available.	May 2014  (For inclusion in the 2014/15 work programme)
	<b>PUBLIC HEALTH, EARLY HELP AND THE SUPPORTING FAMILIES PROGRAMME [Item 9]</b>	That officers ensure all commissioned services have a universal and targeted element.	Assistant Director for Children's Services/ Director of Public Health	The Committee will be scrutinising the implementation of this as part of its future work programme.	May 2014
		That officers design a support programme for the Early Help system which mirrors the core offer being developed for the Family Support Programme.	Assistant Director for Children's Services/ Director of Public Health	The Committee will be scrutinising the implementation of this as part of its future work programme.	May 2014
	<b>RECOMMENDATION TRACKER AND FORWARD WORK PROGRAMME [Item 10]</b>	The Committee set up a Member Reference Group to contribute to the development of a strategy to improve outcomes for Gypsy, Roma and Traveller children and young people in Surrey.	Children & Education Select Committee/Scrutiny Officer	The group met on 14 November to input into the Council's GRT strategy. The group will reconvene in January 2014 to consider the final strategy and an update report will be submitted to the Select Committee.	The Group is due to meet on 25 March to consider the final strategy. An update will be provided to the Committee in May 2014.

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28 November 2013	SURREY SAFEGUARDING CHILDREN BOARD (SSCB) ANNUAL REPORT 2012-2013 [Item 7]	That the Surrey Safeguarding Children Board considers developing and agreeing with all partners an accepted funding model, to help determine appropriate partner contributions in future years.	Chair of the Surrey Safeguarding Children Board	The SSCB will be pursuing this. There will be a further report to SSCB on the future funding arrangements in the next few months.	May 2014
		That future Surrey Safeguarding Children Board Annual Reports clearly distinguish between the objectives required to fulfil statutory duties and “targeted” priorities.	Chair of the Surrey Safeguarding Children Board	The Chair of the Surrey Safeguarding Children Board acknowledged that future reports could make the distinction clearer.	Complete
	SURREY COUNTY COUNCIL'S SAFEGUARDING ROLE [Item 8]	That the Directorate develop working protocols and agreements with the adult services regarding their role in Child Protection Planning: this to be measured by increasing attendance at Child Protection Conferences.	Head of Safeguarding	Work has been completed with Adult Services to develop a protocol - Think Family. The next steps will be to communicate this further and provide joint training to the workforce.	May 2014
		That, as part of the work being carried out on raising understanding of neglect, the Quality Assurance audit focuses over the next year on cases subject to CP Plans for 18 months plus, many of whom are subject to plans under the category of Neglect. The purpose will be to identify the services and approaches required by professionals to improve the timeliness achieving change.	Head of Safeguarding	The QA team have been asked to include in their work plan a regular audit of cases that have been subject to CP Plans for 16 months plus to identify where cases are drifting and work with the areas to progress case work.	Complete

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
		That the Social Work Reform Board (SWRB), in conjunction with the Social Work Reform Project, have in place by April 2014 a Learning and Development Pathway for staff integrated with the Professional Capabilities Framework (PCF), and a robust programme for the development of Assistant Team Managers.	Head of Safeguarding	A draft Learning and Development Pathway has been written that links training to the Professional Capabilities Framework. The Children's Social Work Reform Board has reviewed this and asked for amendments. The revised document will be presented to the next Board meeting for final ratification next month.	May 2014
		That the Child Protection Conference Service increases its efforts in engaging the CCGs in improving the involvement of GPs in Child Protection Conferences and Child Protection Plans.	Head of Safeguarding	A number of meetings have been organised with key partners in Health to look at the blockage to GP attendance and report writing for CP Conferences. A work plan is being put together to try to ensure greater engagement by this key group of staff. A further meeting has been organised for 16th January and the issue is due for consideration by the SSCB Health Sub-Group later this month.	May 2014
	<b>SAFEGUARDING CHILDREN IN SCHOOLS [Item 9]</b>	That Surrey schools consider using a self audit tool to show how they discharge their responsibilities to safeguard and protect children and young people. This would be similar to section 11 audits for key people and bodies .	Education Safeguarding Advisor	SCC is in consultation and discussions with Surrey Safeguarding Children Board and partners in Education to design the audit tool which will then be presented to the Phase Councils when approved.	May 2014

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		That an E learning package is created for 'Working Together to Safeguard Children' so that everyone who works with children can undergo online training.	Education Safeguarding Advisor	The e learning package in relation to safeguarding training is being considered by the Training Officer of the SSCB.	May 2014
		That the County Council work with the Surrey Governors' Association (SGA), Babcock 4S, Phase Councils and other relevant bodies to ensure that Safeguarding remains a standing item on the agenda of all governing bodies.	Education Safeguarding Advisor	The Scrutiny team is liaising with Babcock 4S to ascertain progress against this recommendation.	May 2014
		That the Cabinet Member for Schools and Learning report back to the Committee in due course to update Members on her attempts to engaged with non-maintained schools on the issue of Safeguarding.	Cabinet Member for Schools and Learning		May 2014
	<b>SURREY CLINICAL COMMISSIONING GROUPS - SAFEGUARDING CHILDREN [Item 10]</b>	The Committee notes that currently GPs attend only 2% of Initial Child Protection Conferences (ICPCs) and provide reports in 20% of the cases, and requests that Guildford & Waverley CCG's Director of Quality and Safeguarding and Clinical Lead for Children consider, without delay, measures to ensure GPs increased attendance and reporting to ICPCs.	Guildford & Waverley CCG's Director of Quality and Safeguarding/ Clinical Lead for Children	Following the Select Committee meeting, the Named GP for safeguarding children has made contact with all GP practice leads, to remind them and their colleagues of the vital nature of the information held in primary care. Specific reference has been made to sending a report to conference, if attendance is impossible due to clinical commitments and the tight timescales often involved in initial child protection conferences. The GP conference pro forma has been re-circulated to all	See below.

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				<p>practices.</p> <p>A meeting is scheduled for February 3rd with key senior level from the Surrey safeguarding team (health), the safeguarding unit and the Surrey and Sussex local area team of NHS England. This will aim to further clarify responsibilities between the CCGs and NHS England. Health's Surrey-wide safeguarding team acknowledge this as a high priority area, and are committed to finding workable solutions to the problems identified.</p>	
		That the Committee re-examine the matter in 6 months time to assess progress.	Democratic Services	This item will be added to the 2014/15 Forward Work Programme.	Complete
	<b>MEMBER REFERENCE GROUP ON PROVISION OF CAREER INFORMATION, ADVICE AND GUIDANCE TO STUDENTS IN SURREY [Item 12]</b>	That the Committee establish a Member Reference Group of up to 4 Members to input into the development of the Skills for the Future strand of the Public Service Transformation Programme.		Members met with the Head of Commissioning and Development and a report has been provided to the Committee setting out the discussions so far.	March 2014

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
27 January 2014	<b>SURREY'S LOOKED AFTER CHILDREN AND CARE LEAVERS [Item 6]</b>	a) That the Committee receive a report at the meeting on 14 May 2014 on health outcomes for Looked After Children from the Guildford & Waverley CCG, with particular focus on: <ul style="list-style-type: none"> <li>• progress made against the backlog of health and dental assessments</li> <li>• future arrangements to ensure LAC have health and dental checks in line with statutory requirement</li> </ul>	Guildford & Waverley CCG		May 2014
27 January 2014	<b>SURREY'S LOOKED AFTER CHILDREN AND CARE LEAVERS [Item 6]</b>	That the independent report on residential care homes, commissioned by the Head of Children's Services, be presented to the Committee at a future date	Head of Children's Services	To be scheduled as part of the Committee's 2014/15 work programme.	May 2014
27 January 2014	<b>SURREY'S LOOKED AFTER CHILDREN AND CARE LEAVERS [Item 6]</b>	That the Committee receive a report on progress on learning outcomes for Looked After Children, from the acting Head of the Virtual School at the meeting on 27 March 2014, to include details of the process for timely completion of an up to date Personal Education Plan.	Head of the Virtual School	Report presented to the Committee on 27 March 2014.	Complete



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27 January 2014	<b>SURREY'S LOOKED AFTER CHILDREN AND CARE LEAVERS [Item 6]</b>	That the Chairman & Vice Chairman discuss with officers the most appropriate way to receive information on timeliness of services provided to children	Chairman/Vice Chairman and Head of Children's Services	The Head of Children Services will be looking at how information is presented. An update will be provided to the Committee in due course.	May 2014
27 January 2014	<b>INTERNAL AUDIT REPORT - REVIEW OF HEALTH AND DENTAL CHECKS - CHILDREN IN CARE 2013/14 [Item 7]</b>	Revised Management Action Plan be produced and be presented to the Committee at the meeting in May 2014.	Head of Children's Service/Chief Internal Auditor		May 2014
27 January 2014	<b>CHILDREN'S SERVICES ANNUAL COMPLAINTS REPORT 2012-13 [Item 8]</b>	That the Chairman write to the Chairman of Communities select committee to inform them of the discussion and response given on the number of complaints regarding the contact centre	Chairman	This letter has been sent.	Complete

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