

**EDUCATION AND SKILLS BOARD 2016/17
ACTIONS AND RECOMMENDATIONS TRACKER – 24 NOVEMBER 2016**

The recommendations tracker allows Board Members to monitor responses, actions and outcomes against their recommendations or requests for further action. The tracker is updated following each Board. Once an action has been achieved and reported to the Board it will be removed from the tracker.

Date of meeting	Item	Ref:	Recommendations/Actions	Achieved/Outstanding?	Deadline/Progress Check	Responsible Cabinet Member/Member/Officer
19 April 2016	SEND Transport Consultation Review [Item 9]	ESB 07/2016	The Board requests to review the Parent Guide for SEND Transport.	Achieved Update: The draft Parent Guide is attached as Annex D to this report. A feedback form for the Parent Guide is attached as Annex E to this report.	September 2016	Sue Roch, Area Education Officer (South East) Liz Mills, SEND Strategic Programme Lead
19 April 2016	SEND Transport Consultation Review [Item 9]	ESB 08/2016	The Board requests a review of the methods and results of the consultation of the Parent Guide with parents and customers of SEND Transport.	Achieved Update: An update on the guide is provided in this agenda	September 2016	Sue Roch, Area Education Officer (South East) Liz Mills, SEND Strategic Programme Lead
19 April 2016	SEND Transport Consultation Review [Item 9]	ESB 09/2016	The Board also requests to review: <ul style="list-style-type: none"> • SOS SEN's response to Surrey County Council's Pre & Post 16 SEND Transport Policies; • Officers' responses to SOS SEN, and • Details on amendments to the Policies accordingly. 	Achieved Update: The Board received an update proceeding the previous meeting. The information tabled at the meeting is attached as Annex C to this report.	September 2016	Sue Roch, Area Education Officer (South East) Liz Mills, SEND Strategic Programme Lead

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8 June 2016	Surrey Area Review [Item 7]	ESB 11/2016	Officers circulate the final Area Review report to the Board, upon publication in Summer 2016.	Outstanding Update: The publication of the Surrey Area Review report has not been published. It will be circulated to the Education and Skills Board on publication.	March 2017	Frank Offer Marcus Robinson
8 June 2016	Procurement For Special Educational Needs And Disabilities Transport Services [Item 8]	ESB 15/2016	The Procurement team report back to the Board in collaboration with the SEND team, in November 2016, in order to monitor progress made, as part of the proposed Parent Guide consultation review.	Achieved Update: A report is scheduled for this meeting.	November 2016	Procurement and SEND Teams
8 June 2016	Procurement For Special Educational Needs And Disabilities Transport Services [Item 8]	ESB 16/2016	That the Procurement team provide, a more detailed breakdown of costs, including: comparison data for solo routes vs group routes, with and without escorts; duplicate route information; and, with input from the SEND team, investigate other potential local transport options.	Achieved Update: A report is scheduled for this meeting.	November 2016	Procurement and SEND Teams
15 September 2016	The Community Learning And Skills Service 2015/16 Performance [Item 7]	ESB 17/2016	That the service returns with a high strategic planning document to reduce future risks to the service.	Outstanding	March 2017	Paul Hoffman Anu Chanda

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15 September 2016	The Community Learning And Skills Service 2015/16 Performance [Item 7]	ESB 18/2016	That the shares its Key Performance Indicators and Target Setting structure for the 2016-17 academic year.	Achieved Update: The Key Performance Indicators Dashboard Report is attached as Annex A to this report.	March 2017	Paul Hoffman Anu Chanda
15 September 2016	The Community Learning And Skills Service 2015/16 Performance [Item 7]	ESB 19/2016	That the service provide the Board information regarding the utilisation of the Hardship Fund in the year 2015/16.	Achieved Update: A Course Subsidies report for 2015/16 is attached as Annex B to this report.	March 2017	Paul Hoffman Anu Chanda
15 September 2016	Surrey Education In Partnership [Item 8]	ESB 20/2016	That progress regarding the consultation stage be reviewed by the Board at its next meeting.	Achieved Update: A report is scheduled for this meeting.	November 2016	Simon Griffin

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