

## 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
Special Educational Needs and Disabilities (SEND) Improvement Plan	15/11/23	Considers it imperative that the experiences of families are listened to throughout the improvement process and that their views on how the improvements are creating better outcomes are sought throughout the improvement journey.	Interim Assistant Director Education and Skills	February 2024	January 24 - This is being addressed through the SEND improvement plan. Partner Working Group 6 focuses on engagement with parents and families. The West Sussex Parent Carer Forum (WSPCF) is represented on, and co-leads the group.	In progress
Special Educational Needs and Disabilities (SEND) Improvement Plan	15/11/23	Highlights communication to parents and carers as a top area for improvement and ask that this is progressed as a priority as part of the improvement plan.	Interim Assistant Director Education and Skills	February 2024	January 2024 - This item will be addressed through the SEND improvement plan with communication as and co-production as a cross cutting theme	In progress

<b>Topic</b>	<b>Meeting (date raised)</b>	<b>Recommendation</b>	<b>Responsible Officer/ Member</b>	<b>Follow up</b>	<b>Response/Progress/ Deadlines</b>	<b>Status</b>
					across all 6 Partner Working Groups.	
Special Educational Needs and Disabilities (SEND) Improvement Plan	15/11/23	Asks that the County Council explore in more detail what can be done to support young people into employment and training and also whether the Mind of My Own app can be used to capture the views and experiences of young people with SEND.	Interim Assistant Director Education and Skills	February 2024	January 2024 - This is being explored under Partner Working Group 5 which is focusing on transitions and preparation for employment.	In Progress
Special Educational Needs and Disabilities (SEND) Improvement Plan	15/11/23	Agrees that the Committee should have regular oversight of the SEND improvement plan to assess the progress being made on improving outcomes and experiences for children and families and will add this to their work programme for scrutiny.	Chairman of CYPSSC/Democratic Services/Assistant Director Children Transformation.	February 2024	The Committee's Business Planning Group will explore which areas it wishes to focus on to assess the progress being made at its meeting on 9 February 2024. The outcome of the SEND Area Inspection will also be used to inform this once it is published.	In Progress

<b>Topic</b>	<b>Meeting (date raised)</b>	<b>Recommendation</b>	<b>Responsible Officer/ Member</b>	<b>Follow up</b>	<b>Response/Progress/ Deadlines</b>	<b>Status</b>
Performance and Resources Report 2023-24 - Quarter 2	15/11/23	Would like to understand the attainment challenges in writing at Key Stage 2 and the work being done to address this, and will look at this when considering an item on Educational Attainment at a future meeting.	Interim Assistant Director Education and Skills	-	January 2024: This information will be included when the committee scrutinise educational attainment in 2024. The Committee's BPG will confirm the date and approach to scrutiny at its next meeting on 9 February 2024.	Complete
Council Plan, Medium-Term Financial Strategy and Preparations for 2024/25 Draft Budget	15/11/23	Recognises the impact of reduced government funding on the budget, and supports the continued lobbying of government by the Cabinet Member on this. The Committee would welcome to be kept updated on any lobbying.	Cabinet Member for Children and Young People, Learning and Skills/ Director of Children, Young People and Learning	-	January 2024: The Committee will be kept informed of any lobbying letters being sent in regards to funding for the Children and Young People, Learning and Skills budgets.	Complete
Council Plan, Medium-Term Financial Strategy and Preparations	15/11/23	Highlights that any communications on the budget should be clear that the budget reductions being put forward for this portfolio	Director of Finance and Support Services	-	This has been noted and will be considered for any relevant communications.	Completed

<b>Topic</b>	<b>Meeting (date raised)</b>	<b>Recommendation</b>	<b>Responsible Officer/ Member</b>	<b>Follow up</b>	<b>Response/Progress/ Deadlines</b>	<b>Status</b>
for 2024/25 Draft Budget		are efficiencies rather than cuts to services.				
The Care Leavers Service in West Sussex	13/09/23	Welcomes the work being progressed to provide Personal Advisors to children we care for between 16 and 16½ years, and the importance of considering where the child is in their education and training when transferring to a PA. The Committee asks to be kept updated on the progress of this and when implementation is expected.	Assistant Director (Corporate Parenting)	February 2024	January 2024: The next update will be provided in February 2024. October 2023: The planned changes will be implemented when the increased staffing resource is in place. A business case has been submitted and approved by DLT that will address the issues noted in ILACs re: caseload weighting and capacity. The recruitment process is now underway and it is estimated that the newly recruited PAs will start in the service early in 2024.	In progress

<b>Topic</b>	<b>Meeting (date raised)</b>	<b>Recommendation</b>	<b>Responsible Officer/ Member</b>	<b>Follow up</b>	<b>Response/Progress/ Deadlines</b>	<b>Status</b>
Early Help - Review of new service model	07/06/23	Asks that the Committee is provided with the outcome of the planned work to gain feedback from children and families using the service.	Head of Service – Early help	February 2024	January 2024 – A further update will be provided in February 2024. October 2023: An outline plan is now in production in collaboration with the Voice and Participation team on a range of approaches to seek the voice of children and young people. The lead service manager has connected with another local authority 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	In progress

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
					Levelling Up, Housing and Communities.	
Support for Young Carers	1/03/23	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)	February 2024	January 2024: No further update at present. October 2023: Education Matters (autumn 2023) highlighted responsibilities for schools in relation to Young Carers and the service working with schools to work out how to gather the correct information regarding caring status. Eight schools have signed up to be part of a pilot project and to acquire the Young Carers in Schools Award. Promotion of awareness and identification of young carers remains a key	In progress

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
					<p>priority for the team this academic year.</p> <p>June 2023: Resource packs have been created for primary and secondary schools which aim at identifying, understanding and supporting young carers.</p> <p>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.</p>	