

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

KEY			
	No Progress Reported	Recommendation/Action In Progress	Recommendation/Action Implemented

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	The Budget Task Group reviewed the proposed capital programme for 2024/25 on 23 November 2023 which included all the capital funds allocated to Children's Services and the pipeline of future projects.
12 June 2023	Short Breaks [Item 7]	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	Lucy Clements, Director for Commissioning; Sinead Mooney, Cabinet Member for Children and			Response circulated to Committee. 23/11/2023

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		receipt.	Families			
12 June 2023	Adult Learning and Skills Task Group Report [Item 8]	CFLLC 17/23: Asks the relevant officers to provide a progress report to this Select Committee 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.	Liz Mills, Director for Education and Lifelong Learning; Dawn Redpath, Director for Economy and Growth; Clare Curran, Cabinet Member for Education and Learning; Matt Furniss, Cabinet Member for Transport, Infrastructure and Growth	Response by 25 September 2023	Paper request 1 February 2024	Progress report on Forward Work Programme to come to 4 April 2024 Committee meeting.
12 June 2023	Additional Needs and Disabilities Monitoring [Item	CFLLC 21/23: That from the October 2023 committee meeting, key performance indicators measuring performance in	Liz Mills, Director for Education and Lifelong	Response by 18 September 2023	27 July 2023	Director of ELL, Director of Performance and Quality, Chair and SO met on 26 September to discuss. SEND KPIs have been introduced to

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	10]	additional needs and disabilities, 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.	Learning; Clare Curran, Cabinet Member for Education and Learning			the performance overview for December 2023 meeting.
2 October 2023	EHCP Timeliness Recovery Plan [Item 6]	CFLLC 23/23: Data on how the EHCP timeliness recovery plan is performing against the targets stated in the report to the Select Committee on 2 October (EHCP Recovery Plan Figure 2, page 46) forms part of the performance overview item at each Select				Recommendations circulated with Witnesses and response expected by 16 December 2023.

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		Committee meeting. By the first meeting of 2024, this should include the percentage of EHCP requests returned from MindWorks on time.				
2 October 2023	EHCP Timeliness Recovery Plan [Item 6]	CFLLC 24/23: In order to identify the quality and timeliness of communication on the subject of EHCPs, Internal Audit undertake a dip sample audit of responses to parents and schools over a period of one month.				Recommendations circulated with Witnesses and response expected by 16 December 2023.
2 October 2023	EHCP Timeliness Recovery Plan [Item 6]	CFLLC 25/23: In order to ensure that parents always know how to make contact with a new SEND case officer, line managers ensure leavers have a handover meeting with their successor (or their manager if none in place) and remind leavers to set up an out of office reply that includes their date of leaving and the identity and contact details of their (interim) successor and the				Recommendations circulated with Witnesses and response expected by 16 December 2023.

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		contact details of their manager. Staff should also be encouraged to set up out of office messages when they are absent or on holiday, containing details of who parents and schools can contact in their absence.				
2 October 2023	Commissioning [Item 7]	CFLLC 26/23: Children's Service professionals/practitioners in each area are actively involved in the development of the commissioning requirements and specifications – alongside Commissioning professionals – from the outset of the process.				Recommendations circulated with Witnesses and response expected by 16 December 2023.
2 October 2023	Commissioning [Item 7]	CFLLC 27/23: Robust consideration is given to reversing the policy of applying a blanket 10% reduction to the financial envelope for each service when it is recommissioned.				Recommendations circulated with Witnesses and response expected by 16 December 2023.
2 October 2023	Commissioning [Item 7]	CFLLC 28/23: A mechanism for ensuring that providers can apply				Recommendations circulated with Witnesses and response expected by

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		for uplifts to cover inflationary pressures is built into the lifetime of all contracts.				16 December 2023.
2 October 2023	Commissioning [Item 7]	CFLLC 29/23: Where required, the additional funding to enable points 1 and 2 is found from outside the Children's Services' budget envelope.				Recommendations circulated with Witnesses and response expected by 16 December 2023.

Actions

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12 June 2023	Short Breaks [Item 7]	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.	Lucy Clements, Director for Commissioning; Sinead Mooney, Cabinet Member for Children and Families				Response circulated to Committee. 23/11/2023

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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 circulated with Committee on 24 October.
2 October 2023	Questions and Petitions [Item 4]	CFLLC 29/23: Director for Education and Lifelong Learning will provide a written response to Catherine Powell's question on the school absence multi-agency network and school absences for girls with ASD.	Director for Education and Lifelong Learning – Liz Mills	Liz Mills			Reminder has been sent 28/11/2023.
2 October 2023	Questions and Petitions [Item 4]	CFLLC 30/23: Director for Education and Lifelong Learning to share the High Sheriff's report with the	Director for Education and Lifelong Learning – Liz Mills	Liz Mills			Report received and circulated with Committee. 10/11/2023

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		Committee.				
2 October 2023	Education, Health And Care Plan Timeliness Recovery Plan [Item 6]	CFLLC 31/23: The Assistant Director Inclusion and Additional Needs SW to provide in writing the budget breakdown of the EHCP recovery plan.	The Assistant Director Inclusion and Additional Needs SW - Tracey Sanders	Tracey Sanders		Action completed and circulated to the Committee 10/11/2023.
2 October 2023	Education, Health And Care Plan Timeliness Recovery Plan [Item 6]	CFLLC 32/23: The Associate Director for Children's integrated Commissioning to provide a written response outlining (a) the scale of Health Service investment in the EHCP process and (b) data on the recruitment and retention of Occupational Therapists.	The Associate Director for Children's Commissioning - Harriet Derrett-Smith	Harriet Derrett-Smith		Action completed and circulated to the Committee 10/11/2023.

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2 October 2023	Education, Health And Care Plan Timeliness Recovery Plan [Item 6]	CFLLC 33/23: The Assistant Director for Inclusion and Additional Needs SW to provide in writing the number of phonecalls to SCC about overdue EHC plans and assessments.	The Assistant Director Inclusion and Additional Needs SW - Tracey Sanders	Tracey Sanders			Action completed and circulated to the Committee 10/11/2023.
2 October 2023	Commissioning Within Children, Families And Lifelong Learning [Item 7]	CFLLC 34/23: The Interim Director of Integrated Children's Commissioning to provide a written response to what percentage of the £250 million revenue budget of Childrens Services is spent on third-party contractors.	Director for CFL Commissioning	Lucy Clements			Action completed and circulated to the Committee 10/11/2023.
2 October 2023	Commissioning Within Children, Families And Lifelong	CFLLC 35/23: CFLLC Chair to discuss with the Adults and Health Select Committee Chairman on how they will collaborate on	Chair Fiona Davidson	Fiona Davidson, Julie Armstrong			Meeting held on 1 st of November.

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	Learning [Item 7]	the scrutiny of children's mental health.		, Sally-Rose Baker			
2 October 2023	Commissioning Within Children, Families And Lifelong Learning [Item 7]	CFLLC 36/23: Cabinet Member for Children and Families and Executive Director for Children, Families and Learning to discuss the policy to reduce spending by 10% year on year and share outcomes of the discussion with the committee.	Cabinet Member for Children and Families – Sinead Mooney Executive Director – Children, Families and Learning – Rachael Wardell	Lucy Clements to arrange discussion			Will be discussed at meeting on 09/01/2024.
2 October 2023	Commissioning Within Children, Families And Lifelong Learning [Item 7]	CFLLC 37/23: Cabinet Member for Children and Families will get briefing note sent to Committee on the £1.2m investment in the Intensive Family Support Service	Cabinet Member for Children and Families – Sinead Mooney	Jackie Clementon			Briefing note circulated to Committee on 10/11/2023.

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2 October 2023	Commissioning Within Children, Families And Lifelong Learning [Item 7]	CFLLC 38/23: Director for Family Resilience and Safeguarding will, in 2024, describe to the Committee what the SCC offer to families of varying degrees of need will look like.	Director for Family Resilience and Safeguarding – Matt Answell	Matt Answell			An update will be provided when an Item is scheduled for Committee.
2 October 2023	Commissioning Within Children, Families And Lifelong Learning [Item 7]	CFLLC 39/23: Director for CFL Commissioning to provide a written response (a) providing clarity with regard to contracting arrangements, if lead prime contractors can provide any kind of management overhead fee and (b) the amount of level 2 and level 3 support to be provided under the new contracts compared with currently.	Interim Director of Integrated Childrens Commissioning - Lucy Clements	Lucy Clements			Response circulated with Committee 10/11/2023.

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2 October 2023	Commissioning Within Children, Families And Lifelong Learning [Item 7]	CFLLC 40/23: At a point that Procurement regulations allow, Director for CFL Commissioning to share registration of interests of lead providers with the Committee.	Interim Director of Integrated Childrens Commissioning - Lucy Clements	Lucy Clements			This will be actioned when procurement regulations allow.
2 October 2023	Performance Overview [Item 9]	CFLLC 41/23: Provide a short report explaining performance in and steps to improve KPIs 4.3, 5.2, 6.4 and 6.8.	Executive Director – Children, Families and Learning – Rachael Wardell	Patricia Denny/ Matt Ansell			Response circulated with the Committee 10/11/2023.