

**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 **1 July 2019**.

## Minutes of 13 December 2017

9.	Young People's Participation	Sarah-Jane Smedmor/ Richenda Greenhill	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> <p><b>08.10.18:</b> Updated training required to sign off DBS request. Course booked 29.11.18.</p> <p><b>21.01.19:</b> DBS check completed for Cllr Hay. Documentation supplied and verified for Cllr Costello and certificate awaited. Existing DBS certificate held by Cambridgeshire County Council for Cllr Every confirmed by HR as sufficient to cover her role on the Corporate Parenting Sub-Committee. Application awaited from Cllr Richards.</p> <p><b>25.06.19:</b> Cllr Richards replaced on the Sub-Committee by Cllr Meschini. DBS check no longer required. Cllr Meschini's DBS check complete.</p>	<b>No longer required</b>
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## Minutes of the meeting on 19 September 2018

53.	<b>Child and Adolescent Mental Health Issues relating to LAC in Cambridgeshire</b>	<b>Pam Parker</b>	To try to establish whether resources described in the Green Paper represented new or existing funding so that Members could take a view on whether they might wish to lobby for support.	<p><b>21.11.18:</b> A Task and Finish Group has been established which includes the Assistant Director for Children's Services, the Clinical Lead on Psychology, the Sub-Committee's two co-opted members and representatives from the Cambridgeshire and Peterborough Clinical Commissioning Group and the Cambridgeshire and Peterborough Foundation NHS Foundation Trust.</p> <p><b>20.03.19:</b> The Task and Finish Group had held its first meeting which had been productive. Work was continuing and a further update would follow.</p> <p><b>8.05.19:</b> The Task and Finish Group continues to be convened and activity is ongoing.</p> <p><b>28.06.19</b> The Task and Finish Group continues to be convened and activity is ongoing. A report on activity and outcomes will be included in the Annual Corporate Parenting Sub Committee Report due to be submitted to in September 2019.</p>	<b>On-going</b>
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55.	<b>Coram Cambridgeshire Adoption Annual Report 2017-18</b>	<b>F van den Hout</b>	To keep the Sub-Committee in touch with developments relating to central government funding for post-adoption support services.	<p><b>13.01.19</b> Commissioned by the Department for Education, Cambridgeshire County Council has been chosen alongside 14 other Local Authorities to participate in a longitudinal study on the Adoption Support Fund. The meeting with the research lead from Public Care at Brookes University is due to take place at the end of January 2019.</p> <p><b>20.03.19:</b> The Sub-Committee was advised that an update would be available in June 2019.</p> <p><b>28.06.19:</b> The Adoption Annual Report will be submitted to the September Corporate Parenting Sub Committee.</p>	<b>The Adoption Annual Report to be submitted to Sub Committee in September</b>
58.	<b>Sub-Committee Workshop/ Training Plan</b>	<b>Jacqui Barry</b>  <b>Aidan O'Reilly</b>	To arrange a generic workshop for all members and substitute members to consider how best to upskill themselves so that they were best equipped to fulfil their roles. It would be important to ensure a good turnout for this event to develop an agreed approach and to make full use of the wide variety of skills, experience and expertise of all involved.	<p><b>29.10.18:</b> Jacqui Barry discussing this with the Chairman.</p> <p><b>12.02.19:</b> Aidan O'Reilly to pick this up.</p> <p><b>08.05.19:</b> No updated provided. Sub Committee will be verbally updated on 17.05.19</p> <p><b>28.06.19:</b> The training plan has been reviewed and amended and will be considered by the Sub Committee in July 2019. A Guide to Corporate Parenting for members will be submitted to the Sub Committee in September 2019 for approval.</p>	<b>On-going</b>

## Minutes of the Meeting on 21 November 2018

65.	<b>Participation Report</b>	<b>Richenda Greenhill</b>	To hold Sub-Committee meetings in Ely when possible.	<p><b>28.11.18:</b> The meeting on 30 January 2018 has been moved to The Grange, Ely. Future meeting venues will be reviewed following that meeting.</p> <p><b>23.01.19:</b> The meeting on 20 March 2019 will be held in Ely and arrangements reviewed after that.</p>	<b>Complete</b>
70.	<b>Local Offer for Care Leavers</b>	<b>Sarah-Jane Smedmor</b>	<p>To follow up a Co-opted member's comments about the Local Offer information pack they had received; and</p> <p>Conduct an audit of the process and report back on this to the Sub-Committee.</p>	<p><b>14.01.19:</b> The process of preparing the Local Offer is ongoing.</p> <p><b>08.05.19:</b> Transformation funding has been secured for a Local Offer Personal Advisor and recruitment is underway. Processes have been reviewed in service.</p>	<b>Complete</b>

## Minutes of the meeting on 20 March 2019

89.	Virtual School	Claire Hiorns	The Assistant Director for Children's Services said that she would be interested to hear how Pupil Premium funding might be used creatively to support students in Years 11 and 13 through their exam preparation. Officers undertook to include this information in a future report.	<b>03.07.19:</b> The changes to Pupil Premium (PPP) Payments come into effect from September 2019. From this time schools will be able to bid for projects, which may include work with year 11s. The funding will not be used for year 13s as PPP funding is only for children up to the end of Year 11.	Completed
92.	Children in Care: Emotional Health and Wellbeing	Pam Parker	The Vice Chairman commented that the Sub-Committee would welcome an update in six months' time describing the results of the work at that point. This might usefully be linked with a further workshop or training session, ideally on a date suitable for Councillor Richards.	18.06.19: Six month update added to the agenda plan for September 2019.	Completed
		Pam Parker	The Chairman suggested that this topic should be included as part of a future Corporate Parenting item at a Members' Seminar.		
93.	Actions taken by the Council in response to Child Sexual	Jenny Goodes	The Chairman stated that there might be scope for using some Community Safety funding in support of this work and asked that this should be explored.	<b>13.06.19:</b> This will be considered as part of the working group looking at funding bids. Has been passed on to Emily Tucker Prescott.	Completed

	<b>Exploitation and County Lines Gang Exploitation</b>	<b>Jenny Goodes</b>	To invite Dave Sargeant, an ex-police officer working with the Local Safeguarding Children Board, to help co-ordinate thinking on this issue and to deliver a training session. This might also be opened to members of the Children and Young People Committee.	<p><b>05.04.19:</b> Dave Sargeant is actively involved in this area. A working group has been set up by the LSCB to be chaired by police to lead on this.</p> <p><b>22.05.19:</b> Mr Sergeant to be invited to take part in the training session to be arranged for all members and substitute members of the Sub-Committee (minute 58 above refers).</p>	<b>On-going</b>
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## Minutes of the meeting on 22 May 2019

99.	Action Log	Pam Parker	To circulate dates of the bi-monthly Task and Finish Group meetings to all Sub-Committee members.		
100.	Participation Report	Kate Knight	To remind social work teams of the importance of promoting the care leavers' forum.		
		Claire Betteridge	To clarify the meaning of 'Top Statements – One' and 'Top Statements – Express' in future reports.	26.06.19: This will be reflected in future reports.	Completed
102.	Performance Report	Jo Shickell	The Vice Chairman stated that it would be helpful to see which complaints had been upheld and what measures had been taken to address these issues. This should be brought back to the Sub-Committee for further examination. This request should also be flagged up in the report to CYP in July 2019.	28.06.19: Anonymised information on upheld complaints and action taken to address any underlying issues with processes to be included in the Performance report July 2019.	On-going
		Aidan O'Reilly	Percentages should be included in the ethnicity table in future reports and that the shading used to represent male and female in bar graphs should be applied consistently throughout the report;	19.06.19: Shared with the Business Intelligence team. The format of the performance dashboard remains under review.	Completed
103.	Fostering Service Annual Report 2018/19	Sarah-Jane Smedmor	The Sub-Committee would want officers to look at ways of supporting foster care recruitment beyond the three year period covered by Transformation funding.	03.07.19: The Assistant Director for Children's Services to work with the fostering team and transformation team to consider sustainability. This will be fed back as part of the next fostering service report in November 2019.	For report in November 2019



