

**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 **16 April 2018**

**Minutes of 13 December 2017**

5.	Performance Report	Tom Barden	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.	<p><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.</p> <p><b>15/04/18:</b> Information on numbers of LAC accommodated in and out of county will be included in all Performance Reports going forward.</p>	Completed
		Jacqui Barry	Figures for numbers of foster carers to be included in the report each month, including recruitment figures.	<p><b>15/02/18:</b> As of the 31 January 2018 there were 127 Foster placements/supported lodgings, providing a total of 207 placements. Updated information will be included in future Performance Reports.</p>	Completed
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.	<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>	On-going

		<b>Jacqui Barry</b>	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.	<p><b>05/02/18:</b> Doodle poll sent to all members to canvass dates.</p> <p><b>13/03/18:</b> The possibility of combining a training session with a visit to the Multi-Agency Safeguarding Hub on 10 April 2018 being explored.</p> <p><b>10/04/18:</b> A two hour training session held on 10 April 2018. Further two hour workshops to be scheduled, based on Members identifying training areas.</p>	<b>Completed</b>
<b>8.</b>	<b>Fostering Service Annual Report</b>	<b>Sarah-Jane Smedmor</b>	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. <i>(Minute 14 below also refers)</i>	<b>11/04/18:</b> A Foster Care Update report at the Sub-Committee on 25 <sup>th</sup> April 2018 presented by John Heron, Placements Provision Manager will cover this issue.	<b>On-going</b>
		<b>Sarah-Jane Smedmor</b>	Officers to liaise with Helen Manley about the work being done by her team on identifying accommodation for teachers.	<b>15/02/18:</b> Contact made with Helen Manley. A business case is being developed and this is awaited.	<b>On-going</b>

9.	Young People's Participation	Jacqui Barry	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>11/04/18:</b> This will be explored as part of the work that the new managers as strategic leads for participation will be taking forward. The outcome of this will be shared with Sub-Committee Members. In recent weeks a letter has been sent to all Looked After Children advising them of changes in the service and inviting them to become involved.	<b>Completed</b>
		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.	<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.  <b>09/04/18:</b> To be processed by Democratic Services.	<b>On-going</b>

<b>Minutes of the meeting on 21 February 2018</b>					
<b>14.</b>	<b>Action Log</b>	<b>Jacqui Barry</b>	To advise the Chairman of future dates for meetings of the Voices Matter Panel when these had been arranged.	<b>21/03/18:</b> Future to dates to be arranged once Corporate Parenting Sub-Committee meeting dates are set to align them where possible.	<b>On-going</b>
		<b>John Heron/ Communications Team</b>	To keep Members of the Sub-Committee informed of anything they could do to support raising awareness of fostering opportunities offered by the County Council. <i>(Minute 8 above also refers)</i>	<b>11/04/18:</b> This issue will be covered in the Foster Care Update report to the Sub-Committee on 25 April 2018.	<b>On-going</b>
<b>15.</b>	<b>Virtual School</b>	<b>Jo Pallett</b>	To include a brief overview of the topics discussed at the meeting on 21 February 2018 and any others which officers might wish to draw to Members' attention for inclusion in a report to the next meeting. Members would then identify and prioritise those subjects for more detailed consideration.	<b>20/03/18:</b> Included in the Virtual School report to the Corporate Parenting Sub-Committee meeting on 25 April 2018.	<b>Completed</b>

		<b>Jo Pallett/ Richenda Greenhill</b>	A six month update report on the information contained in the report brought to the Sub-Committee's first meeting in December 2017 so that Members could review the comparative data.	<b>10/03/18:</b> Added to the Forward Agenda Plan for June 2018.	<b>Completed</b>
		<b>Jo Pallett</b>	To reflect the need to explore appropriate ways to put Looked After children and young people at the same school in touch with each other if they wished in future training for Designated Teachers.	<b>20/03/18:</b> Advice on this to be included in the Designated Teacher training, suggesting it particularly at transition to new schools or for newly Looked After Children.	<b>Completed</b>
		<b>Jo Pallett</b>	To explore additional ways to engage with business and further and higher education providers to make them aware of the wider skills and attributes of Looked After young people and care leavers which might not be readily apparent from a standard CV or job application.	<b>20/03/18:</b> An additional worker has been appointed for post 16s to support engagement and further reduce the number of those not in education, employment or training (NEET). This is in addition to the post 18 worker already seconded to the Virtual School team. The aim is to improve progression from pre-16 to lifelong learning. Further discussion on industry links to be developed as part of the School Development Plan.	<b>Completed</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 routinely in future reports.	<b>On-going</b>

16.	<b>Performance Report</b>	<b>Lisa Reid/ Richenda Greenhill</b>	To bring a Performance Report to each meeting to enable Members to build their knowledge of the data over time and to support the identification of trends.	<b>10/03/18:</b> Included on the Forward Agenda Plan as a standing item.	<b>Completed</b>
21.	<b>Sub-Committee Workshop and Training Plan</b>	<b>John Heron/ Richenda Greenhill</b>	To arrange a training session on foster care.	<b>11/04/18:</b> To be timetabled as part of the discussion of the Sub-Committee Training Plan on 25 April 2018.	<b>On-going</b>
		<b>Sarah-Jane Smedmor, Fiona MacKirdy, Lisa Reid, Jo Pallett, Jacqui Barry</b>	To suggest areas of training and development which they felt would be of value both to elected and co-opted members of the Sub-Committee.	<b>11/04/18:</b> To be covered by discussion of the Sub-Committee Training Plan on 25 April 2018.	<b>On-going</b>