

## CHILDREN, FAMILIES, LIFELONG LEARNING AND CULTURE SELECT COMMITTEE ACTIONS AND RECOMMENDATIONS TRACKER

**November 2024**

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.

<b>KEY</b>			
	No progress reported	Action in progress	Action completed

### RECOMMENDATIONS

Date	Item	Recommendation	Responsible Member or Officer	Deadline	Progress check	Recommendation response accepted or implemented
30 July 2024	Home to School Travel Assistance Update [Item 7]	<b>CFLLC 15/24:</b> The Surrey School Travel and Assessment Team (SSTAT) prioritises communications to parents and carers when changes to policy and practice are finalised and ensures that these communications are widely shared in advance of the change being implemented.	Cabinet Member for Children, Families and Lifelong Learning, Clare Curran	Due at 24 September Cabinet		Cabinet response can be found <a href="#">here</a> .

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

November 2024

Date	Item	Recommendation	Responsible Member or Officer	Deadline	Progress check	Recommendation response accepted or implemented
30 July 2024	Home to School Travel Assistance Update [Item 7]	<p><b>CFLLC 16/24:</b> In order to further improve communication,</p> <p>(a) the SEND and Admissions team take the transport implications of a placement into account, and pro-actively discuss it with families prior to a placement being discussed, agreed and named in a plan, including for those Children and Young People outside of statutory school age.</p> <p>(b) The updated parent guide to travel assistance – developed in collaboration with Family Voice Surrey – is given to parents when an EHCP application is made and is included in the Key Stage Transfer paperwork.</p> <p>(c) SSTAT makes it clear to families, before the next academic year’s applications, what extenuating circumstances will be considered for Children and Young People under-5 and post-16.</p> <p>(d) As Family Voice suggests, SSTAT provides regular engagement sessions/surgeries throughout the summer that parents and carers can book onto.</p>	Cabinet Member for Children, Families and Lifelong Learning, Clare Curran	Due at 24 September Cabinet		Cabinet response can be found <a href="#">here</a> .

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

**November 2024**

<b>Date</b>	<b>Item</b>	<b>Recommendation</b>	<b>Responsible Member or Officer</b>	<b>Deadline</b>	<b>Progress check</b>	<b>Recommendation response accepted or implemented</b>
30 July 2024	Home to School Travel Assistance Update [Item 7]	<b>CFLLC 17/24:</b> The forecasting of demand and the budget for Home to School Transport takes account of the forecast demand for SEND school placements.	Cabinet Member for Children, Families and Lifelong Learning, Clare Curran			Cabinet response can be found <a href="#">here</a> .
30 July 2024	Home to School Travel Assistance Update [Item 7]	<b>CFLLC 18/24:</b> SSTAT undertakes a cost benefit analysis to identify whether a higher standard Independent Travel Allowance would incentivise uptake, what the implications for parents and carers would be, and what Surrey can learn from other local authorities who have implemented this strategy.	Cabinet Member for Children, Families and Lifelong Learning, Clare Curran	Due at 24 September Cabinet		Cabinet response can be found <a href="#">here</a> .
30 July 2024	Home to School Travel Assistance Update [Item 7]	<b>CFLLC 19/24:</b> In order to come up with potentially innovative solutions, SSTAT looks further at what other local authorities are doing to manage home to school transport costs.	Cabinet Member for Children, Families and Lifelong Learning, Clare Curran	Due at 24 September Cabinet		Cabinet response can be found <a href="#">here</a> .

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

**November 2024**

Date	Item	Recommendation	Responsible Member or Officer	Deadline	Progress check	Recommendation response accepted or implemented
12 September 2024	Education, Health and Care Plan (EHCP) Recovery Plan and End-To-End Review of EHCP Process [Item 7]	<p><b>CFLLC 20/24:</b> 1) In order to ensure that it is moving in the right direction and the changes are delivering what was anticipated, the Service commissions feedback from, or surveys parents/carers and schools on:</p> <ul style="list-style-type: none"> <li>• how the changes to the end-to-end process implemented so far have been received, and</li> <li>• whether they have improved outcomes for children, outcomes for schools, communications, timeliness, quality, co-production and relationships.</li> </ul> <p>This feedback should be reported to the Select Committee before the end of 2024, but by February 2025 at the latest.</p>	Tracey Sanders, Assistant Director - Inclusion & Additional Needs	12 November 2024		

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

**November 2024**

Date	Item	Recommendation	Responsible Member or Officer	Deadline	Progress check	Recommendation response accepted or implemented
12 September 2024	Education, Health and Care Plan (EHCP) Recovery Plan and End-To-End Review of EHCP Process [Item 7]	<b>CFLLC 21/24:</b> 2) As communications with parents and carers continue to be a significant issue, the Service should undertake, as a priority, a golden thread analysis of touch points with parents and carers (i.e., points where communications <b>ought</b> to be taking place), as well as touch point/communication dependencies. Gaps identified should be remedied as a priority. The results of this analysis should be reported to the Select Committee by February 2025.	Tracey Sanders, Assistant Director - Inclusion & Additional Needs	12 November 2024		
12 September 2024	Education, Health and Care Plan (EHCP) Recovery Plan and End-To-End Review of EHCP Process [Item 7]	<b>CFLLC 22/24:</b> 3) While the Committee acknowledges that it is desirable for parents to have identified preferred schools for SEND children as early as possible, it recommends that the communication to parents advising them of the timeline for this process is worded unambiguously so that the SCC suggested deadline is clearly differentiated from the statutory deadline. We also recommend that the suggested deadline should not be earlier than the end of September.	Tracey Sanders, Assistant Director - Inclusion & Additional Needs	12 November 2024		

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

**November 2024**

<p align="center">12 September 2024</p>	<p>Education, Health and Care Plan (EHCP) Recovery Plan and End-To-End Review of EHCP Process [Item 7]</p>	<p><b>CFLLC 23/24:</b> 4) The Committee endorses the following recommendations from Carrington School:</p> <p>(a) Communications with schools should be kept open, and schools should be updated on how referrals to MindWorks are being managed and progressing.</p> <p>(b) Enable schools to identify and track funds they receive from Surrey County Council, and help them to clarify that they are receiving the appropriate amount.</p> <p>(c) In the situation where the school is requested to accept a child and there is no agreement over whether the school can meet the child's needs, a meeting between the school and the Local Authority should be scheduled to agree a way forward. In addition:</p> <ul style="list-style-type: none"> <li>• The actions from this meeting should be documented and shared with both parties.</li> <li>• Placing a child in a school should require positive agreement and not be based on any assumptions or assumed default position.</li> </ul>	<p>Tracey Sanders, Assistant Director - Inclusion &amp; Additional Needs</p>	<p align="center">12 November 2024</p>		
---	--	--	--	--	--	--

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

**November 2024**

Date	Item	Recommendation	Responsible Member or Officer	Deadline	Progress check	Recommendation response accepted or implemented
		(d) Consider a more flexible approach to identify where some of the funding that would otherwise go to Non-Maintained Independent schools could be spent in maintained sector schools to boost resource and capability - enabling more maintained schools to offer places to pupils who could otherwise only be accommodated in an NMI school.				
12 September 2024	Children Not in School [Item 8]	<b>CFLLC 24/24:</b> 1) Surrey County Council (SCC) establishes and delivers a clear and coherent policy in respect of its role in monitoring children not in school and driving increased attendance, and identifies standards of best practice, including Key Performance Indicators for Surrey – by March 2025.	Tracey Sanders, Assistant Director - Inclusion & Additional Needs			<i>Going to Cabinet on 26 November</i>
12 September 2024	Children Not in School [Item 8]	<b>CFLLC 25/24:</b> 2) SCC should take a leadership role and work with the various parties involved to drive the implementation of these standards and improved performance in Surrey.	Tracey Sanders, Assistant Director - Inclusion & Additional Needs			<i>Going to Cabinet on 26 November</i>

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

**November 2024**

<b>Date</b>	<b>Item</b>	<b>Recommendation</b>	<b>Responsible Member or Officer</b>	<b>Deadline</b>	<b>Progress check</b>	<b>Recommendation response accepted or implemented</b>
12 September 2024	Children Not in School [Item 8]	<b>CFLLC 26/24:</b> 3) SCC should deliver an investigation on the impact of outcomes/life chances for children who are not in school, including those (a) severely absent from school and (b) electively home educated – by comparison with their peers.	Tracey Sanders, Assistant Director - Inclusion & Additional Needs			<i>Going to Cabinet on 26 November</i>
12 September 2024	Children Not in School [Item 8]	<b>CFLLC 27/24:</b> 4) Children with SEND should be clearly identified in the severely absent cohort, and, by March 2025, an action plan to remedy their high prevalence should be developed and ready for delivery.	Tracey Sanders, Assistant Director - Inclusion & Additional Needs			<i>Going to Cabinet on 26 November</i>



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

November 2024

**ACTIONS**

Date	Item	Action	Responsible Member/ Officer	Deadline	Action response
12 September 2024	Education, Health and Care Plan (EHCP) Recovery Plan and End-To-End Review of EHCP Process [Item 7]	<b>CFLLC 20/24:</b> To follow up on the status of all cases where schools directed to take a student had expressed a view that they could not meet need.	Liz Bone, SEND County Service Planning & Performance Leader	21 October 2024	<i>Distributed to Committee on 16 October 2024.</i>
12 September 2024	Education, Health and Care Plan (EHCP) Recovery Plan and End-To-End Review of EHCP Process [Item 7]	<b>CFLLC 21/24:</b> To check the number of concerns raised about EHCP quality against the number that went through the recovery team and evaluate how many were challenged due to incorrect or incomplete essential information versus due to disagreement.	Liz Bone, SEND County Service Planning & Performance Leader	21 October 2024	<i>Distributed to Committee on 16 October 2024.</i>
12 September 2024	Education, Health and Care Plan (EHCP) Recovery Plan and End-To-End Review of EHCP Process [Item 7]	<b>CFLLC 22/24:</b> To share a link to the Digital Design Team Discovery report and anonymised learnings from the end-to-end review.	Liz Bone, SEND County Service Planning & Performance Leader	21 October 2024	<i>Distributed to Committee on 16 October 2024.</i>

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

**November 2024**

Date	Item	Action	Responsible Member/ Officer	Deadline	Action response
12 September 2024	Education, Health and Care Plan (EHCP) Recovery Plan and End-To-End Review of EHCP Process [Item 7]	<b>CFLLC 23/24:</b> To provide the Committee with a summary of feedback received so far on the end-to-end review changes and share the results of the annual parent survey scheduled for the autumn term.	Liz Bone, SEND County Service Planning & Performance Leader	21 October 2024	<i>Distributed to Committee on 16 October 2024.</i>
12 September 2024	Education, Health and Care Plan (EHCP) Recovery Plan and End-To-End Review of EHCP Process [Item 7]	<b>CFLLC 24/24:</b> To provide the number (and proportion compared with the number of applications) of no to assess decisions and no to issue decisions for the last three years.	Julia Katherine, Director for Education and Lifelong Learning	21 October 2024	<i>Distributed to Committee on 16 October 2024.</i>
12 September 2024	Education, Health and Care Plan (EHCP) Recovery Plan and End-To-End Review of EHCP Process [Item 7]	<b>CFLLC 25/24:</b> To provide benchmarking data if available showing how many EHCPs are rated good or outstanding in other Local Authorities.	Julia Katherine, Director for Education and Lifelong Learning	21 October 2024	<i>Distributed to Committee on 16 October 2024.</i>

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

**November 2024**

<b>Date</b>	<b>Item</b>	<b>Action</b>	<b>Responsible Member/ Officer</b>	<b>Deadline</b>	<b>Action response</b>
12 September 2024	Children Not in School [Item 8]	<b>CFLLC 26/24:</b> To ask statistical and geographical neighbours for (a) data relating to each category of absence identified in the table on page 208 of the report and (b) how many of their CYP severely absent from school have (i) SEN support and (ii) and EHCP.	Sandra Morrison, Assistant Director for Inclusion and Additional Needs – SE	21 October 2024	<i>Distributed to Committee on 16 October 2024.</i>
12 September 2024	Children Not in School [Item 8]	<b>CFLLC 27/24:</b> To provide data on how many (a) CYP severely absent from school and (b) electively home educated CYP are on the MindWorks waiting list, and how these figures compare with regional neighbours.	Sandra Morrison, Assistant Director for Inclusion and Additional Needs – SE	21 October 2024	<i>Distributed to Committee on 16 October 2024.</i>
12 September 2024	Children Not in School [Item 8]	<b>CFLLC 28/24:</b> To provide a breakdown of how many of those severely absent children and young people who have an EHCP, how many are in a special school versus a mainstream school.	Sandra Morrison, Assistant Director for Inclusion and Additional Needs – SE	21 October 2024	<i>Distributed to Committee on 16 October 2024.</i>

This page is intentionally left blank