

## Scrutiny Task and Finish Groups (TFGs)

Updated: September 2025

This document provides details of scrutiny task and finish groups (TFGs) for a ten-year period. These TFGs are cross-party groups of councillors who carry out in-depth scrutiny of topics as agreed through the scrutiny business planning process. They are supported by Democratic Services. Scrutiny TFG reports are retained on the Council's website for six years and are linked below where available.

### Key for current scrutiny committees:

- CYPSSC – Children and Young People's Services Scrutiny Committee
- CHESC – Communities, Highways and Environment Scrutiny Committee
- FRSSC – Fire and Rescue Service Scrutiny Committee
- HASC – Health and Adult Social Care Scrutiny Committee
- PFSC – Performance and Finance Scrutiny Committee

<b>Title and date established</b>	<b>Membership</b>	<b>Objective and Terms of Reference</b>	<b>Timetable Reporting mechanism Final report/outcomes</b>	<b>Status</b>
<b>Bus Enhanced Partnership Plan</b> (CHESC, 2022)	Cllr Baldwin Cllr Albury Cllr Quinn Cllr Oakley (Ch)	To act as a critical friend to any network review undertaken, and to the development of any funded Bus Service Improvement Plan schemes.  <a href="#">Terms of Reference</a>	Met during 2022 and then reconvened annually since that date to scrutinise implementation of proposed schemes, government initiatives, a local young persons' fare scheme and to consider progress reports. Meetings held in: January, April, October 2023; May 2024; February 2025. Further meetings will be scheduled as/when the Group can add value. The Group published an <a href="#">interim report</a> .	In progress

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<b>Library Service Customer Digital Offer Task and Finish Group</b> (CHESC, 2023)	Cllr Britton (Ch) Cllr Greenway Cllr Kerry-Bedell Cllr Oakley Cllr Sharp Cllr Oxlade	To act as a critical friend as the Service's digital offer is refreshed. <a href="#">Terms of reference</a>	One meeting held in July 2023 (virtual), following this officers advised that the library project would be ceasing, so the TFG disbanded.	TFG disbanded
<b>Grant Funding</b> (PFSC, 2024)	Cllr Burrett (Ch), Cllr Wall Cllr Boram Cllr Johnson Cllr Kerry-Bedell, Cllr Turley	To review and examine how grant funding is identified and applied for at the Council. To include comparative data and best practice from other LAs.  <a href="#">ToR</a> agreed at PFSC in June 2024	One meeting held September 2024. Findings and recommendations reported to <a href="#">November meeting of PFSC</a> . Recommendations were supported by the committee.	Completed
<b>Health Response to the Local Area SEND Inspection</b> (HASC & CYPSSC, 2024)	Cllr McGregor (Ch) Cllr Linehan Cllr Mercer Cllr Cornell Cllr Ali Cllr Cooper Cllr Johnson	To scrutinise the health led areas within the SEND Improvement Plan and how these address the areas of improvement identified in the Local Area SEND Inspection.  <a href="#">Terms of Reference</a> agreed at TFG meeting.	One-off TFG met in October 2024. The <a href="#">outcomes</a> and <a href="#">initial responses from NHS Sussex</a> were reported to HASC and CYPSSC meetings in November 2024. The recommendations are being tracked by both Committees.	Completed
<b>Draft Education and Learning Strategy 2022 – 2025</b> (CYPSSC, 2022)	Cllr Janet Duncton (Ch) Cllr Burgess Cllr Cornell Cllr McGregor Cllr Mercer	To consider draft Education and Learning Strategy and engagement proposals ahead of workstreams being developed with stakeholders.  <a href="#">Terms of Reference</a> agreed at TFG meeting.	TFG met once in October 2022. <a href="#">Outcomes</a> and <a href="#">Responses</a> reported to CYPSSC on 18 January 2023 as part of pre-decision scrutiny of the final Education and Learning Strategy	Completed

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<b>Retained Fire Fighters</b> (FRSSC, 2022)	Cllr Boram Cllr Pendleton (Ch) Cllr Albury Cllr Milne Cllr Chowdhury	To scrutinise policies/issues concerning retained firefighters. <a href="#">Terms of Reference</a> agreed at the meeting of the Fire and Rescue Service Scrutiny Committee on 4 March 2022.	9 May 2022. <a href="#">Agenda published</a> 27 April 2022. <a href="#">Reported</a> to FRSSC in July 2022 and all recommendations supported.	Completed
<b>Strategic Budget Options</b> (HASC, 2021)	Cllr Bence (Ch) Cllr Cooper Cllr O'Kelly Cllr McGregor Cllr Patel	To carry out key decision preview of proposals relating to residential based in-house services – Marjorie Cobby House, Selsey and Shaw Healthcare Day Services Review.	One meeting in November 2021 reporting to Cabinet on 16 November 2021 and findings reported direct to the Cabinet Member: <a href="#">Letter to Cabinet Member Minutes</a>	Completed
<b>Northern Runway Consultation TFG</b> (CHESC, 2021)	Cllr Britton (Ch) Cllr Oakley Carson Cllr Quinn Cllr Milne	Key decision preview. To consider the Council's draft consultation response. <a href="#">Terms of reference</a>	Meeting on 9 November 2021. Verbal <a href="#">report</a> to Cabinet 16 November 2021. <a href="#">Final Report</a> to CHESC on 19 January 2022.	Completed
<b>On-Street Parking Management Strategy</b> (CHESC, 2021)	Cllr Oakley (Ch) Cllr Baldwin Cllr Albury Cllr Baxter Cllr Milne	To input into the development of a new On-Street Parking Management Policy Framework. <a href="#">Terms of reference</a>	One meeting on 2 November 2021 Recommendations passed to Cabinet Member w/c 15 November 2021. <a href="#">Final Report</a> – CHESC on 19 January 2022.	Completed
<b>Joint Call Centre</b> (FRSSC, 2021)	Cllr Barnard (Ch) Cllr Edwards Cllr Barling Cllr Smytherman	To review the effectiveness of the new Joint Fire Control Centre (JCC) collaboration project. To consider the improvements and benefit deliverables over the next 12 months and future partnership expansion opportunity during 2021.	Reported to FRSC in March 2021. The Committee agreed the Task & Finish Group's recommendations.  <a href="#">Final report to FRSC March 2021</a>	Completed

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<b>Recommissioning of Support Services</b> (PFSC, 2020)	Cllr Joy Dennis (Ch) Cllr Turner Cllr Hillier Cllr Barrett-Miles Cllr Waight Cllr Jones Cllr Walsh	To input into options for the future 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 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.  <a href="#">Response from the Cabinet Member for Economy and Corporate Resources reported to PFSC December 2020</a>	Completed
<b>Social Support Contracts for Older People</b> (HASC, 2020)	Cllr Turner (Ch) Cllr Arculus Cllr Boram Cllr Anne Jones Cllr Michael Jones Cllr Pendleton Cllr Walsh Karen Harman (representing co-opted committee members)	Pre-decision scrutiny of the proposed recommissioning of social support contracts for older people (public health funded).	TFG reported virtually due to the short timescale and the TFGs recommendations are referenced in the <a href="#">decision report</a> [at 4.3 in the accompanying document].	Completed
<b>Covid-19 - Preparedness and Restoration/Recovery Planning in West Sussex</b> (HASC, 2020)	Cllr Turner (Ch) Cllr Arculus Cllr Boram Cllr Pendleton Cllr Wickremaratchi Cllr Oxlade Cllr 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, the Local Outbreak Plan and plans for ongoing monitoring/assurance through Health and Wellbeing Board.	Recommendations reported to HASC in November 2020.  <a href="#">Final Report to HASC November 2020</a>  <a href="#">Responses from the West Sussex Clinical Commissioning Group and West Sussex Health and Wellbeing Board reported to HASC February 2021</a>	Completed

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<b>Proposed Scope of Services for Children's Trust</b> (CYPSSC, 2020)	Cllr Hillier (Ch) Cllr Bridges Cllr Brunsdon Cllr Wickremaratchi Cllr Lord Cllr Pendleton	To scrutinise the proposed Cabinet decision on the proposals for the setup of a Children's Trust, including the scope of services to include in the Trust, the start date and length of operation and the proposed governance arrangements.	Final Report to Cabinet (October 2020).  <a href="#">Report to Cabinet</a>	Completed
<b>Contract Management</b> (PFSC, reconvened 2020)	Cllr Nigel Jupp (Ch) Cllr Crow Cllr Purnell Cllr McDonald Cllr Walsh Cllr O'Kelly Cllr Michael Jones	To review and monitor progress of the recommendations made by the original TFG in July 2018. Also to review how the Council has introduced and embedded the requirements of the Social Value Act and the procurement governance arrangements requested by ECFSC.	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.  <a href="#">PFSC September 2020 received the Cabinet Member for Finance's response to the TFG's recommendations</a>	Completed
<b>Education and Skills Annual Report</b> (CYPSSC, 2020)	Cllr Flynn (Ch) Cllr Hillier Cllr Lord Cllr Sudan Cllr Baldwin Cllr Anne Jones Cllr Burgess	To review the Annual Report and proposals for moving forward.	Recommendations were sent to the Cabinet Member and response received, and the TFG reported to CYPSSC on 24 September 2020.  <a href="#">Final Report to CYPSSC September 2020</a>	Completed
<b>Horsham Fire Station</b> (FRSSC and PFSC, 2020)	Cllr Joy Dennis (Ch) Cllr Waight Cllr Kitchen Cllr Michael Jones Cllr Smytherman	To scrutinise the proposed Cabinet decision for the delivery of a new Horsham Fire Station and Fire & Rescue Service (FRS) Training Centre.	The TFGs recommendations were reported at the Cabinet meeting in September 2020.  <a href="#">Report to Cabinet September</a>	Completed

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			<a href="#">2020</a>	
<b>Award of Contract: Business Management Solution</b> (PFSC, 2020)	Cllr Joy Dennis (Ch) Cllr Boram Cllr Sparkes Cllr Smytherman Cllr Michael Jones	To preview the decision in relation to the award of contract for the Business Management Solution (SAP replacement).	<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> <p><a href="#">Director of Finance and Support Services response reported to PFSC May 2020</a></p>	Completed
<b>Fire and Rescue Service</b> (Environment, Communities and Fire Scrutiny Committee, 2020)	Cllr Simon Oakley (Ch) Cllr Michael Jones Cllr Baldwin Cllr Bridges Cllr Oppler Cllr Barnard	To act as a critical friend to development and implementation of action plans arising from the Integrated Risk Management Plan, specifically work on the recruitment and retention of on-call firefighters and on our emergency response standards.	<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> <p><a href="#">Final Report considered at the January 2020 ECFSC meeting</a></p>	Completed

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<b>Small Schools</b> (CYPSSC, 2020)	Cllr Flynn (Ch) Cllr Hall Cllr Lord Cllr Sudan Cllr Hillier Maria Roberts (Parent Governor)	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.	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.  <a href="#">Final Report considered at the April 2020 CYPSSC meeting</a>	Completed
<b>Local Assistance Network</b> (HASC, 2019)	Cllr Turner (Ch) Cllr Boram Cllr Bridges Cllr Anne Jones Cllr Smith Cllr Walsh	To scrutinise the proposed Cabinet Member for Adults and Health decisions regarding a review of the level of funding provided by the County Council to the local assistance network.	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.  <a href="#">Final Report considered at the November 2019 HASC meeting</a>	Completed
<b>Education and Skills Annual Report</b> (CYPSSC, 2018)	Cllr High (Ch) Mrs Le Rossignol (co-opted member) Cllr Mullins Cllr Pendleton	To review the Annual Report and proposals for moving forward.	Recommendations were sent to the Cabinet Member and response received, and the TFG reported to CYPSSC.	Completed

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<b>Minerals and Waste</b> (Environment and Community Services Scrutiny Committee, ESCCS 2016)	Cllr Brunsdon Cllr Graham Jones Cllr Roger Oakley Cllr Simon Oakley Cllr J Rogers (Ch)	Input into the preparation of the proposed submission draft and provided critical friend challenge.	Reported back to ECSSC in November 2016.	Completed
<b>Cycling</b> (ESCCS 2015)	Cllr Whittington (Ch) Cllr Phillips Cllr J Rogers Cllr Rae Cllr Brunsdon Cllr S Oakley	To input into the development of the West Sussex Walking and Cycling Strategy 2016 to 2026.	A final report informed scrutiny of the draft Strategy by the Committee in July 2016.	Completed