

**CHILDREN, FAMILIES, LIFELONG LEARNING AND CULTURE SELECT COMMITTEE
ACTIONS AND RECOMMENDATIONS TRACKER
MARCH 2023**

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Recommendations

Meeting	Item	Recommendation	Responsible Officer/Member	Deadline	Progress Check On	Update/Response
15 December 2022	Home to School Travel Assistance: Learning Review [Item 5]	<p>CFLLC 30/22: That the Cabinet amends the Home to School Travel Assistance Policy and updates its Local Offer with immediate effect to ensure:</p> <ul style="list-style-type: none"> A parent carer is, from the first instance, only given the alternative of a mileage allowance if their consent has been obtained. This accords with DfE Statutory Home to School Guidance 2014 and should avoid the ensuing appeals with associated delays. Parent carers who receive an Independent Travel 	Cabinet	31 January 2023	N/A	A report went to Cabinet on 31 January 2023 and the response emailed to Committee Members on 16 February 2023.

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		<p>Allowance are paid mileage for a return journey to the child or young person's setting in accordance with the Local Government Ombudsman decision. This should be the general rule for all recipients, both to ease the Council's administrative burden and for parity. This policy should be backdated to September 2022 and recipients reimbursed accordingly.</p> <ul style="list-style-type: none"> • Parent carers eligible to receive an Independent Travel Allowance are paid it at the start of term rather than being reimbursed later. • Systems are coordinated so that an application for 				
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		<p>travel assistance is automatically made at the point at which a school of qualifying distance is named on the EHCP. An application is not classed as late in the circumstance that a school is named in the plan after deadline.</p> <ul style="list-style-type: none"> • The inclusion of additional children on a route is not used as a reason to exceed maximum journey times considered best practice i.e. 45 minutes for primary and 75 minutes for secondary. • Where young people have the potential to travel independently, the independent travel training offer is promoted and additional public transport 				
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		<p>routes commissioned wherever possible.</p> <ul style="list-style-type: none"> When opening a new specialist school, consideration is given to whether it is on a bus or other public transport route. 				
		<p>CFLLC 31/22: That the Select Committee endorses the recommendations in the learning review subject to Cabinet agreement of the changes recommended in 1 and on the provision that:</p> <ul style="list-style-type: none"> CFL assigns a RAG rating to progress in the five workstreams (page 53) and reports these to each formal Select Committee meeting, and CFL shares with the Select Committee for scrutiny as soon as 	Rachael Wardell, Executive Director of Children, Families, Lifelong Learning	31 January 2023	N/A	Response shared at Cabinet on 31 January 2023 and emailed to Committee Members on 16 February 2023.

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		<p>possible, its proposals for the performance indicators referred to in its recommendation no 39, which measure a young person's home to school transport journey from application to delivery. These should include the number of occasions the transport team misses a target to (i) respond in a timely manner to general queries (5 working days) and with an application outcome (20 working days), and</p> <ul style="list-style-type: none"> • CFL shares the above data at each formal Select Committee meeting as part of its regular monitoring of Inclusion and Additional Needs. 				
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		<ul style="list-style-type: none"> In order to provide clarity on the different policy post-16, CFL works with Family Voice Surrey to produce a separate guide for parent carers and young people specifically for post-16 transport. CFL carries out an annual survey of home to school transport satisfaction in conjunction with Family Voice Surrey. 				
		<p>CFLLC 32/22: That the Select Committee receives an updated report from CFL on the new round of Home to School Travel Assistance applications, at its meeting in May 2023.</p>	CFL officers	May 2023	March 2023	The report is scheduled to come to the Committee meeting in May 2023.
		<p>CFLLC 33/22: That Family Voice Surrey report on parent carer experiences to Select Committee at its May 2023 meeting and prior</p>	Family Voice Surrey & CFL officers	May 2023	March 2023	A regular monthly dialogue has been set up between our Stakeholder Liaison Officer and Family Voice to discuss arising issues and concerns. Therefore developments and

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		to that discuss developments with CFL officers.				changes and improvement work will be discussed between SCC and Family Voice prior to the next Select Committee meeting.
	Draft budget 2023/24 and MTFS to 2027/28 [Item 6]	CFLLC 34/22: After the meeting, the Committee shall agree wording for inclusion in a joint report from the council's Select Committees to the Cabinet in respect of the draft Budget 2023/24 and Medium-Term Financial Strategy to 2027/28. That wording shall be drafted under the oversight of the Chairman and Vice-Chairmen and then shared with the Committee for agreement. It will reflect the wish of the Committee to make workforce recruitment and retention the absolute priority for budget expenditure.	Scrutiny Officer and Select Committee	N/A	N/A	Wording was agreed and the report went to the 31 January 2023 Cabinet meeting. The response was emailed to Committee Members on 16 February 2023.
	Draft Inclusion and Additional	CFLLC 35/22: In order to transform the lives of Surrey	Clare Curran, Cabinet	31 January 2023	N/A	A report went to Cabinet on 31 January 2023 and the response

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	Needs Partnership Strategy and Safety Valve Update [Item 7]	<p>children and young people aged 0 to 25 with additional needs and/or disabilities, the Cabinet Member for Education and Learning is asked to ensure the Surrey Inclusion and Additional Needs Partnership Strategy 2023-26 reflects the following recommendations before it is referred to Cabinet for agreement:</p> <ul style="list-style-type: none"> • Use the evaluation criteria listed at paragraphs 50 - 60 of the Area SEND inspection handbook as a guide to set clear goals, thus benefiting from this document's extensive consultation process involving parents, teachers, children and young 	Member for Education and Learning				emailed to Committee Members on 16 February 2023.
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		<p>people and other stakeholders.</p> <ul style="list-style-type: none"> • Goals outlined in (a) should have specified measurable targets that make it easy to identify whether progress is being made. • Targets should incorporate the following: <ul style="list-style-type: none"> ○ Commitments set out in the Safety Valve Agreement; ○ Learnings from the Home to School Travel Assistance learning review; ○ Action plan resulting from the Additional Needs and Disabilities Partnership's self-evaluation 				
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		<p>(referenced on slide 7);</p> <ul style="list-style-type: none"> ○ Human Resources action plan to ensure issues such as EHCP timeliness are not affected by staff shortages. ○ Present the Strategy in a way that allows any parent or young person to identify measurable targets at a glance. ● Regarding the Governance Structure laid out in the Strategy (slide 24), aim to avoid any gap in accountability by: 				
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		<ul style="list-style-type: none"> ○ Clarifying the roles and responsibilities of each level of governance and who is accountable to whom; ○ Identifying precisely how each level will work towards achieving recommendations 1 a-c; ○ Explaining how organisations within the same pillar will work together to achieve recommendations 1 a-c, for example the 				
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		<ul style="list-style-type: none"> three groups forming 'Joint Commissioning, Sufficiency & Evaluation'; <ul style="list-style-type: none"> ○ Ensuring any parent or young person can identify at a glance where different responsibilities sit within the structure. • Ensure that the website and other digital platforms are used to good effect by: <ul style="list-style-type: none"> ○ Developing the webinar series for families on the statutory assessment process so it is 				
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		an example of best practice; <ul style="list-style-type: none"> ○ Developing webinars on assessment criteria for SENCOs to enable them to give well-informed and up-to-date advice. 				
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4 October 2022	Surrey Homes for Surrey Children [Item 8]	CFLLC 29/22: The Head of Commissioning (Corporate Parenting) to confirm a date by which the intention is for 80% of Surrey's looked after children to be living in Surrey.	Chris Tisdall, Head of Commissioning - Corporate Parenting	2023	2023	Response: 21 February 2023: The intention is to reset this at the start of the next financial year (informed by the position we get to in March). I would expect we will be bringing a proposal to our Transformation Board for sign off on 4 April, which can then be reported to the Select Committee.
15 December 2022	Home to School Travel Assistance: Learning Review [Item 5]	CFLLC 36/22: The Director of Commissioning to inform the Committee by Christmas what is decided in terms of the 2/4 journeys.	Hayley Connor, Director of Commissioning (CFL)	N/A	N/A	It was decided that all journeys would be funded for four ways (two return journeys).
	Draft budget 2023/24 and	CFLLC 37/22: The Executive Director of Customer and Communities to provide a	Marie Snelling, Executive	N/A	N/A	The response was emailed to Committee Members on 3 February.

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	MTFS to 2027/28 [Item 6]	written response on whether a section of the performing arts library was self-funded.	Director of Customer and Communities			
		CFLLC 38/22: The Strategic Finance Business Partner (CFL) to provide a summary of the Mental Health Investment Fund spend on children and adults.	Daniel Peattie, Strategic Finance Business Partner (CFL)	N/A	March 2023	An initial response has been emailed to the Committee Members.
	Draft Inclusion and Additional Needs Partnership Strategy and Safety Valve Update [Item 7]	CFLLC 39/22: The Director of Education and Lifelong Learning to provide a short summary of case studies of where tribunal decisions had been upheld and data on the reasons of cases.	Liz Mills, Director of Education and Lifelong Learning	31 January 2023	February 2023	The officer has been contacted again for a response.

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