

CYPSSC Recommendations Tracker 2023-24

The recommendations tracker allows scrutiny committees to monitor responses, actions and outcomes against their recommendations or requests for further action. The tracker is updated following each meeting. Once an action has been completed, it will be removed from the tracker at the next meeting.

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
Review of Primary age pupil provision – Worthing & Durrington	1 March 2023	Have raised various areas for learning for future consultations to ensure they are inclusive and accessible as outlined in the minutes. The Committee asks that these are taken away to ensure the purpose of the questions and what people are being asked to respond to are clear in future consultations. Specific areas mentioned include: support in other languages, short specific questions and further opportunities for comments.	Paul Wagstaff - Assistant Director (Education and Skills)	-	June 2023: The feedback from the Committee around the consultation process is welcomed, and the points raised will be taken into account for any future consultations on school place planning.	Complete
Review of Primary age pupil provision – Worthing & Durrington	1 March 2023	Supports the proposals as set out in the draft decision report to meet the aim of reducing places in the Worthing and Durrington area, and welcomes how the	Cabinet Member for Children and Young People, Learning and Skills	-	May 2023: Thanks the Committee for their endorsement. Following the decision to issue the Statutory Notices being taken, the Statutory notices were issued to	Complete

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
		consultation outcomes have been taken into account.			enable residents to make any final representations on the proposals. The Statutory Notice period closed on 18 May. The outcomes of this are being considered ahead of a decision to confirm the proposals to reduce the places in Worthing and Durrington being taken.	
Review of Primary age pupil provision – Worthing & Durrington	1 March 2023	Asked that for future similar consultations, the service consider engaging with the relevant schools and local members at an early stage, including around the consultation content.	Paul Wagstaff, Assistant Director (Education and Skills)	-	June 2023: This will be taken into account for future consultations.	Complete
Support for Young Carers	1 March 2023	Highlights the importance of promoting the identification of young carers and asks that support and guidance provided to schools and other partners focuses on how they can proactively identify young carers,	Paul Wagstaff Assistant Director (Education and Skills)	-	June 2023: Resource packs have been created for primary and secondary schools which aim at identifying, understanding and supporting young carers	Complete

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
		including suggesting schools ask specific questions on caring responsibilities at school entry stage.			New guidance will suggest that schools may wish to explore ways of seeking out this information on entry to school but in ways that are sensitive and avoid putting the child or parent in a difficult position.	
Support for Young Carers	1 March 2023	Asks that the suggestion of a flexible attendance and behaviour policy for young carers is included as part of the support and guidance provided to schools	Paul Wagstaff, Assistant Director (Education and Skills)	-	June 2023 - We will be exploring this as we renew the guidance going out to schools in the autumn.	Complete
Support for Young Carers	1 March 2023	Agrees to write to the Chairman of HASC to highlight the importance of GPs and Health professionals in the identification of young carers and to explore if there are any areas to consider for scrutiny.	Paul Linehan, Chairman of CYPSSC, Katherine De La Mora, Senior Advisor – Democratic Services	September 2023	May 2023 - Following a discussion at HASC Business Planning Group (BPG) on 19 April, an informal information briefing has been circulated to HASC BPG members to consider if there are any areas for future scrutiny. The briefing was also	In progress

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
					circulated to CYPSSC members in May.	
Support for Young Carers	1 March 2023	Suggests that the service explore if there are opportunities for peer review or benchmarking with local authority partners to ensure the service is able to learn from best practice, and the potential development of a policy for young carers	Paul Wagstaff, Assistant Director (Education and Skills)	-	June 2023 - We have begun to explore this in other local authorities and will be pulling together any comparative information that will be helpful.	Complete
Q3 PRR – Learning and Skills	1 March 2023	Asks that a full list of capital programme projects for Learning and Skills are included in the Q4 PRR when presented to the Committee.	Director of Finance and Support Services	-	May 2023: The Q4 PRR includes further details on the Capital programme projects that is on the Committee’s agenda on 7 June 2023.	Complete
Education and Learning Strategy - EHCPs	18 January 2023	Asks that the service ensures the KPIs and targets in the workstream delivery document are ambitious enough to meet the aspirations set out in the strategy. In particular, the workstream for EHCP	Paul Wagstaff Assistant Director (Education and Skills)	-	February 2023: Data drawn from the Council Plan has been used to provide measurable and phased outcome measures to put WSCC at least in line with statutory neighbours and also recognising ambition. The	Complete

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
		<p>timeliness and asks that milestones are included.</p> <p>March 2023: The Committee requested that this remain on the recommendation tracker and a copy of the action plan to increase the completion of EHCPs within the deadline be circulated.</p>			<p>timeliness of EHCPs has a plan in place with milestone dates to increase the proportion of plans completed within the deadline.</p> <p>June 2023: A revision of all plans re SEND is currently taking place to have a single improvement plan which incorporates all aspects of SEND & preparation for the local Area SEND Review for September 23.</p>	
Adult Community Education	18 January 2023	Asks that an outline of the previous split of the adult education budget is shared with the Committee	Paul Wagstaff, Assistant Director (Education and Skills)	-	June 2023: Figures have been circulated separately to Committee members.	Complete
Adult Community Education	18 January 2023	Asks for clarification that learners who were unable to complete courses will be able	Paul Wagstaff, Assistant Director	-	March 2023: The service is working with the administrators on those who were unable to complete their courses.	Complete

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
		to access funding to complete them in the future.	(Education and Skills)		The ESFA have confirmed that they are happy with the actions taken and that there would be no effect on the funding for the grant next year that would give students the opportunity to continue their courses.	
Children First Improvement Journey	16 November 2022	Recognises the impact of the national issue of recruitment and retention on the pace of the improvement journey and supports the continued focus on recruiting permanent staff	Vince Clark, Assistant Director (Children First Transformation)	-	May 2023: An update report summarising the workforce development recruitment activity up to the end of April 2023 was circulated to members for information.	Complete
Performance and Resources Report – Quarter 2 (22/23)	16 November 2022	Raises concern on the high number of children we care for in external residential placements and ask that the placement sufficiency strategy is shared with the Committee.	Dan Ruaux, Assistant Director (Corporate Parenting)	-	May 2023: The Sufficiency Strategy and Market Statement were circulated to members.	Complete
SEND and Inclusion	28 September 2022	Agrees that open lines of communication with SEND families and schools are key	Paul Wagstaff, Assistant Director	-	November 2022: As part of our SEND & Inclusion Strategy, we are about to	Complete

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
Strategy 2019 - 2024		to ensure they are aware of the journey and support available and ask that consideration is given to how this can be improved, including a single point of access for advice for schools and dedicated communication support for families.	(Education & Skills)		begin a piece of work with an external organisation, IMPOWER, to draw together the different advice lines running for parents and professionals to bring about greater consistency in responding to requests for help and being able to better signpost towards the range of support services available. June 2023: IMPOWER have concluded their work and provided a short and limited pilot of an Advice Line which was successful and the Service is now looking at how we embed this into practice.	
SEND and Inclusion Strategy 2019 - 2024	28 September 2022	Asks that Adults Services and CYPSSC representation on the SEND Strategy Board is explored.	Paul Wagstaff, Assistant Director (Education & Skills)	-	June 2023: Representation has been secured from Adults Services. A review of Governance of SEND has	Complete

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
					taken place. Cllr Jay Mercer is the CYPSSC representative on the Board.	
SEND and Inclusion Strategy 2019 – 2024 - EHCPs	28 September 2022	Raises concern over the number of EHCPs being completed within the statutory deadline and that the increase in number of requests for assessments is exacerbating this. Early identification of Children and addressing their needs early is key and asks that this is focused on moving forward	Cllr Jacquie Russell - Cabinet Member Children & Young People, Learning and Skills	-	November 2022: This is acknowledged and work is being undertaken to provide early support in the Early Years sector to de-escalate demand for EHCNAs through improving provision and access to appropriate resources. Recruitment of additional Education Psychologists is ongoing.	Complete
SEND and Inclusion Strategy 2019 – 2024 – SEND capital	28 September 2022	Requests that the Cabinet Member makes every effort to accelerate the provision of additional SEND placements, including securing an additional capital commitment to fund this where possible.	Cllr Jacquie Russell – Cabinet Member Children and Young People, Learning and Skills	-	November 2022: The Cabinet have agreed funding to create an additional 317 specialist places (235 Special School and 82 SSC places). Bids for two new SEND Free schools have been submitted to the DfE for an additional 260 places in total. A	Complete

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
					<p>submission has been made for a new Alternative Provision Free School in the north of the County. Further business cases are being constructed for funding to create an additional 140 additional specialist places.</p>	

This page is intentionally left blank