

**CHILDREN & EDUCATION SELECT COMMITTEE
ACTIONS AND RECOMMENDATIONS TRACKER – UPDATED MARCH 2015**

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
14 May 2014	29/14 BRIEF OVERVIEW OF THE EARLY YEARS AND CHILDCARE SERVICE [Item 6]	That the Directorate continues to explore how the Early Years and Childcare Service can work collaboratively with Babcock 4S, and other stakeholders, to deliver focussed support and better outcomes for disadvantaged children and those on Free School Meals.	Head of Early Years and Childcare Service	This has been added to the agenda for May 2015.	Complete
18 September 2014	50/14 SPECIAL EDUCATION NEEDS AND DISABILITY UPDATE	That the SEND governance board considers how stakeholders can work together to ensure earlier identification of SEND requirements for children who are Looked After, in particular to ensure need has been identified before reaching Further Education.	Deputy Director for Children Services	This item has been added to the September 2015 agenda.	Complete

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
	50/14 SPECIAL EDUCATION NEEDS AND DISABILITY UPDATE	That the Committee is provided with the Key Performance Indicators the SEND Governance Board will use -- once agreed - - and that a report on these is provided to the Performance & Finance Sub-Group in six months. A further, formal report to be brought to the full Committee in 12 months.	Deputy Director for Children Services	This item has been added to the September 2015 agenda. The SEND governance board is in the process of developing a set of KPIs. A report on the KPIs will be requested for the Performance & Finance Sub-Group following the March 2015 Committee meeting.	March 2015
	50/14 SPECIAL EDUCATION NEEDS AND DISABILITY UPDATE	That the SEND Governance Board provide a further report in 12 months outlining how integrated commissioning arrangements have worked to meet the requirements of the SEND reforms, and how this has provided support for Early Years families.	Deputy Director for Children Services	This item has been added to the September 2015 agenda.	Complete
	50/14 SPECIAL EDUCATION NEEDS AND DISABILITY UPDATE	That the CCGs and Council officers provide a report in 12 months concerning the provision of joint paediatric therapies.	Deputy Director of Children's Commissioning and Transformation NHS Guildford and Waverley Clinical Commissioning Group	The Joint Commissioning Strategy for Speech and Language Therapy for Children and Young People was considered by the Committee at its meeting in January 2015, prior to it being taken to Cabinet for final decision in 2015. The Committee may wish to consider whether it wants to request a further report for 12 months time following this item.	September 2015

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
	50/14 SPECIAL EDUCATION NEEDS AND DISABILITY UPDATE	That the School Phase Councils are invited to make a joint representation to the Committee in 12 months covering their views on the impact of: <ul style="list-style-type: none"> • the introduction of Personal Budgets • the loss of School Action and School Action Plus 	School Phase Councils	This item has been added to the September 2015 agenda.	Complete
	50/14 SPECIAL EDUCATION NEEDS AND DISABILITY UPDATE	That the Parent Partnership and Family Voice are both invited to prepare reports to the Committee in 12 months, in particular focussing on the “customer satisfaction” work presently in development, in order to provide an independent view of how the SEND reforms have been implemented in Surrey.	Parent Partnership/Family Voice	This item has been added to the September 2015 agenda.	Complete
27 November 2014	58/14 SURREY SAFEGUARDING CHILDREN BOARD ANNUAL REPORT	The Committee appreciates the role of the SSCB in monitoring the effectiveness of safeguarding arrangements. It understands that acquiring data in relation to Child Sexual Exploitation is not straight-forward. The Committee recommends: <ul style="list-style-type: none"> • that the SSCB uses the appropriate area groups, such as the local safety partnerships, and 	SSCB	A letter outlining this recommendation has been sent to the Chair of the Safeguarding Children’s Board.	March 2015

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		<p>audit mechanisms to further develop the evidence base and preventative work in connection with CSE in Surrey.</p> <p>The Committee asks that the SSCB shares its findings with the Committee in 6 months time.</p>			
	<p>58/14 SURREY SAFEGUARDING CHILDREN BOARD ANNUAL REPORT</p>	<p>That a representative from the SSCB, Cabinet Member for Children and Families, Cabinet Member for Schools and Learning and Diocesan Representatives on the Committee work together in their respective roles to support engagement with faith communities on safeguarding issues.</p>	<p>SSCB, Cabinet Member for Children and Families, Cabinet Member for Schools and Learning and Diocesan Representative</p>	<p>A letter outlining this recommendation has been sent to the Chair of the Safeguarding Children's Board, the Cabinet Members and Diocesan Representatives.</p>	<p>March 2015</p>
	<p>59/14 SURREY COUNTY COUNCIL AND UNIT SAFEGUARDING REPORT</p>	<p>The Committee supports the Neglect Strategy and requests an update on the effectiveness of the Neglect Working Plan in six months time.</p>	<p>Head of Safeguarding</p>	<p>This has been added to the forward work programme for July 2015</p>	<p>Complete</p>

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
	59/14 SURREY COUNTY COUNCIL AND UNIT SAFEGUARDING REPORT	<p>The Committee supports the work of the Safeguarding Unit in promoting understanding and risk assessment in relation to CSE and in the development of support services for children and young people deemed to be at risk. It recommends</p> <ul style="list-style-type: none"> • That Surrey County Council actively engages with District and Borough councils and Surrey Police to consider how the risk of Child Sexual Exploitation can be reduced through regulatory licensing, in particular taxi licensing and in respect of activities described as "Licensable Activities" by the Licensing Act 2003. <p>The Committee requests that an update on the progress of this work is brought to a meeting in six months time.</p>	Cabinet	This item was referred to Cabinet on 16 December 2014. A response was considered at the January Committee meeting.	Complete

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
	59/14 SURREY COUNTY COUNCIL AND UNIT SAFEGUARDING REPORT	That the Cabinet note the importance of the Youth Support Service and Children's Services in reducing the risk and supporting young people at risk of CSE, and that any future strategy and financial planning ensures that both Services are suitably resourced to address CSE and safeguarding in Surrey.	Cabinet	This item was referred to Cabinet on 16 December 2014. A response was considered at the January Committee meeting.	Complete
	59/14 SURREY COUNTY COUNCIL AND UNIT SAFEGUARDING REPORT	The Committee recognises the difficulty in ensuring GP attendance at Initial Child Protection Conferences. It also recognises the value of a written report being provided. It recommends: <ul style="list-style-type: none"> • That the Safeguarding Unit engages the CCG Clinical Leads in developing and monitoring the improvement plan and that progress be reported to the committee in 6 months time. 	Head of Safeguarding	This has been added to the forward work programme for July 2015	Complete

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
	60/14 SCHOOLS AND SAFEGUARDING UPDATE	That the Cabinet Member for Schools & Learning, the Cabinet Member for Children & Families and Cabinet Associate work to re-develop the Council's policy on safeguarding in all Surrey schools. It is suggested the Section 11 audits for schools are used to identify key themes in this regard.	Cabinet Member for Schools & Learning, Cabinet Member for Children & Families and Cabinet Associate	This item was referred to Cabinet on 16 December 2014. A response was considered at the January Committee meeting.	Complete
	60/14 SCHOOLS AND SAFEGUARDING UPDATE	<p>That the Directorate and Surrey Police continue to monitor how effectively and how promptly appropriate information about safeguarding concerns is passed onto schools.</p> <p>The Committee invites the Phase Councils, Surrey Police and the Directorate to make representations on what impact there has been in this area in 12 months time.</p>	<p>Head of Children, Schools and Families and Surrey Police</p> <p>Phase Councils, Surrey Police and Head of Safeguarding</p>	This has been added to the agenda for the Committee meeting in November 2015	Complete
	60/14 SCHOOLS AND SAFEGUARDING UPDATE	That the Chairman of the Committee writes a letter of support, on behalf of the Committee, for Chelsea's Choice to accompany any future application to the Surrey Education Trust or other grant-giving bodies.	Chairman of Children and Education Select Committee	This letter has been sent to the Chair of the Safeguarding Children's Board and the Surrey Education Trust. The Trustees will be meeting in early February 2015 to make review applications from the autumn 2014 funding round.	March 2015

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
	60/14 SCHOOLS AND SAFEGUARDING UPDATE	That the Directorate and SSCB look at the expansion of a CSE education and training programme to younger age groups, and how materials can be adapted for those with special educational needs.	Head of Children, Schools and Families and SSCB	A letter outlining this recommendation has been sent to the Chair of the Safeguarding Children's Board and the Directorate.	March 2015
	61/14 CHILDREN SERVICES ANNUAL COMPLAINTS REPORT	<p>The Committee:</p> <ul style="list-style-type: none"> · endorse the areas for improvement identified, including the use of peer reviews to promote and share best practice. <p>And recommend:</p> <ul style="list-style-type: none"> · that officers from the Rights and Participation Service and Democratic Services work to develop a future proposal for ways in which the views of children, young people and their families can be used to support the Committee in its scrutiny role. 	Rights and Participation Manager/ Democratic Services	Officers will be meeting in April to explore options concerning this, and will provide an update to the Committee in May.	May 2015

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
	62/14 INTERNAL AUDIT REPORT: REVIEW OF THE ADMINISTRATION OF LOOKED AFTER CHILDREN'S FINANCES	The Committee notes progress against the Management Action Plan, and commends officers for their prompt response to areas of concern identified in the audit. It requests that Internal Audit circulate the follow-up of the Management Action Plan once completed to provide a final assurance on this area.		The follow-up has been scheduled for May 2015, to take account for new legislation in this area. This has been done in agreement with Internal Audit and the Directorate. The follow-up will be circulated to the Committee to ensure final assurances are made in this area.	May 2015
	63/14 SCHOOL GOVERNANCE TASK GROUP - INTERIM REPORT	<p>That the Cabinet Member for Schools and Learning, in conjunction with the Assistant Director for Schools and Learning, develops a new LA governor nomination process.</p> <p>That the new process operates under the following principles:</p> <ul style="list-style-type: none"> • Candidates to be a considered by a nomination panel set up with a clear delegation of responsibilities; • That the LA governor nominee's skills match the required skills of the individual governing body, in order to maximise their effectiveness; • That appropriate checks are made as to the suitability of a candidate; • That the local Member is 	Cabinet Member for Schools and Learning and Assistant Director for Schools and Learning	This item was referred to Cabinet on 16 December 2014. A response was included in the agenda papers on 26 January 2015.	Complete

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		<p>informed of any LA governor vacancy, and then invited to put forward a candidate for consideration and join the nomination panel;</p> <ul style="list-style-type: none"> • That a nomination is made within 20 working days of the Council receiving formal notification of a vacancy or a re-nomination request, in order to ensure vacancy rates and the costs of administering the process are kept to a minimum 			
	63/14 SCHOOL GOVERNANCE TASK GROUP - INTERIM REPORT	That the Cabinet Member for Schools and Learning and the Children, Schools and Families Directorate makes arrangements for a regular forum for all Local Authority governors to discuss the responsibilities and priorities of the Council.	Cabinet Member for Schools and Learning and the Head of Children, Schools and Families	This item was referred to Cabinet on 16 December 2014. A response was included in the agenda papers on 26 January 2015.	Complete
	63/14 SCHOOL GOVERNANCE TASK GROUP - INTERIM REPORT	That the Cabinet Member for Schools and Learning and the Assistant Director for Schools and Learning encourage all Surrey state-funded schools to hold open governors' meetings, to be conducted according to an engagement protocol as agreed by the governing body.	Cabinet Member for Schools and Learning and the Assistant Director for Schools and Learning	This item was referred to Cabinet on 16 December 2014. A response was included in the agenda papers on 26 January 2015.	Complete

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
26 January 2015	ITEM 5: RESPONSES FROM THE CABINET TO ISSUES REFERRED BY THE SELECT COMMITTEE	That Surrey County Council actively engages with District and Borough councils and Surrey Police to consider how the risk of Child Sexual Exploitation can be reduced through regulatory licensing, in particular taxi licensing and in respect of activities described as "Licensable Activities" by the Licensing Act 2003.	Cabinet	This recommendation was referred to the Cabinet on 24 February 2015. A response is included in the Committee's agenda papers.	March 2015
26 January 2015	ITEM 5: RESPONSES FROM THE CABINET TO ISSUES REFERRED BY THE SELECT COMMITTEE	That, given the crucial work of the Youth Support Service and Children's Services in supporting young people and children at risk of CSE and in reducing the risk of CSE, any future strategy and financial planning by Cabinet ensures that both services are suitably resourced to address CSE and safeguarding in Surrey.	Cabinet	This recommendation was referred to the Cabinet on 24 February 2015. A response is included in the Committee's agenda papers.	March 2015
26 January 2015	Item 7 SCHOOL PLACE PLANNING AND EXPANSION PROGRAMME	That Local Committees promote community engagement in relation to the School Expansion Programme.	Local Committee Chairmen's Group	A letter has been sent to the Chairman of the Local Committee's Chairmen's Group outlining the role local committees can play in relation to the School Expansion Programme. This letter is attached.	March 2015

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
26 January 2015	Item 7 SCHOOL PLACE PLANNING AND EXPANSION PROGRAMME	That a risk register evaluating the strategic risks connected to the School Expansion Programme is circulated to the Committee, in order to inform its future scrutiny of this item.	Assistant Director for Schools and Learning		May 2015
26 January 2015	Item 7 SCHOOL PLACE PLANNING AND EXPANSION PROGRAMME	That a further update is brought to the Committee following the delivery of the September 2015 places.	Democratic Services	This has been added to the Forward Work Programme for September 2015.	Complete
26 January 2015	ITEM 8: JOINT COMMISSIONING STRATEGY FOR SPEECH AND LANGUAGE THERAPY FOR CHILDREN AND YOUNG PEOPLE	That a consistent universal offer of speech and language therapy is developed across all Surrey early years settings, education settings and schools through training for staff and carers. It is suggested that a “hub and spoke” model is implemented as part of this, in order to allow schools and therapists to share good practice.	Assistant Director for Schools and Learning	This recommendation will be addressed in the final report to Cabinet on 26 May 2015. A copy of the report will be circulated to the Committee.	July 2015

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
26 January 2015	ITEM 8: JOINT COMMISSIONING STRATEGY FOR SPEECH AND LANGUAGE THERAPY FOR CHILDREN AND YOUNG PEOPLE	That the strategy outlines how it will support children and young people who transition between stages of education.	Assistant Director for Schools and Learning	This recommendation will be addressed in the final report to Cabinet on 26 May 2015. A copy of the report will be circulated to the Committee.	July 2015
26 January 2015	ITEM 8: JOINT COMMISSIONING STRATEGY FOR SPEECH AND LANGUAGE THERAPY FOR CHILDREN AND YOUNG PEOPLE	That the strategy expands on how it will meet the needs of young people in Further Education colleges, given the new responsibilities as a result of Children and Families Act, 2014.	Assistant Director for Schools and Learning	This recommendation will be addressed in the final report to Cabinet on 26 May 2015. A copy of the report will be circulated to the Committee.	July 2015
26 January 2015	ITEM 8: JOINT COMMISSIONING STRATEGY FOR SPEECH AND LANGUAGE THERAPY FOR CHILDREN AND YOUNG PEOPLE	That the implementation model includes performance indicators linked to the outcomes set out by the Joint Commissioning Strategy.	Assistant Director for Schools and Learning	This recommendation will be addressed in the final report to Cabinet on 26 May 2015. A copy of the report will be circulated to the Committee.	July 2015

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26 January 2015	ITEM 9: SCHOOL GOVERNANCE TASK GROUP – FINAL REPORT	That the Cabinet Member for Schools and Learning engages with local economic and enterprise partners, Phase Council representatives and SGOSS to consider how the Council can best encourage individuals in the business sector to serve as school governors.	Cabinet Member for Schools and Learning	This recommendation was referred to the Cabinet on 24 February 2015. A response is included in the Committee's agenda papers.	Complete
26 January 2015	ITEM 9: SCHOOL GOVERNANCE TASK GROUP – FINAL REPORT	That the Cabinet Member and Assistant Director for Schools and Learning use the Council's internal communication network to actively promote the school governor role to all local government staff.	Cabinet Member for Schools and Learning/ Assistant Director for Schools and Learning	This recommendation was referred to the Cabinet on 24 February 2015. A response is included in the Committee's agenda papers.	Complete
26 January 2015	ITEM 9: SCHOOL GOVERNANCE TASK GROUP – FINAL REPORT	That the Directorate for Children, Schools and Families work with its professional governance partners to develop and strengthen peer to peer support between school governing bodies, and relevant professional associations.	Cabinet Member for Schools and Learning	This recommendation was referred to the Cabinet on 24 February 2015. A response is included in the Committee's agenda papers.	Complete

Date of meeting and reference	Item	Recommendations	To	Response	Progress Check On
26 January 2015	ITEM 9: SCHOOL GOVERNANCE TASK GROUP – FINAL REPORT	That the Internal Audit Team update the Committee on any themes emerging from the financial audits in schools following the conclusion of the 2015/16 audit plan.	Internal Audit Team/Democratic Services	This will be followed up after the conclusion of the 2015/16 audit plan.	May 2016
26 January 2015	ITEM 9: SCHOOL GOVERNANCE TASK GROUP – FINAL REPORT	That the Council's Education Finance Team and Internal Audit Team are invited to attend a future meeting of all Surrey governors in order to highlight the skills and expertise of the Internal Audit Team and discuss the role of governing bodies in financial and risk management.	Cabinet Member for Schools and Learning	This recommendation was referred to the Cabinet on 24 February 2015. A response is included in the Committee's agenda papers.	Complete
26 January 2015	ITEM 9: SCHOOL GOVERNANCE TASK GROUP – FINAL REPORT	That the Assistant Director for Schools and Learning considers how to involve the Internal Audit Team in future governor training on financial and risk management.	Assistant Director for Schools and Learning	This recommendation was referred to the Cabinet on 24 February 2015. A response is included in the Committee's agenda papers.	Complete

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