Date of meeting	Minute No.	Action	Comments
27/1/21	1	Councillor Mills was appointed Vice-Chairman of the Children and Young People's Overview and Scrutiny Board.	Complete – records updated
27/1/21	2	 (i) that the Membership and Terms of Reference for the Children and Young People's Overview and Scrutiny Board, as set out in the submitted report, be approved; (ii) that the following people, or their representatives, be invited to be appointed as non-voting co-optees to the Board to provide expert advice: (a) Jo Morrell, Torbay Youth Trust; (c) Nikki Leaper/Brent Davison, Devon and Cornwall Police; and (d) a young person who has been through the care system; (iii) that appointments be sought for the following Statutory co-optees who have voting rights on education matters: (a) Roman Catholic Diocese; (b) Secondary School Parent Governor; and (d) Academy Trust Parent Governor (unanimous). 	Membership document updated. Email sent to non-voting co-optees and chase email sent to school governors inviting up to three representatives and Roman Catholic Diocese but no response received. Further chases will be sent. Jo Morrell has accepted the invitation. Brent Davison has accepted the invitation. We are hoping to have a young person attend the meeting on 1 March 2021.

Children and Young People's Overview and Scrutiny Board Action Tracker

Date of meeting	Minute No.	Action	Comments
27/1/21	3	 (i) that the initial Work Programme and timetable for the Children and Young People's Overview and Scrutiny Board be approved subject to the addition of the following: (a) family friendly vision to be considered later in the year; and (b) to review the implementation of the new Liquid Logic system in September; and (ii) that the Work Programme be kept under review by the Democratic Services Team Leader in consultation with the Chairman, the Cabinet Member for Children's Services and Director of Children's Services to ensure that any relevant emerging issues are considered by the Board at an appropriate time 	 (i) complete and work programme updated. (ii) ongoing and will be kept under review.
27/1/21	4	(unanimous). that the Regional Adoption Agency and the Director of Children's Services be requested to bring forward a campaign to improve the take up of prospective adopters in	Email sent to Regional Adoption Agency and the Director of Children's Services 1/2/21.
		Torbay and report the outcome to the Board	