

**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 councillors can check that everything is being done.

**Introduction:**

This log lists the actions agreed at Corporate Parenting Sub-Committee meetings and gives updates on progress. **It was last updated on 12 February 2018.**

**Minutes of 13 December 2017**

3.	Co-option of Young People's Representatives	Richenda Greenhill/ Michelle Dean	To arrange future meetings just after the Voice Matter panel meets if possible, and to look for a suitable venue in Huntingdonshire.	27.12.17: Dates of future Voices Matter meetings received and the Huntingdonshire Site Facilities team asked to identify suitable venues within the Council estate.	On-going
		Richenda Greenhill	To revise the Sub-Committee report template to reflect the requirement to include a short summary containing the key points in easily accessible language to make it accessible to the widest possible audience.	01.01.18: A revised report template circulated to all regular contributors.	Completed



<b>5.</b>	<b>Performance Report</b>	<b>Richenda Greenhill/ Fiona MacKirdy</b>	Suitable accommodation for care leavers was identified as a subject Members would wish to look at in more detail in future.	<b>01.01.18:</b> Provisionally added to the Forward Agenda Plan for April 2018.	<b>Completed</b>
		<b>Jacqui Barry</b>	The presentation of the table relating to 17-21 year olds should be revised in future reports to make clear what it is showing. Acronyms should be removed or explained.	<b>18/12/18:</b> Fiona Mackirdy contacted Tom Barden (Data Analysis Team) with the Member feedback about the reports. Future reports will include explanations of any acronyms which are used.	<b>Completed</b>
		<b>Jacqui Barry</b>	Officers to provide definitions for the acronyms 'RHOM' and 'NREQ'	<b>08/01/18:</b> RHOM = Returned Home NREQ = No Longer Required	<b>Completed</b>
		<b>Fiona MacKirdy</b>	Looked After Children (LAC) visits: Members asked for more information on why children were not always being visited within the specified timescales and by how long visits were overdue.	<b>02/01/18:</b> Jacqui Barry contacted Olly Grant and Lisa Reid to ask for this information.	<b>On-going</b>
		<b>Fiona MacKirdy</b>	Members noted an increase in the number of LAC with three or more changes of placement within the year in the period from April to October 2017 and asked for some analysis of who these children were and why this was happening.	<b>02/01/18:</b> Jacqui Barry contacted Olly Grant to ask for clarification	<b>On-going</b>

		<b>Tom Barden</b>	Members asked that the table of information on LAC accommodated out of county should also show the number of LAC accommodated in-county and that the total LAC population figure should also be included. They would also like an indication of how the out of county were accommodated, for example with foster carers, in children's homes or living independently.	<b>12/02/18:</b> Information on the number of LAC accommodated in-county and the total figure for in-county and out of county placements included in February's report.  Information on how out of county children are accommodated will be included next month with comparable information on children accommodated in-county to provide a comprehensive comparison.	<b>On-going</b>
		<b>Jacqui Barry</b>	Figures for numbers of foster carers to be included in the report each month, including recruitment figures.	<b>02/01/18:</b> Jacqui Barry contacted John Heron to ask for clarification	<b>On-going</b>
		<b>Tom Barden</b>	To include data on the number of health assessments carried out each month and how many of these were not carried out within the required timescale. This would be followed up with the local Clinical Commissioning Group if appropriate.	<b>12/02/18:</b> Included in the February committee report.	<b>Completed</b>

6.	Forward Agenda Plan	Fiona MacKirdy	To circulate copies of the briefing document produced by the Children's Society on council tax exemption for care leavers and the Department for Communities and Local Government's letter to local authorities about the options available.	01.01.18: Copies circulated to all members of the Sub-Committee by email on 14.12.17 and 29.12.17.	Completed
		Richenda Greenhill/ Fiona MacKirdy	An update report on council tax exemptions and discounts for care leavers should also be brought to the Committee's next meeting.	01.01.18: Added to the Forward Agenda Plan for February 2018.	On-going
7.	Corporate Parenting Sub-Committee Workshop/ Training Plan	Sarah-Jane Smedmor/ Jacqui Barry	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.	02/01/17: 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.	On-going
		Jacqui Barry	To arrange either a single initial training session between 10.00-4.00pm or two half day sessions to cover the items described at paragraph 2.1 of the report. Members' availability should be canvassed by doodle poll.	05/02/18: Doodle poll sent to all members to canvass dates.	On-going

8.	Fostering Service Annual Report	Interim Foster Care Manager John Heron	Members asked to see the outcome of the work currently being done to seek the views of foster-carers on what support they would most like to see made available to them.	02.01.18: Jacqui Barry contacted John Heron 02/01/18 asking for this info by mid-January.	On-going
		Sarah-Jane Smedmor	To keep members of the Sub-Committee informed about ways in which they can help spread the message within their communities that the Council was actively seeking to recruit new in-house foster carers and to make people more aware of the opportunities and support packages on offer.		
		Sarah-Jane Smedmor	Officers to liaise with Helen Manley about the work being done by her team on identifying accommodation for teachers.		
9.	Young People's Participation	Michelle Dean	To reflect collectively on how to establish an appropriate mechanism to ensure that the voices of younger Looked After Children and those who chose not to engage with representative groups like Voices Matter should still be heard and how to most effectively communicate the Sub-Committees' discussions and decisions to young people.		

		<b>Sarah-Jane Smedmor/ Richenda Greenhill</b>	<p>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>	<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>On-going</b></p>
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