

CYPSSC Action and 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.

Recommendations –

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
Early Help - Review of new service model	07/06/23	Highlights the importance of a focus on the early identification of pre-school age children and those not in school and the Committee will consider how to monitor the reach to those children	Chairman and CYPSSC BPG Committee members	November 2023	Item has been added to the Work Programme for discussion by BPG on 8 September 2023.	In Progress
Early Help - Review of new service model	07/06/23	Recognises that communication of the service is key to make sure families know where and how to access the service, welcomes the work being planned to widen the social media reach and asks the service to explore how they are ensuring there is a wide online diverse offer.	Head of Service – Early help	-	Since the last committee, the service has run a pilot in Arun to strengthen how to target online posts to increase followers, engagement and reach. The service has conducted a review to explore which posts have the highest engagement and why. The service is applying a strategy of planning	Complete September 2023

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					<p>what we post and how often. The impact has been significant with liking, sharing and commenting increasing from 628 in June to 1701 in July and reach has increased from 1400 in June to 2600 in July. This approach will now be taken up across the hubs but further work is needed to consider our wider digital offer.</p>	
<p>Early Help - Review of new service model</p>	<p>07/06/23</p>	<p>Asks that the Committee is provided with the outcome of the planned work to gain feedback from children and families using the service.</p>	<p>Head of Service – Early help</p>	<p>November 2023</p>	<p>Work is underway with the Voice and Participation team with the aim of developing an approach to seeking voice from children and families. To date this has included working with the team to define the outcomes we want to achieve and starting work on a detailed plan. Further to this</p>	<p>In Progress</p>

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					the lead for early help and participation has also made contact with 2 other local authorities to help with the development of our approach. This work is reviewed and monitored through a project group and is part of our identified priorities for our Supporting Families work with the Department for Levelling Up, Housing and Communities.	
Performance and Resources Report 2022-23 - Quarter 4 - January-March 2023	07/06/23	Children and Young People: Welcomes that there have been improvements in the number of care leavers in Employment, Education and Training but is pleased to hear the raised aspiration to meet a higher target for that cohort and asks that there is exploration of an	Cabinet Member for Children and Young People, Learning and Skills/ Assistant Director - (Corporate Parenting)	-	This is covered within the care leavers report being considered by CYPSSC on 13 September.	Complete September 2023

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		apprenticeships and work opportunities offer for care leavers at the County Council and district and boroughs councils in West Sussex.				
Performance and Resources Report 2022-23 - Quarter 4 - January-March 2023	07/06/23	Learning and Skills: Highlights the continued challenge on the timeliness of EHCP assessments and welcomes that funding is being provided to schools for those waiting beyond 20 weeks and asks that figures and details on that work is provided to the Committee.	Assistant Director (Education and Skills)	-	The service is developing a comprehensive improvement plan which will be led by the new interim Assistant Director for Education and who will provide a full report of the activity, progress and impact for the Committee at the November Committee.	Complete September 2023
		Welcomes the work to improve governance around SEND and asks that the Committee is kept updated on that work.	Assistant Director (Education and Skills)	-	A full report on the SEND improvement plan will be presented to the Committee in November which will include detail on the governance arrangements. The implementation of the	Complete September 2023

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					SEND Improvement Plan is a key priority for the new experienced interim Assistant Director (Education and Skills) who joined the Council at the beginning of August.	
		Recognises the impact of Covid on the attainment levels at Key Stage 2 and on disadvantaged children. The Committee will add this to the Committee's Work Programme for consideration for future scrutiny.	Committee Chairman and BPG Members	Sept 2023	This item has been added to the Work Programme for discussion by the BPG on 8 September 2023.	In Progress
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	Assistant Director (Education and Skills)	-	The feedback from the Committee around the consultation process is welcomed, and the points raised will taken into account for any future consultations on school place planning.	Complete June 2023

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		to are clear in future consultations. Specific areas mentioned include: support in other languages, short specific questions and further opportunities for comments.				
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 consultation outcomes have been taken into account.	Cabinet Member for Children and Young People, Learning and Skills	-	July 2023: Thanks the Committee for their endorsement. Following the decision to issue the Statutory Notices being taken, the Statutory notices were issued to enable residents to make any final representations on the proposals. The Statutory Notice period closed on 18 May. After consideration of the outcomes, a decision to confirm the proposals to reduce the places in Worthing and Durrington was taken.	Complete July 2023

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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.	Assistant Director (Education and Skills)	-	June 2023: This will be taken into account for future consultations.	Complete June 2023
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, including suggesting schools ask specific questions on caring responsibilities at school entry stage.	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. 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.	Complete June 2023

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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	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 June 2023
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	-	Following a discussion at HASC Business Planning Group (BPG) on 19 April, an informal briefing was circulated to HASC BPG members on the work being done to raise the profile of young carers so that they can be identified and supported, including work being done with GPs and Health Professionals. The briefing was also circulated to CYPSSC members in May for information. No areas for scrutiny have been identified at this stage. HASC BPG next meets	Complete June 2023

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					in November 2023 and will keep CYPSSC informed if any areas are identified for potential scrutiny.	
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	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 June 2023
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	-	June 2023: The Q4 PRR includes further details on the further programme projects that is on the Committee’s agenda on 7 June 2023.	Complete June 2023
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	Assistant Director (Education and Skills)	-	February 2023: Data drawn from the Council Plan has been used to provide measurable and phased outcome	Complete June 2023

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		<p>aspirations set out in the strategy. In particular, the workstream for EHCP 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>measures to put WSCC at least in line with statutory neighbours and also recognising ambition. The timeliness of EHCPs has a plan in place with milestone dates to increase the proportion of plans completed within the deadline.</p> <p>March 2023: The Committee requested that a copy of the action plan to increase the completion of EHCPs within the deadline be provided.</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</p>	

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					Review for September 23.	
Adult Community Education	18 January 2023	Asks that an outline of the previous split of the adult education budget is shared with the Committee	Assistant Director (Education and Skills)	-	June 2023: Figures were circulated separately to Committee members.	Complete June 2023
Adult Community Education	18 January 2023	Asks for clarification that learners who were unable to complete courses will be able to access funding to complete them in the future.	Assistant Director (Education and Skills)	-	March 2023: The service is working with the administrators on those who were unable to complete their courses. 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.	Complete June 2023
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	Vince Clark, Assistant Director (Children First)	-	May 2023: An update report summarising the workforce development recruitment activity up	Complete June 2023

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		and supports the continued focus on recruiting permanent staff	Transformation)		to the end of April 2023 was circulated to members for information.	
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 of	Complete June 2023
SEND and Inclusion Strategy 2019 - 2024	28 September 2022	Agrees that open lines of communication with SEND families and schools are key 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.	Assistant Director (Education & Skills)	-	November 2022: As part of our SEND & Inclusion Strategy, we are about to 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	Complete June 2023

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					<p>towards the range of support services available.</p> <p>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.</p>	
SEND and Inclusion Strategy 2019 - 2024	28 September 2022	Asks that Adults Services and CYPSSC representation on the SEND Strategy Board is explored.	Assistant Director (Education & Skills)	-	<p>February 2023: Representation is currently being sought from Adult Services and it is hoped to have such representation in place for the next Strategy Board. Cllr Jay Mercer is the CYPSSC representative on the Board.</p> <p>June 2023: Representation has been secured from Adults Services. A</p>	Complete June 2023

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					review of Governance of SEND has 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 June 2023
SEND and Inclusion Strategy 2019 – 2024	28 September 2022	Requests that the Cabinet Member makes every effort to accelerate the provision of additional SEND placements, including securing an additional capital	Cllr Jacquie Russell – Cabinet Member Children and Young People,	-	November 2022: The Cabinet have agreed funding to create an additional 317 specialist places (235 Special School and 82	Complete June 2023

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- SEND capital		commitment to fund this where possible.	Learning and Skills		SSC places). Bids for two new SEND Free schools have been submitted to the DfE for an additional 260 places in total. A 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.	