

Completed Task and Finish Groups.

Title	Date Completed	Type of TFG	Membership	Original Focus Of The TFG	Associated Documents
Joint Call Centre	March 2021	FRSC	Lionel Barnard (Chairman) David Edwards David Barling Bob Smytherman	<p>To consider whether the Joint Fire Control Centre (JCC) collaboration project has produced the project deliverables, delivered to the agreed cost and savings, and what improvements the JCC collaboration has achieved in the 12 months since cut over. To consider the improvements and benefit deliverables over the next 12 months and future partnership expansion opportunity during 2021.</p> <p>Reported to FRSC in March 2021. The Committee agreed the Task & Finish Group's recommendations.</p>	Final Report to FRSC March 2021.
Recommissioning of Support Services	December 2020	PFSC	Joy Dennis (Chairman) Bryan Turner Stephen Hillier Andrew Barret-Miles Steve Waight Michael Jones James Walsh	To input to the work being undertaken in relation to the future options for the delivery of back-office functions currently delivered through the ITO and SSO contracts provided by Capita, in preparation for the contract end in September 2022. The TFG are to bear in mind the requirements of the Reset Plan.	Response from the Cabinet Member for Economy and Corporate Resources reported to PFSC December 2020.

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				<p>The TFGs made recommendations to the Cabinet Member for Economy and Corporate Resources on the ITO contract, and his response was reported to PFSC December 2020.</p> <p>The SSO element will be scrutinised by PFSC in due course therefore the TFG agreed to be disbanded (as reported to the January meeting of PFSC).</p>	
Social Support Contracts for Older People	December 2020	HASC	Bryan Turner (Chairman) Pat Arculus Kevin Boram Anne Jones Michael Jones Jacky Pendleton James Walsh Karen Harman (representing co-opted committee members)	<p>Pre-decision scrutiny of the proposed recommissioning of social support contracts for older people (public health funded).</p> <p>TFG reported virtually due to the short timescale and the TFGs recommendations are referenced in the decision report [at 4.3 in the accompanying document].</p>	Procurement of Public Health Social Support Services for Older People - AH10 (20/21) decision report

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Covid-19 - Preparedness and Restoration / Recovery Planning in West Sussex	November 2020	HASC	Bryan Turner (Chairman) Pat Arculus Kevin Boram Jacky Pendleton Sujan Wickremaratchi Chris Oxlade Kate O'Kelly Adam Peacock (D/B rep) Katrina Broadhill (Healthwatch)	To assess lessons learned from the Covid-19 pandemic and to inform future preparedness. To review NHS local restoration and recovery plans (including plans prior to the winter period 2020/21 - assessing preparation for potential increase in demand for NHS services and impact of Covid-19), the Local Outbreak Plan and plans for ongoing monitoring/assurance through Health and Wellbeing Board. Recommendations reported to HASC in November 2020.	Final Report to HASC November 2020. Responses from the West Sussex Clinical Commissioning Group and West Sussex Health and Wellbeing Board reported to HASC February 2021.
Proposed Scope of Services for Children's Trust	October 2020	CYPSSC	Stephen Hillier (Chairman) Ann Bridges Heidi Brunsdon Sujan Wickremaratchi Kirsty Lord Jackie Pendleton	Pre-decision scrutiny of the proposed services to be included in the Children's Trust. TFG fed recommendations directly into Cabinet on 20 October 2020.	Reported into Cabinet October 2020.
Contract Management TFG (Reconvened)	September 2020	PFSC	Nigel Jupp (Chairman) Duncan Crow Carol Purnell Sean McDonald James Walsh	TFG reconvened one year after the original TFG report to enable the new structure and operating model to be set up. Focus to review and monitor progress of the recommendations made by	PFSC September 2020 received the Cabinet Member for Finance's response to the

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			Kate O'Kelly Michael Jones	<p>the original TFG in July 2018. The TFG will also review how the Council has introduced and embedded the requirements of the Social Value Act and the procurement governance arrangements requested by ECFSC.</p> <p>Final Report to September 2020 PFSC Meeting. The Cabinet Member for Finance confirmed he was happy to give his support in principle to these actions and that officers are pursuing the outcomes.</p>	TFG's recommendations.
Education and Skills Annual Report	September 2020	CYPSSC	Hilary Flynn (Chairman) Stephen Hillier Kirsty Lord Karen Sudan Andrew Baldwin Anne Jones Brenda Burgess	<p>To review the Annual Report and proposals for moving forward.</p> <p>Recommendations were sent to the Cabinet Member and response received, and the TFG reported to CYPSSC on 24 September 2020.</p>	Final Report to CYPSSC September 2020.
Horsham Fire Station	September 2020	Cross-cutting FRSSC and PFSC	Joy Dennis (Chairman) Steve Waight Liz Kitchen Michael Jones	To scrutinise the proposed Cabinet decision for the delivery of a new Horsham Fire Station and Fire & Rescue Service (FRS) Training Centre.	Report to Cabinet September 2020

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			Bob Smytherman	The TFGs recommendations were reported at the Cabinet meeting in September 2020.	
Award of Contract: Business Management Solution	May 2020	PFSC	Joy Dennis (Chairman) Kevin Boram Elizabeth Sparkes Bob Smytherman Michael Jones	<p>To preview the decision in relation to the award of contract for the Business Management Solution (SAP replacement).</p> <p>Final recommendations were sent to the Director of Finance and Support Services to consider ahead of taking the decision, and her response was reported to PFSC in May 2020.</p> <p>The Director of Finance and Support Services updated the decision report to reflect the feedback from the TFG and noted the request to update the Committee's BPG on progress and ultimately the post-implementation review and lessons learnt.</p>	Director of Finance and Support Services response reported to PFSC May 2020
Fire and Rescue Service	January 2020	ECFSC	Simon Oakley (Chairman) Michael Jones Andrew Baldwin Ann Bridges	To act as a critical friend to development and implementation of action plans arising from the Integrated Risk Management Plan, specifically	Final Report considered at the January 2020 ECFSC meeting

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			Francis Oppler Lionel Barnard	<p>work on the recruitment and retention of on-call firefighters and on our emergency response standards.</p> <p>The recommendations comprised a series of ideas and points for consideration by the Service. The Service was able to take forward some of the suggestions.</p>	
<u>Small Schools</u>	April 2020	CYPSSC	Hilary Flynn (Chairman) Dawn Hall Kirsty Lord Karen Sudan Stephen Hillier Maria Roberts (Parent Governor)	<p>To undertake a review of the approach to plan for changes to small schools and to enable the committee to fully scrutinise any proposals which arise.</p> <p>Due to Covid restrictions the proposals due to have been considered at the final meeting of the TFG were instead considered at the Children and Young People's Services Scrutiny Committee in April 2020.</p>	<u>Final Report considered at the April 2020 CYPSSC meeting</u>
<u>Local Assistance Network</u>	November 2019	HASC	Bryan Turner (Chairman) Kevin Boram Ann Bridges Anne Jones	To scrutinise the proposed Cabinet Member for Adults and Health decisions regarding a review of the level of funding	<u>Final Report considered at the November 2019 HASC meeting</u>

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			Brenda Smith James Walsh	<p>provided by the County Council to the local assistance network.</p> <p>The final report and recommendations were presented to HASC in November 2019. The Cabinet Member for Adults & Health reported that she was reflecting on the recommendations made by the TFG and that the decision on the Local Assistance Network would be taken soon.</p>	
Contract Management	July 2018	PFSC	Roger Elkins (Chairman) Duncan Crow Joy Dennis Nigel Jupp James Walsh Kate O'Kelly Chris Oxlade	<p>To review the contract management and monitoring arrangements in place at West Sussex County Council.</p> <p>The final report and recommendations were presented to PFSC in July 2018 and accepted. The Cabinet Member for Finance accepted all the recommendations included in the report (October 2018).</p>	Report considered at the July 2018 PFSC meeting
Education and Skills Annual Report	March 2018	CYPSSC	Paul High Jacky Pendleton Sue Mullins	To review performance of the Education and Skills service and attainment of pupils at schools in West Sussex.	Report considered at the March 2018 CYPSSC meeting

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School Funding Review	February 2018	CYPSSC	Paul High Jacky Pendleton Sue Mullins Joy Dennis Anne Jones Paul Marshall	<p>To preview school funding decision, as all the information was not available at the January Committee.</p> <p>The TFG Chairman wrote to the Cabinet Member for Education and Skills, endorsing the decision.</p>	Letter to Cabinet Member for Education and Skills
Special Educational Needs and Disability (SEND)	March 2017	CYPSSC	Peter Evans Amanda Jupp Paul High Stuart Blunden (Parent Governor representative on CYPSSC)	<p>To review implementation of SEND reforms, including the introduction of Education, Health and Care Plans, personal budgets and improvements in the support for preparing for adulthood.</p> <p>The TFG made a number of recommendations to the Cabinet Member for Children – Start of Life, CYPSSC and the SEND and Inclusion team to help improve outcomes for children with SEND. These recommendations were accepted.</p>	Report considered at the March 2017 CYPSSC meeting
Education and Skills annual report	February 2017	CYPSSC	Amanda Jupp Eileen Le Rossignol Roger Oakley Lionel Parsons	Each year the Education and Skills Service publishes an Annual Report which summarises the main outcomes achieved by West Sussex	Report considered at the March 2017 CYPSSC meeting

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				<p>learners highlighting strengths and indicating areas for improvement. Scrutiny of the summary of this report provides members of the Children and Young People's Services Select Committee insight into the performance of the Service. The Committee agreed that scrutiny of the 2015/16 summary report should be undertaken as a focussed piece of work undertaken by a Task and Finish Group of Committee members.</p>	
Minerals Local Plan	November 2016	ECSSC	Heidi Brunsdon Graham Jones Simon Oakley Roger Oakley John Rogers	<p>To act as a critical friend to the development of the Minerals Local Plan.</p> <p>Final meeting held 16 September 2016. TFG output presented to ECSSC at its November meeting. Submission draft of Minerals Local Plan was approved at Full Council December 2016.</p>	<p>Report considered at the November 2016 ECSSC meeting</p> <p>Report considered at Full Council December 2016</p>
Cycling and Walking Plan	July 2016	ECSSC	Derek Whittington (Chairman) Heidi Brunsdon Simon Oakley	<p>To act as a critical friend to the Cabinet Member on the development of the WSCC Cycling and Walking Plan. To additionally assist in the review</p>	<p>Report considered at the July 2016 ECSSC meeting</p>

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			Joan Phillips Jim Rae John Rogers	of related policies, to assess whether they remain up-to-date.	
Children's Emotional Wellbeing & Mental Health Services	July 2016	Cross-Cutting (CYPSSC & HASC)	Margaret Evans (Chairman) Amanda Jupp Michael Cloake James Walsh Sue Mullins Lionel Parsons Janet Duncton	To scrutinise the current provision and plans for the future delivery of children's emotional wellbeing and mental health services (which includes Child and Adolescent Mental Health Services, CAMHS). A reprocurement process is planned, with new services to be in place from November 2015.	Terms of reference Letter from the TFG Chairman to the Cabinet Member for Children Start of Life Letter from the TFG Chairman to the Chairmen of Health & Adult Social Care and the Children & Young People's Services Select Committees Combined response from the Cabinet Member and Select Committee Chairman to the TFG Chairman

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Meals on Wheels	June 2015	HASC	Margaret Evans James Walsh Michael Jones Peter Griffiths Bryan Turner David Sheldon	To scrutinise proposals and input into the new service model for the supply and delivery of the Meals on Wheels service to customers in West Sussex County Council operated Specialist Day Centres and in the wider community. It will focus on issues including: the reason that the service requires re-procurement, numbers of staff that may be subject to a TUPE arrangement, information on existing market providers of meal supply and delivery, pricing arrangements, the longer term sustainability of the service and member involvement in the commissioning process and monitoring of contracts.	Report considered at the June 2015 HASC meeting Final Urgent Action Decision