

**CORPORATE  
PARENTING  
SUB-COMMITTEE**

**Minutes-Action Log**



**Summary**

The Action Log is a list of all of the things that people have been asked to do at earlier meetings. It is included at each meeting so that members can check that everything is being done. It was last updated on **5 June 2018**

## Minutes of 13 December 2017

7.	<b>Corporate Parenting Sub-Committee Workshop/ Training Plan</b>	<b>Sarah-Jane Smedmor/ Jacqui Barry</b>	To arrange visits for Sub-Committee members to the spaces where decisions were made, such as LAC reviews, to see and talk directly to the officers involved in this work.	<p><b>02.01.17:</b> JB contacted Olly Grant in respect of LAC reviews and Sarah-Jane regarding attendance at the Threshold and Resources Panel and Children and Families Leadership Team for dates for Members to attend.</p> <p><b>11.04.18:</b> Awaiting Members confirming which meetings they would like to attend with the relevant administrator.</p> <p><b>05.06.18:</b> Two Looked After Children Reviews identified for a member to attend in July. Dates for Threshold and Resources Panels have been circulated to Sub-Committee members.</p>	<b>Completed</b>
9.	<b>Young People's Participation</b>	<b>Sarah-Jane Smedmor/ Richenda Greenhill</b>	To provide advice on whether Members should undergo a Disclosure and Barring Service check given that it was proposed that they would have direct access to personal information about children and young people in care and, on occasion, direct contact with the children and young people themselves.	<p><b>08.01.18:</b> The Assistant Director gave the view that Members of the Corporate Parenting Sub-Committee would need to undergo a DBS check in order to fully discharge their duties. Advice sought from the Head of HR.</p> <p><b>09.04.18:</b> To be processed by Democratic Services.</p>	<b>On-going</b>

**Minutes of the meeting on 21 February 2018**

<b>15.</b>	<b>Virtual School</b>	<b>Jo Pallett</b>	To include figures for Personal Education Plan (PEP) reviews in the core data in future reports.	<b>20.03.18:</b> To be included in the Virtual School report to the Corporate Parenting Sub-Committee meeting on 25 April 2018.  <b>05.06.18:</b> The report to the Sub-Committee meeting on 13 June reports that numbers of completed ePEPs for Post 16 students is over 90% and for young people Not in Education, Employment or Training (NEET) is 100%	<b>Completed</b>
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## Minutes of the meeting on 25 April 2018

28.	Young People's Participation	Jacqui Barry/ Claire Betteridge	To share plans for the annual Fun Day and the date with all members of the Sub-Committee once it had been agreed.	<p><b>30.05.18:</b> A Picnic in the Park event has been arranged for 1 August 2018. The event will include Fairground Stalls, Bouncy Castle and Crazy Golf. There will also be a Bake Off, where children will be invited to present a Grand Finale Cake that will be judge on the day. Carers will be asked to bring a picnic.</p> <p>Calendar invites have been sent to all members of the Children and Young People Committee, all Corporate Parenting Sub-Committee Members and to the Area Champions for each District.</p>	<b>Completed</b>
29.	Performance Report	Lisa Reid	Members noted that in February 2018 73% of the county's Looked After Children were placed with foster carers and 7% in children's homes and asked that future performance reports should specify how the remaining children were accommodated.	<b>01.06.18:</b> This will be incorporated into future reports as requested.	<b>Completed</b>
		Lisa Reid/ Richenda Greenhill	To add a separate item on Placement Breakdowns to the Agenda Plan.	<b>11.05.18:</b> Added to the Agenda Plan for 21 November 2018.	<b>Completed</b>
		Sarah-Jane Smedmor	To add an item on 'Staying Put' to the Agenda Plan.	<b>11.05.18:</b> Added to the Agenda Plan for 21 November 2018.	<b>Completed</b>

		<b>Jacqui Barry &amp; Claire Betteridge</b>	To follow up whether there is any additional information the Co-opted members would like to see included in future Performance Reports and feed this back to report authors.	<b>01.06.18:</b> This will be explored with the young people and as they become more familiar with agenda and information presented.	<b>Completed</b>
<b>30.</b>	<b>Virtual School</b>	<b>Jo Pallett</b>	<p>To focus on:</p> <ol style="list-style-type: none"> <li>1. Post 16 and the Year 6 Intervention Project in the Virtual School report in June 2018. This should include information on what new and existing Virtual School staff were doing to support Post 16s generally and with particular regard to accessing further and higher education. Information on placement moves to be included in the data section.</li> <li>2. Admissions, refusals and alternative provision in the September report, plus a section containing current data relating to the Virtual School.</li> </ol>	<p><b>05.06.18:</b> Information on the Post 16 and Year 6 Intervention Project included in the report to the Sub-Committee meeting on 13 June 2018.</p> <p>Information on admissions, refusals and alternative provision will be included in the September report, plus a section containing current data relating to the Virtual School.</p>	<b>On-going</b>

31.	<b>LAC: Refreshed NEET Strategy</b>	<b>Mark Cowdell/ A Wahlandt/ Richenda Greenhill</b>	To bring the NEET Strategy back to the Sub-Committee after sign-off. The report to include a comparison in LAC NEET figures relating to schools and alternative provision settings and information on quality assurance in relation to alternative provision in relation to Looked After Children.	<b>01.06.18:</b> This should be available for the Sub-Committee meeting in September 2018 and has been added to the Agenda Plan.	<b>Completed</b>
32.	<b>Foster Care Recruitment Update</b>	<b>John Heron</b>	To bring a further update report to the meeting in September. This should also provide recommendations on ways to engage foster carers with the Sub-Committee's work.	<b>29.05.18:</b> Added to the Agenda Plan for September 2018.	<b>Completed</b>
34.	<b>Sub-Committee Workshop and Training Plan</b>	<b>Jacqui Barry, Claire Betteridge &amp; John Heron</b>	To arrange a training session on foster care.	<b>01.06.18:</b> Arranged for 24 July 2018 10-12pm, venue to be confirmed.	<b>On-going</b>
		<b>Jacqui Barry &amp; Claire Betteridge</b>	To liaise with the Co-opted members of the Sub-Committee to discuss how best to their training needs.	<b>31.05.18:</b> Members of the Sub-Committee meeting on 12 June 2018 to discuss Corporate Parenting Strategy Refresh/ future training needs.	<b>On-going</b>