

**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 **11 March 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. Replacement link to the DBS application site requested for Cllr Bradnam. Application awaited from Cllr Richards.</p> | On-going |
|----|------------------------------|--|--|--|----------|

## Minutes of the meeting on 13 June 2018

|     |                                   |  |  |  |                  |
|-----|-----------------------------------|--|--|--|------------------|
| 42. | <b>Virtual School</b>             | <b>Jacqui Barry/<br/>Claire Betteridge</b> | <p>To explore with the Voices Matter Panel and report back on:</p> <p>1.Young people's experience of the support arrangements provided to Looked After Children by their schools and the Virtual School;</p> <p>2.Looked After Young People's experience of college and Further Education.</p> | <p><b>06.09.18:</b> Due to some transport difficulties the Voices Matter Panel held in July 2018 only had two attendees who were older young people. However, this will be explored in future meetings and also through the Care Leavers Forum and Just Us groups and an update given.</p> <p><b>29.10.18:</b> On the agenda for the Voices Matter Panel on 6 November 2018.</p> <p><b>06.11.18:</b> This was discussed at Voices Matter as planned and there was mixed feedback from the young people regarding their experience.</p> | <b>Completed</b> |
| 46. | <b>Workshop and Training Plan</b> | <b>Aidan O'Reilly<br/>and John Heron</b>   | <p>To re-arrange the planned training session on foster care from 24 July 2018 to a date which more members were able to attend.</p> <p>Requested again by Members at the meeting on 19 September 2018 and again at the meeting on 31 January 2019.</p>  | <p><b>06.09.18:</b> John Heron will arrange this.</p>  | <b>On-going</b>  |

## 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.  | <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. | <b>On-going</b> |
| 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.  | <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.                          | <b>On-going</b> |
| 58. | <b>Sub-Committee Workshop/ Training Plan</b>                                       | <b>Jacqui Barry</b><br><br><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. | <b>29.10.18:</b> Jacqui Barry discussing this with the Chairman.<br><br><b>12.02.19:</b> Aidan O'Reilly to pick this up.  | <b>On-going</b> |

## Minutes of the Meeting on 21 November 2018

|     |   |  |   |   |                  |
|-----|---|--|---|---|------------------|
| 65. | <b>Participation Report</b>                     | <b>Jacqui Barry/<br/>Claire Betteridge</b> | To provide details of the programme of participation events and outreach support which is being offered to Looked After children and young people accommodated outside of Cambridgeshire.           | <b>01/03/2019:</b> This information has been provided in the Participation Report for the Corporate Parenting Sub Committee meeting on the 20 March 2019  | <b>Completed</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>On-going</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> | <b>14.01.19:</b> The process of preparing the Local Offer is ongoing.   | <b>On-going</b>  |
| 71. | <b>Sub-Committee Workshop and Training Plan</b> | <b>Aidan O'Reilly/<br/>Kate Knight</b>     | To arrange a training session on the Local Offer.   | <b>14.01.19</b> Training date to be identified following meeting with National Care Leavers advisor on 31.01.19.  | <b>On-going</b>  |

## Minutes of the Meeting on 31 January 2019

|     |  |  |  |  |                  |
|-----|--|--|--|--|------------------|
| 77. | <b>Participation Report</b>                  | <b>Jacqui Barry/<br/>Claire Betteridge</b> | Officers committed to consulting other young people in order to assess interest in attending a Sub-Committee meeting and how to make it constructive and meaningful. | <b>01.03.19:</b> The participation team have appointed a new worker who is currently looking at recruiting additional young people who might be interested in being involved with the Sub-Committee. We anticipate being able to have a firmer update as to the progress made for the May 2019 meeting.  | <b>On-going</b>  |
|     |  | <b>Cllr Goldsack</b>                       | To find out more about a voluntary taxi transport service for young people and update the Assistant Director for Children's Services.                                | <b>11.02.19:</b> Cllr Goldsack has spoken to the provider and will pass the information on to officers for consideration/ action as appropriate.   | <b>Completed</b> |
| 78. | <b>Virtual School Development Priorities</b> | <b>Cllr Every/<br/>Sarah-Jane Smedmor</b>  | To request funding for an educational psychologist to make access easier for service users.  | <b>28.02.19:</b> The funding is budgeted for through the pupil premium plus. The secondment opportunity has been advertised with a view to interviewing and appointing for an April 2019 start date. The position is for two days in the summer term with a view to increasing to three days from September 2019. This will be fixed term for one year, so that the impact of the role can be measured and consideration can be given to extending the role based on impact. | <b>Completed</b> |

|     |   |   |  |   |                  |
|-----|---|---|--|---|------------------|
| 79. | <b>Performance Report</b>   | <b>A O'Reilly</b>   | Members commented that much of the information in the charts was difficult to read in black and white because it was colour-coded and officers were requested to try to avoid using colours in the future. Some of the information in the charts appeared to be in conflict with the accompanying commentaries and officers undertook to ensure greater accuracy and clarity in future papers. | <b>04.03.19:</b> Requirements discussed with the Business Intelligence team. Most will be reflected in the March Sub-Committee report and work continues to address the remaining issues. | <b>On-going.</b> |
| 80. | <b>Corporate Parenting Strategy</b>   | <b>A O'Reilly</b>   | Use of the word 'recovery': Officers undertook to consult young people over the wording and how they would prefer to see it written.   |   |                  |
| 81. | <b>Support to Care Leavers (including Staying Put) and the role of the Personal Adviser</b> | <b>Cllr Every/<br/>S-J<br/>Smedmor/<br/>R<br/>Greenhill</b> | Members requested a future report on skill protection and staff retention and recommended that the Children and Young People Committee might consider the issue.   | <b>12.02.19:</b> A report on Recruitment, Retention and Training to be taken to the Corporate Parenting Sub-Committee meeting on 20 March 2019.   | <b>Completed</b> |
| 82. | <b>Local Offer for Care Leavers</b>   | <b>Cllr Every/<br/>K Knight/<br/>R<br/>Greenhill</b>        | Officers offered to host a session at a Member Seminar in order to reach a wider spectrum of Members in the call for champions.  | <b>11.03.19:</b> Slots available at the Members' Seminars in June or July 2019. Details to be confirmed.  | <b>On-going</b>  |
| 83. | <b>Sub-Committee Workshop and Training Plan</b>   | <b>K Knight</b>   | A request was made for training on the issue of how access to Universal Credit and benefits in general affected care leavers. It was suggested that involving a Personal Adviser or the Personal Adviser Coordinator would be of benefit.  |   |                  |