

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
Children's Social Care Quality Assurance	17/01/24	Asks that reference is made to member scrutiny as part of the quality assurance process and that this is included in future reports.	Acting Assistant Director Safeguarding and Quality Assurance	-	All future reports on QA will include a reference to member scrutiny of the reports and form part of the quality assurance process.	Complete
School Place Planning across West Sussex	17/01/24	Raises the importance of having clear communication for parents and families particularly in areas where there are pressures on school places. The Committee asks that there is a clear plan in place for this, including clear information around transport implications, and that this is set out in the Planning School Places document and on the website.	Interim Assistant Director Education and Skills	-	The 2024 Planning School Places Report makes specific reference to transport implications in the extra notes added this year for parents/carers at the end of each District & Borough Council area. For September 2025 admissions there will be information sessions planned for any area	Complete

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					where there is expected to be significant pressure on places in the format followed for September 2024 admissions in Shoreham & Southwater.	
School Place Planning across West Sussex	17/01/24	Asks that there is further and more detailed information on SEND provision within the Planning School Places document.	Interim Assistant Director Education and Skills	-	Further information has been added and links given to sources of extra information.	Complete
School Place Planning across West Sussex	17/01/24	Asks that County Councillor engagement is more robust and would welcome consultation with members on a district and borough level to be able to feed into the school place planning process.	Interim Assistant Director Education and Skills	-	Opportunities for Member briefings/engagement in each District & Borough Council area would be welcomed and will be facilitated by the Department.	Complete
School Place Planning across West Sussex	17/01/24	Raises the importance of resilience within school place planning and asks that the impacts of wider pressures and risks, and how these will	Interim Assistant Director Education and Skills	-	The County Council still has almost 10,000 surplus places across the County which is still above the 5%	Complete

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		be managed are more clearly set out in the Planning School Places report.			suggestion from the National Audit Office. The school place planning will address the pressure on places is often related to popularity of schools rather than a shortfall of places but the increased engagement with academies to enable extra places to be provided and this will help improve the resilience.	
School Place Planning across West Sussex	17/01/24	Asks the service to explore if appeals hearings for those who do not gain one of their first 3 school preferences could be prioritised and if this would benefit those families.	Interim Assistant Director Education and Skills	-	This request has been checked with Legal Services and it is not possible to give those families any preference. All requests for independent appeal are prioritised the same.	Complete
School Place Planning	17/01/24	Agreed to submit additional questions from the	Committee Members	—	The questions and responses are attached	Complete

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across West Sussex		Committee for response following the meeting.			as an appendix to the tracker	
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	-	Regular meetings with the Parent/Carer Forum and the Head of SEND and Inclusion have been implemented and do influence decision making and planning. Further improvements are planned as part of the response to the Area SEND AP Inspection report.	Complete
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 - This is already a priority for the service and was also an agenda item on the SEND and AP Strategy Partnership Board on 6 February 2024. January 2024 - This item will be addressed through the SEND	Complete

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					improvement plan with communication as and co-production as a cross cutting theme 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.	Interim Assistant Director Education and Skills	March 2024	February 2024 – update to be provide at the end March 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	Asks whether the Mind of My Own app can be used to capture the views and experiences of young people with SEND.	Re-allocated to Assistant Director Education and Skills	June 2024	This may be achievable with Mind of My Own as the platform should be able to support this application. The Assistant Director Education and Skills will explore this as part of the outcome of the SEND Area Inspection	In Progress

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					and subsequent improvement activity planning.	
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.	-	This has been added to the Committee's work programme as a standing item. The outcome of the SEND Area Inspection will be used to inform the areas of focus this once it is published.	Complete
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: The recruitment process is completed for all managers and all posts now recruited to. Personal Advisor roles have all been advertised and the recruitment process is nearing completion. We expect all roles to be fully recruited to by the end of the financial year as planned.	Complete

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					<p>Quality Assurance work indicates that the transfer point between PEP and Pathway plan is strengthening as monitored at CYPL monthly performance board.</p> <p>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.</p>	

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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	-	<p>February 2024 - This work has progressed and a Young People’s focus group was held on 08.02.24 with a group of young people, facilitated by Early Help and the Voice and Participation team, where we asked young people specific questions to gather their feedback.</p> <p>An online survey has been developed with the same questions and this will go live online for the duration of next half term, from 19th Feb – 28th March. The service aims to promote this in all online spaces and through our Early Help service and in particular the</p>	Complete

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					<p>Dedicated Schools Team.</p> <p>The service is planning <i>family voice</i> events with the Voice and Participation team throughout late spring/summer, on the back of local events within the community. Voice gained through these activities will be used to shape the service offered to families.</p> <p>Early Help has also formed a Voice Champions group with the aim promoting seeking voice from families and partners. As an additional measure we are including young people's voice in our interview process for new candidates</p>	

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					<p>applying for roles in early help.</p> <p>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 Levelling Up, Housing and Communities.</p>	

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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)	-	<p>February 2024 - Briefing sessions were held with Headteachers last half term on the support available for young carers. Updated Guidance materials was also sent to all schools.</p> <p>January 2024: No further update at present.</p> <p>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</p>	Complete

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					<p>and to acquire the Young Carers in Schools Award. Promotion of awareness and identification of young carers remains a key 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</p>	

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					child or parent in a difficult position.	