

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

The actions and 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 meeting. Once an action has been completed, it will be shaded green to indicate that it will be removed from the tracker at the next meeting.

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Recommendations

Meeting	Item	Recommendation	Responsible Officer/Member	Deadline	Progress Check On	Update/Response
2 March 2023	Additional needs and disabilities monitoring [Item 8]	CFLLC 1/23: That Members of CFLLC Select Committee monitor the capital expenditure related to the Safety Valve Agreement via the Budget Task Group.	Emily George, Assistant Director - Send Systems, SEND Transformation; Ross Pike, Scrutiny Business Manager	20 July 2023	19 September 2023	Next meeting of the Budget Task Group is 7 November 2023.
16 February 2023	Children and Young People's Emotional Wellbeing and Mental Health [Item 6]	AH 7/23: To establish explicit criteria and SMART performance metrics for measuring the outcomes and effectiveness of Children and Young Person's Emotional Wellbeing & Mental Health services in relation to total			N/A	Responses emailed to Committee Members on 19 May 2023.

Item 5

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		<p>requirements for mental health support in Surrey; and to report performance against these metrics to the Adults and Health Select Committee and the Children, Families, Lifelong Learning and Culture Select Committee every three months from June 2023.</p> <p>AH 8/23: To collate and share data on priorities, areas of need, waiting times for assessment and treatment, and outcomes for treatments as part of Children and Young Person’s Emotional Wellbeing & Mental Health services.</p> <p>AH 9/23: To ensure that there is accuracy and synergy of patient records, and that all organisations involved in treating patients can</p>				
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		<p>access and update these records accordingly.</p> <p>AH 10/23: For waiting times to be reduced across all pathways as part of all Prevention and Early Intervention measures, as well as through the process of Transitions.</p> <p>AH 11/23: To continue to advance social prescribing County-Wide, and to ensure that there are appropriate initiatives, workable processes, adequate funding, and sufficient resources for this.</p> <p>AH 12/23: To conduct a thorough review into training provision for Children and Young Person's Emotional Wellbeing & Mental</p>				
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		<p>Health services frontline and managerial staff.</p> <p>AH 13/23: For early diagnosis and appropriate mental health support for Children and Young Persons with Learning Disabilities and Autism.</p> <p>AH 14/23: To monitor the impacts of waiting times for assessments and treatments on the acuity of Children and Young Person's mental health conditions, including the impact of the proposed reductions in treatment sessions aimed at reducing waiting times.</p> <p>AH 15/23: To review strategies across agencies for prevention and intervention surrounding bullying of Children.</p>				
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		AH 16/23: To bring this item back to a formal Adults and Health Select Committee meeting with an update on all the above recommendations (with representatives from the Children’s Select Committee present).				
12 June 2023	Children with Disabilities [Item 7]	CFLLC 8/23: When a dip sample audit report is employed as a tool to monitor performance, the recommendations should adhere to SMART criteria, and any subsequent report to Select Committee should document progress against these SMART recommendations. CFLLC 9/23: The CWD Service continues to drive for improvements in the quality and consistency of assessments, as	Jenny Brickell, Assistant Director for Children with Disabilities; Sinead Mooney, Cabinet Member for Children and Families	Response by 18 September 2023	N/A	Responses shared with Committee Members on 20 September 2023.

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		highlighted in the dip sample audit report. CFLLC 10/23: As a result of the introduction of mandatory safeguarding training in the CWD Service, social workers should have their understanding of safeguarding issues checked annually. Should there be any further change to roles, all staff should be trained appropriately before this takes effect.				
12 June 2023	Short Breaks [Item 7]	CFLLC 11/23: The Cabinet Member for Children and Families prioritises the restoration of funding for community-based play and youth schemes for children with disabilities to enable the FY 2022/23 capacity to be restored in FY 2024/25, given the widespread feedback that this change has been detrimental to	Lucy Clements, Director for Commissioning; Sinead Mooney, Cabinet Member for Children and Families	Response by 18 September 2023	N/A	Responses shared with Committee Members on 20 September 2023.

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		<p>the mental health of parents, carers, children and young people, as well as adversely impacting the Council's prevention strategy.</p> <p>CFLLC 12/23: There is a determined focus on clear and timely communication both internally within Children's Services, and with parents and providers. This includes ensuring that, prior to any change in policy or process taking effect, the appropriate information is published on the Council's website and all parents using the services are informed of the change.</p> <p>CFLLC 13/23: The short breaks commissioning / procurement process is reviewed to ensure</p>				
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		<p>that it is not overly onerous and does not deter smaller organisations from applying. As part of this review, Surrey Youth Focus should be asked to meet with providers (existing and those who have withdrawn) and to feedback anonymously to the Service.</p> <p>CFLLC 14/23: The Cabinet Member for Children and Families responds to the findings of Family Voice Surrey's current survey on short breaks and communicates this response to the Select Committee, within one month of receipt.</p> <p>CFLLC 15/23: Whilst additional government funding is very desirable, funding for pilots that may not deliver the outcomes</p>				<p style="text-align: center;">30 September 2023</p> <p style="background-color: #ffff00;">Cabinet Member to share response by the end of September 2023.</p>
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		desired, or for activities that are not financially sustainable without continued funding from the same source, should be carefully assessed. Where such pilots are introduced, the circumstances should be clearly identified in order to avoid setting expectations that cannot be realised in the longer term.				
12 June 2023	Adult Learning and Skills Task Group Report [Item 8]	<p>CFLLC 16/23: Endorses all recommendations of the Adult Learning and Skills Task Group. This includes the recommendation on using libraries, while noting this may be very challenging in some smaller libraries.</p> <p>CFLLC 17/23: Asks the relevant officers to provide a progress report to this Select Committee</p>	Liz Mills, Director for Education and Lifelong Learning; Dawn Redpath, Director for Economy and Growth; Clare Curran, Cabinet Member for Education and	Response by 25 September 2023	Paper request 1 February 2024	<p>Cabinet response to Task Group recommendations emailed to Committee Members on 25 July 2023.</p> <p>Progress report on Forward Work Programme to come to 4 April 2024 Committee meeting.</p>

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		on the progress being made in relation to the Task Group's recommendations at the first Select Committee meeting of 2024, to include an analysis of the funding implications.	Learning; Matt Furniss, Cabinet Member for Transport, Infrastructure and Growth			
12 June 2023	Home to School Transport Assistance Update [Item 9]	<p>CFLLC 18/23: A particular focus is placed on improving communications with parents and carers, as highlighted in the update from Family Voice, during the next few months to ensure that the reassuring trend in respect of feedback on Home to School Transport is not undermined.</p> <p>CFLLC 19/23: Making an urgent priority the alignment of customer relationship management systems (CRMs) and telephony systems across the corporate</p>	Michael Smith, Temporary Senior Responsible Officer for H2STA improvement plan; Clare Curran, Cabinet Member for Education and Learning	Response by 18 September 2023	N/A	Responses emailed to Committee Members on 5 September 2023.

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		<p>contact centre, CFLL Customer Relations team and within the service teams involved in enquiry handling, and for IT to explore how this can be done under the current CRMs to avoid delay.</p> <p>CFLLC 20/23: The Senior Responsible Officer provides a further update on the performance and progress of Home to School Transport as soon as possible after the start of the September 2023 new academic year, to include the results of the joint survey with Family Voice.</p>				
12 June 2023	Additional Needs and Disabilities	CFLLC 21/23: That from the October 2023 committee meeting, key performance indicators measuring performance in additional needs and disabilities,	Liz Mills, Director for Education and Lifelong Learning; Clare	Response by 18 September 2023	27 July 2023	Director of ELL, Director of Performance and Quality, Chair and SO meeting 26 September to discuss.

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	Monitoring [Item 10]	to be agreed between the Director of Education and the Chairman, are added to the data provided in the performance overview standing item. CFLLC 22/23: Given the committee's recommendations from December 2022 are all considered to be complete, that additional needs monitoring is removed as a standing item once recommendation 1 is implemented.	Curran, Cabinet Member for Education and Learning			
20 July 2023	EHCP Timeliness [Item 6]	CFLLC 22/23: The Children, Families, Lifelong Learning and Culture Select Committee recommends that a report giving detail of the second phase recovery plan is provided to its October 2023 meeting. This should:	Liz Mills, Director for Education and Lifelong Learning; Clare Curran, Cabinet Member for Education and Learning	2 October 2023	5 September 2023	Report coming to the 2 October 2023 meeting.

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		<ul style="list-style-type: none"> a. set out the plan's objectives, targets, timelines and constraints, how the objectives and targets will be met on a month-by-month basis, and the assumptions and modelling that underpin these targets and timescales; b. include detail of the part played in timeliness by the NHS; c. break down timeliness performance data supplied to the July meeting into each of the three phases of the process, specifically including phase two involving assessment by external partners, and extend all data to include July and August 2023; 					
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		d. include the findings of the external consultancy commissioned by the Transformation Team to provide an independent overview of the EHCP strategy, delivery plan and management/governance arrangements.				
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Actions

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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		N/A	March 2030 confirmed at 25 July Cabinet. Informal briefing on plan to achieve this took place on 19 September 2023.

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16 February 2023	Children and Young People's Emotional Wellbeing and Mental Health [Item 6]	<p>AH 8/23: To write to ICB Chairs with requests for further funding to be allocated for Mental Health.</p> <p>AH 9/23: For a meeting to be organised between relevant Cabinet Members, the Executive Director for Children, Families and Lifelong Learning, and the Chair and Vice-Chairs of the Adults and Health Select Committee to formulate a plan to help implement Action 1.</p> <p>AH 10/23: The User Voice and Participation team to research and update the Adults and Health Select Committee and the Children, Families, Lifelong Learning and Culture Select Committee on the difficulties experienced by young people with</p>	Omid Nouri, Scrutiny Officer; User Voice Participation team; SaBP	N/A	Responses emailed to Committee Members on 19 May 2023.
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		<p>autism and mental health issues combined.</p> <p>AH 11/23: The User Voice and Participation team to share their Action Cards with stakeholders relevant to the issues highlighted within these.</p> <p>AH 12/23: The Programme Director-Mindworks, to provide the Adults and Health Select committee and Children, Families, Lifelong Learning and Culture Select Committee with the Mindworks monthly performance packs.</p> <p>AH 13/23: The Chief Executive, Surrey and Borders Partnership NHS Foundation Trust, to provide the Adults and Health Select committee and the Children, Families, Lifelong Learning and</p>				
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		Culture Select Committee with an integrated and data-informed outcome measure by April 2023.				
12 June 2023	Questions and Petitions [Item 4]	CFLLC 13/23: Cabinet Member for Education and Learning to reach out for discussion with Anna Sutherland regarding her Public Question and share notes of the conversation with the Select Committee.	Clare Curran, Cabinet Member for Education and Learning	7 July 2023	N/A	Response emailed to Committee Members on 21 July 2023.
12 June 2023	Performance Overview [Item 12]	CFLLC 20/23: Democratic Services Assistant to set up a meeting with the Executive Director of CFL and Committee Members to discuss how performance is measured, raising KPI targets and where targets may not be needed.	Emily Wilkinson, DSA & Sandra Garvey, Executive Director's PA	7 July 2023	N/A	Meeting took place on 5 September 2023.
20 July 2023	Questions and Petitions [Item 4]	CFLLC 21/23: The Cabinet Member for Education and Learning to provide a written	Clare Curran, Cabinet Member for	29 August 2023	N/A	Response circulated to Committee on 30 August 2023.

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		answer to Colin Pugh's public question.	Education and Learning			
20 July 2023	Questions and Petitions [Item 4]	CFLLC 22/23: Add to the dataset schools allocated that did not subsequently agree they could meet a child's need.	Assistant Director for Commissioning, Eamonn Gilbert	6 October 2023	19 September 2023	Response due to be shared in w/c 2 October 2023.
20 July 2023	Education, Health and Care Plan Timeliness [Item 6]	CFLLC 23/23: Executive Director for Children, Families and Learning to check if the Council's advice to parents on repayments for privately commissioned EHCP assessment reports can be made clearer on the Surrey Offer website.	Executive Director for Children, Families and Learning, Rachael Wardell	29 August 2023	N/A	Response shared with Committee Members on 19 September 2023.
20 July 2023	Education, Health and Care Plan Timeliness [Item 6]	CFLLC 24/23: Executive Director for Children, Families and Learning to answer in writing what data the Service has requested from Mindworks	Executive Director for Children, Families and Learning,	29 August 2023	N/A	Response shared with Committee Members on 20 September 2023.

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		and when, and what the response(s) have been.	Rachael Wardell			
20 July 2023	Education, Health and Care Plan Timeliness [Item 6]	<p>CFLLC 25/23: The Assistant Director for Inclusion and Additional Needs to provide details on:</p> <ul style="list-style-type: none"> the communications plan to respond to the issues highlighted in the Family Voice survey the changes required to the IT system (Para 63 of the EHCP Timeliness report) and the role this plays or does not play in timeliness, and whether training for schools on additional needs and inclusion is mandatory and what 	Assistant Director for Inclusion and Additional Needs, Tracey Sanders	29 August 2023	N/A	Response shared with Committee Members on 6 September 2023.

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		happens to schools if they do not take up the offer of training.				
20 July 2023	Education, Health and Care Plan Timeliness [Item 6]	CFLLC 26/23: The Chair to attend Cabinet to speak on behalf of the Committee on the item on procuring increased Educational Psychology and SEN service capacity.	Select Committee Chairman, Fiona Davidson	25 July 2023	N/A	Chair spoke at Cabinet on 25 July 2023.
20 July 2023	Corporate Parenting Annual Report [Item 7]	CFLLC 27/23: Director for Corporate Parenting to give a figure for how many Looked After Children are in short-term care.	Director for Corporate Parenting, Tina Benjamin	29 August 2023	N/A	Response shared with Committee Members on 6 September 2023.
20 July 2023	Corporate Parenting Annual Report [Item 7]	CFLLC 28/23: Director for Corporate Parenting to answer what is the target for the percentage of Looked After Children being able to live in Surrey by the time SCC's current Sufficiency Strategy ends in 2025.	Director for Corporate Parenting, Tina Benjamin	29 August 2023	N/A	Response shared with Committee Members on 20 September 2023.

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