



SCRUTINY NEWSLETTER (2)

January 2013



This is the second in the series of Scrutiny Newsletters which are to be produced quarterly to provide an overview of the scrutiny work programme at West Sussex County Council. It will include performance information, share best practice and highlight key aspects of the work of the Council's four select committees. This newsletter covers the period from October to December 2012 and looks forward to the issues to be covered in the next quarter's meetings. It will be reviewed by the Policy and Resources Select Committee in its role of monitoring the overall scrutiny programme.

Select Committee Developments and Best Practice

The Best Practice Group met for the first time in December 2012. The group discussed the recent recommendations coming out of the November Governance Committee, work programme planning for 2013/14 and Scrutiny induction for Members following the elections in May 2013. The actions resulting from the meeting are:

- to reduce the total number of scheduled meetings for the SCs but have days set aside for use as alternative formal meeting dates or for TFs/TFGs/visits etc as needed.
- to investigate the size of each Select Committee.
- to progress with the work programme planning to establish the timetable and the stakeholders to be involved.
- to outline the services to be covered by the induction programme and follow up as part of the first meeting day for each SC. Member questioning and Chairmanship skills should be included in the programme. They felt there was benefit in holding the seminars with both existing and new Members to share experiences.

Overview of Select Committees

Children and Young People's Services Select Committee (CYPSSC)

CYPSSC Membership

Chairman Richard Burrett

West Sussex Children's
Services Improvement
Board

[October report](#)

[November report](#)

The Committee receives an update on progress with implementation of the Improvement Programme for Children's Services at each meeting and highlights any areas for the attention of the Cabinet Member as appropriate.

- October 2012 – The Independent Chairman of the Improvement Board attended the meeting and explained the impact on the service of a lack of re-inspection by Ofsted. The Committee asked that the Director of Children's Services continued to provide update reports to keep them informed of progress.
- November 2012 – The Director of Children's Services updated the Committee on improvements in staff retention within the service and the outcomes of recent Ofsted

	inspections from authorities inspected under the new regime.
Local Safeguarding Children Board Annual Report 2011-12 (Oct 2012)	The Committee received an overview of the work of the Local Safeguarding Children Board (LSCB) and considered the Annual Report from the Board. The Committee agreed that it wanted to continue receiving annual reports from the LSCB and asked the LSCB to consider including a representative from the Further Education College sector on the Board and assess the adequacy of safeguarding for those children who are home-educated.
First Annual Report from Lead Member for Safeguarding (Oct 2012)	The Committee received a summary of the work of the Children and Young People's Services Select Committee Safeguarding Champion since his appointment in November 2011. The Committee asked the Cabinet Member to <ol style="list-style-type: none"> (1) consider establishing an adequate out of school activity budget for County Council Children's Homes. (2) write to the Children's Minister to highlight the potential for providing Child Benefit payments to the County Council to assist with funding for those children who become Looked After.
Total Performance Monitoring Report to 31 July 2012 (Oct 2012)	The Committee considered the position at the end of quarter 1.
Total Performance Monitoring Report to 30 September 2012 (Nov 2012)	The Committee considered the position at the end of quarter 2.
Primary School Places in Worthing (Oct 2012)	The Committee previewed the proposed Cabinet Member decision to expand two middle schools in Worthing and the link between this and developing plans for changes to the age of transfer to secondary schools in Worthing. The Committee requested a further update on the proposals regarding alterations to the school structure in Worthing during the first half of 2013.
School Funding Reform 2013/14 – Schools and Early Years Blocks (Nov 2012)	The Committee previewed the proposed Cabinet Member decision to agree amendments to the West Sussex funding formulae for schools and early years providers. This is the framework for allocating funds to individual mainstream primary and secondary schools, academies and providers of the free entitlement to early years education. The Committee accepted the changes but requested that the Cabinet Member made representations to government regarding their concerns about implementation of the changes.
Music Education Hub (Nov 2012)	The Committee previewed the Cabinet Member decision for the proposed future operation of the Music Education Hub in West Sussex. The Committee supported the proposal and: <ol style="list-style-type: none"> (3) Requested that the service focus on developing further opportunities for engagement with staff and their representatives. (4) Asked the Cabinet Member to ensure the County Council build on best practice by drawing on the experience of other organisations in developing the detailed plans for implementing the Music Education Hub. (5) Asked the Cabinet Member to ensure adequate safeguards are in place to maintain a service for those who require a subsidised service.

	<p>(6) Asked the Cabinet Member to ensure the opportunity is provided for young people to contribute towards development of the new service and its ongoing operation.</p> <p>(7) Asked the Cabinet Member to ensure a premises is provided for the Music Education Hub for the foreseeable future.</p> <p>(8) Requested that the Business Planning Group highlight to service managers the necessity of providing sufficient detail within Cabinet Member Decision preview reports prepared for Select Committees.</p>
Proposed Changes to the Education Welfare Service (Nov 2012)	<p>The Committee previewed the Cabinet Member decision for the proposed future operation of the Education Welfare Service. The Committee supported the proposal and:</p> <p>(1) Requested that the Learning Service undertake a review at a suitable interval of the effectiveness of the new arrangements, including the advice line, and the thresholds for intervention by the Education Welfare Service.</p> <p>(2) Requested that the service investigate the potential to provide further support to schools and area partnerships wishing to take on responsibilities themselves.</p> <p>(3) Requested that the service should provide a progress report in one year's time to update the Committee on the impact of the service review.</p>
Budget Update and Business Planning 2013/14 (Nov 12)	The Committee received an update on the budget and proposed business plan measures for 2013/14 as they relate to services for Children and Young People
Dual Registered Pupils Task Force	The Committee established this Task Force to scrutinise the outcomes for young people who are dual registered (at both a school and alternative provision such as a college, for part of their education), or who are still registered on a school roll but not in full time education. The Task Force has started its work, aiming to identify the nature and scale of the problem and potential solutions. Task Force members are currently undertaking research to inform their conclusions and will report their findings to the Committee at its meeting on 13 March 2013.
Education & Schools Policy Task Force	Scrutiny of the Learning Service Annual Report provides members of CYPS Select Committee insight into the performance of the Learning Service and progress towards achievement of the Education and Schools Policy. The Committee has, in line with practice in previous years, established a Task Force to undertake this work at a single meeting. This meeting will be held in late January or early February 2013. The outcome from the meeting will be reported to the Select Committee at its meeting in March 2013.

Environmental and Community Services Select Committee (ECSSC)

ECSSC Membership

Chairman Duncan Crow

<p><u>Review of the Highways Term Contract and the 2012 NHT, National Highways and Transport Survey Results</u> (Nov 2012)</p>	<p>Scrutiny of the performance of the contract with Balfour Beatty using information from the annual customer satisfaction survey, and County Council performance data - the Committee:</p> <ul style="list-style-type: none"> • Recognised the savings accrued and commitment of Balfour Beatty to deliver a more efficient highways service for West Sussex, and seek the commitment of officers to hold Balfour Beatty to account, as it delivers performance improvements, moving forward. • Asked for plans to be developed for the efficient delivery of in-year community based works. • Supported more effective highways service two-way communication channels.
<p><u>Building For Growth: Investment in infrastructure to support growth (Kickstart)</u> (Nov 2012)</p>	<p>Review of the programme - the Committee supported the preparation of a KickStart Outcome Report to summarise the programme outcomes delivered, or forecast to be delivered, at the end of year two of the programme.</p>
<p><u>The Green Deal: improving energy efficiency, protecting the vulnerable, creating jobs and reducing CO2 emissions</u> (Nov 2012)</p>	<p>Preview decision to procure a Green deal delivery partner - the Committee recommended that, following completion of a Green Deal business case, the Cabinet Member proceeds to procurement of a delivery partner through competitive dialogue.</p>
<p><u>Total Performance Monitoring Report to 30 September 2012</u> (Nov 2012)</p>	<p>The Committee considered overall performance of the service as reported in the Total Performance Monitor.</p>
<p><u>Budget Update and Business Planning</u> (Nov 2012)</p>	<p>Scrutiny of the corporate financial position, the process of business planning and the objectives/measures specific to the remit of the Committee - the Committee asked the Policy & Resources Select Committee to: -</p> <ol style="list-style-type: none"> Ask for broader wording around targets for parish councillors to reflect that partnership working will be undertaken with all kinds of community groups. Request that learning from Community Action Pilots is taken forward. Ask that Objective 24 should include reference to improvements, and not just aspire to "maintain". Ask for clarification of what was expected of the volunteers and volunteering as mentioned at different points in the draft performance framework

Health and Adult Social Care Select Committee (HASC)

HASC Membership

Chairman Margaret Whitehead

<p>Impact of Changes to the Eligibility Threshold for Adult Social Care and the Implementation of Preventative Services – Reports by the Local Involvement Network and Adults' Services/Public Health (Oct 2012)</p>	<p>The Committee reviewed how people who had their social care need reassessed were affected by the changes and whether the range of services put in place by the County Council to support people no longer receiving funded social care meet local need. Evidence was heard from the Local Involvement Network (LINK) and from representatives of the Adults' Services Customer and Carer Reference Group. HASC identified a number of key issues including:</p> <ul style="list-style-type: none"> • The potential for social isolation, how this is being addressed and the possible need for day activities to help avoid this • The importance of integration and closer working between the NHS and Adult Social Care (particularly through the Proactive Care Programme) • The importance of communications and information, particularly to help raise awareness of the services and support that are available • The need for advocacy services, especially for the over 65s <p>The Committee's Business Planning Group is due to review this in January 2013, to decide whether or not any outstanding issues need to be addressed and subject to further scrutiny.</p>
<p>Total Performance Monitoring Report to 31 July 2012 (Oct 2012)</p>	<p>Scrutiny of the first quarter's position - the Committee requested whether breaking down the figures by customer groups was possible and asked for an investigation as to why there was an underperformance in diabetic screening in the county.</p>
<p>Community Legal Advice Services Contract (Oct 2012)</p>	<p>HASC supported the outcomes of a joint scrutiny Task and Finish Group (involving the County Council and all district and borough councils) into the countywide Community Legal Advice Services Contract prior to a decision by the Cabinet Member.</p>
<p>Community Health Services (Nov 2012)</p>	<p>The Committee held a themed session in November, to assess community health service provision across West Sussex and how the NHS and County Council is working together to ensure the best outcomes for West Sussex residents. A range of witnesses from the NHS, adult social care and the Local Involvement Network gave evidence. The Committee welcomed the fact that health and social care organisations were working together to improve integration and provide joined-up services and:</p> <ul style="list-style-type: none"> • Asked the NHS and West Sussex County Council to ensure the patient/customer is at the centre of care and that there are good communications with patients and carers; • Wished to see the NHS and West Sussex County Council working together to: <ol style="list-style-type: none"> a) Improve discharge arrangements; particularly around medicines management and ensuring patients are not discharged late in the evening b) Ensure adequate physiotherapy and pain management services are in place c) Ensure that quality of services is monitored and improved; and that the patient voice is part of the monitoring process d) Improve the Continuing Healthcare process

	The Committee agreed to follow up on these as part of a future review of the impact of Proactive Care
Short Breaks Services in West Sussex for Children with Complex Health Needs and Disabilities (Nov 2012)	HASC agreed that proposals being developed for the future delivery of these short breaks services constituted a substantial change in service, and to set up a task force to scrutinise the matter further. Of particular concern is the future of two units – the Cherries in Chichester and Holly Lodge in Horsham. The task force is due to report back to the Committee with its findings and any recommendations in February 2013.
Budget Update and Business Planning (Nov 2012)	The Committee reviewed the Council's proposed business plan measures for 2013/14, relating to health and adult social care. HASC felt it was important to have meaningful measures for objectives that show real outcomes that make a difference to people, but acknowledged that finding the right measures could be difficult. The Committee's comments were forwarded to Policy and Resources Select Committee for consideration at its December meeting.
Task Force on Short Breaks Services for Children with Complex Health Needs and Disabilities	The Health and Adult Social Care Select Committee has set up a task force to scrutinise proposals for the future of these services in November 2012. The NHS says that the current configuration of services is not clinically or financially sustainable, and the task force is inputting into the development of options for the future as well as reviewing the consultation process with parents and other key stakeholders. Parents of children who use these services have been invited to give evidence to the task force and attend its meetings. One parent has commented that "we are all really pleased with how the members are trying to help us find a way forward together.....and had no idea council members were even involved in this kind of thing up until now". The task force is due to hold two meetings, in December 2012 and January 2013 and will then report its findings to the HASC in February.

Policy and Resources Select Committee (PRSC)

[PRSC Membership](#)

Chairman – [David Britton](#)

Total Performance Monitor (October, November and December 2012 meetings)	<p>The latest TPM is presented and scrutinised at each meeting of the Committee to ensure the corporate performance targets are being achieved and the financial position is on track.</p> <ul style="list-style-type: none"> October – a slight underspend was projected. The highways maintenance contract was reviewed in depth as performance targets were not being met and an Improvement Plan had been issued. November – the Committee were confident that WSCC can achieve the £3.1m underspend now being forecast (underspends to be transferred to Early Intervention Fund), that the majority of framework targets will be hit, that WSCC is more efficient and will achieve all the 2012/13 savings targets. December – a number of issues were questioned including the clarification of "reserves" and the flooding risk assessment but overall Members were satisfied with progress being made in meeting the performance targets and budget.
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<p><u>Contract Management</u> (Oct 2012)</p>	<p>This was a follow-up report to the March 2012 meeting when Members were very concerned about this area. Officers and the Leader of the County Council assured Members that lessons were being learnt from past weaknesses and from other Authorities. Members were more satisfied with the changes being proposed but were still concerned about the monitoring of contracts. They are keen that lessons are learnt across the whole contract management area and that a robust, standardised procurement process is developed across the whole Authority. The Committee was keen that Members are more involved in the contract process and welcomed the establishment of a Partnership Board for the Support Services Contract. They would be interested in seeing this extended to monitor all contracts or for some form of contract monitoring to form part of the performance framework reported through the TPM. They would like financial data to be presented to enable Members to assess the value for money of contracts. Members requested that a Task Force is set up to look at this area in more detail. Deborah Urquhart was subsequently appointed Chairman for the Task Force.</p>
<p><u>Service Fleet Vehicles</u> (Oct 2012)</p>	<p>Up-dated Members on the work undertaken on the options available for the procurement of service vehicles. Further consultation had been undertaken, a revised procurement strategy, detailed information on the vehicles we currently lease/own and an appraisal of the procurement options available were presented. Members wanted officers to consider the make-up of the fleet so that it includes more carbon-efficient vehicles. The costs involved in the 4 procurement options available were questioned. Members agreed option 1 (insourcing and framework agreement for maintenance) as the proposed way forward as it offered advantages in both operational and cost terms. Members also wanted opportunities to be explored with partner organisations i.e. Capita as part of the drive for best value for money.</p>
<p><u>Budget Update 2013/14</u> (Nov 2012)</p>	<p>The report highlighted the uncertain situation in relation to the financial settlement as figures would not be received until December and the expected changes to the national funding system (council tax freeze grant, business rate retention scheme and business rate pooling). The Committee were alerted to the fact that the settlement is not expected to be good and that a bleak funding situation is expected. Members were informed about the collaborative working taking place with District and Borough Councils to share information and understand the financial impact of national changes. Overall Members welcomed the collaborative working and recommended that the Council Tax Freeze Grant should be accepted.</p> <p>The Draft Budget for 2013-14 will be a major item at the PRSC meeting on 24th January 2013.</p>
<p><u>Financial Context and Business Planning 2013/14</u> (Dec 2012)</p>	<p>The performance objectives proposed for 2013/14 were reviewed. Members were broadly happy with the objectives as they stood at the moment. They made specific comments on a number of the objectives to be taken forward to Cabinet for consideration. They also recommended that objectives were needed in relation to waste management and increasing the use of the County Council web-site.</p>
<p><u>Income fees and charges</u> (Dec 2012)</p>	<p>Members welcomed the move to a more standardised, consistent and commercial approach to charging. They were in favour of an annual review and welcomed the default position of an increase</p>

	reflecting RPI. They asked questions regarding full cost recovery, how charges would be administered and policed, the need for sensitivity if charges are being increased and the need for a common-sense approach in relation to some charges.
Troubled Families Task Force	The Committee established a Task Force to preview the decision around the implementation of the national initiative to help Troubled Families. The Task Force held a one-off meeting in December and forwarded its recommendations to the Cabinet Members to inform their decision. A response is currently awaited and will be reported to the PRSC meeting in January or February.

Joint Scrutiny

A Joint Scrutiny Steering Group oversees the joint scrutiny arrangements and is made up of the scrutiny/select committee chairmen of the participating councils.

[Joint Scrutiny Membership and further details](#)

A Joint Scrutiny Task and Finish Group (TFG) was established by the West Sussex Joint Scrutiny Steering Group with the following aim:

To review and consider the performance and outcomes of the current arrangements for generalist legal advice, to consider the needs of the county and to contribute to the development of a specification for a sustainable future generalist legal advice service for the residents of West Sussex.

The TFG was made up of members of all the district/borough councils and the County Council, and it met twice, in June and July 2012. In accordance with the agreed protocol on Joint Scrutiny in West Sussex, the TFG recommendations were presented to the relevant executive decision makers within each partner local authority via the relevant overview and scrutiny committees in those authorities. All authorities agreed the primary recommendation from the TFG that the existing contract with the West Sussex Citizens Advice Bureau Consortium for the provision of generalist advice should be extended for a further two years at the current level of funding. The [report](#) was presented to the HASC meeting on 3rd October and as mentioned above, the Committee gave its support to the proposal. The Cabinet Member for Adult Services approved the decision in December 2012. Work is now in progress to formalise the contract arrangements.

The Joint Scrutiny Steering Group reviewed the work of the TFG at its meeting in early December 2012, and concluded that it had been a very positive project, providing some useful learning for any future joint scrutiny projects. It showed the benefit of having joint scrutiny arrangements in place – to enable joint working on projects as and when the need arises. The Steering Group will be reporting to the Policy and Resources Select Committee in February 2013 with its recommendations for the future continuation of the joint scrutiny arrangements. It also identified flooding as another possible topic for joint scrutiny, and further scoping work will be carried out into this before the Steering Group decides whether, and how, to take this forward.

Task and Finish Groups

Task and Finish Groups are monitored on a quarterly basis by PRSC as part of their overarching monitoring role. The latest monitor is to be reviewed at their meeting on 24th January.

There are currently two cross-cutting Task and Finish Groups (TFG) in progress, as part of the 2012/13 work programme. The first is on Services to Youth, chaired by James Walsh, and the second is in relation to Carers, chaired by Morwen Millson.

Performance Monitoring

In order to assess the effectiveness of Scrutiny performance will be monitored on a quarterly basis. Performance indicators have been established as part of the Business Planning and Scrutiny Review process.

	CYPSSC		ECSSC		HASC		PRSC	
	Qtr 1&2	Qtr 3	Qtr 1&2	Qtr 3	Qtr 1&2	Qtr 3	Qtr 1&2	Qtr 3
Number of recommendations								
• Accepted	14	3	5	6	0	0	7	4
• Declined	0	0	0	0	0	0	0	0
• Awaiting a response	0	8	0	2	1	1	2	0
Number of call-ins	0	0	0	0	0	0	0	0
Number of external witnesses	0	9	0	0	4	8	0	0
Number of public attending meetings	1	1	1	2	4	7	1	0
Member attendance at meetings	85%	74%	71%	79%	88%	79%	81%	89%
Links to performance framework	5/6 83%	9/9 100%	7/8 88%	9/10 90%	5/6 83%	7/8 88%	6/8 75%	6/8 75%

Future meetings and topics to be covered

Topics to be covered in the next quarter include:

Children and Young People's Services	
Date	Likely Topics (subject to confirmation by the Business Planning Group)
January 17th	<ul style="list-style-type: none"> School Funding Reform 2013/14: High Needs Block High Needs Funding Phase 3 – Alternative Provision College Performance Framework and Budget 2013/14 Worthing High Academy Action Group Petition Improvement Board Update Appointment of a Safeguarding Champion
March 13th	<ul style="list-style-type: none"> Improvement Board Update Early Intervention Task Force reports on; Delivery of Education and Schools Policy and Dual Registered Pupils Total Performance Monitor Update on the outcome of the impact analysis undertaken on College attendance following post 16 Transport policy Review of CYPSSC operations in 2012/13 and Work Programme Planning beyond April 2013

Environmental and Community Services	
Date	Likely Topics (subject to confirmation by the Business Planning Group)
January 16th	<ul style="list-style-type: none"> Performance Framework and Budget 2013/14 Review of Approved Major Highway Schemes

February 27th	<ul style="list-style-type: none"> • Annual Crime and Disorder Meeting • Aviation Consultation • Rampion Wind Farms Task Force report • Total Performance Monitor
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Health and Adult Services	
Date	Likely Topics (subject to confirmation by the Business Planning Group)
January 23 rd	<ul style="list-style-type: none"> • Surrey and Sussex Healthcare NHS Trust • Sussex Together • Performance Framework and Budget 2013/14 • Total Performance Monitor
February 20th	<ul style="list-style-type: none"> • Adult Services Redesign • Meals on Wheels Service • Short Breaks Service for Children with Complex Health Needs • Total Performance Monitor
March 14 th	<ul style="list-style-type: none"> • Public Health Themed Meeting

Policy and Resources	
Date	Likely Topics (subject to confirmation by the Business Planning Group)
January 24th	<ul style="list-style-type: none"> • Performance Framework and Budget 2013/14 • Treasury Management Strategy • Transition of Public Health from NHS to the County Council • Quarterly Scrutiny monitor and newsletter • Report from Troubled Families Task Force
February 21 st	<ul style="list-style-type: none"> • Review of Joint Commissioning • Review of the Joint Scrutiny pilot
March 15th	<ul style="list-style-type: none"> • 2013/14 Corporate Performance Framework • Grants to Voluntary organisations • Review of PRSC operations 2012/13 and Work Programme Planning beyond April 2013/14

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Hard copies of any of the documents referred to in this newsletter are also available on request from Susanne Sanger. Further information is also available via the [internet](#).