

Minutes of a meeting of the **Overview and Scrutiny Committee** held in Committee Room 1 East Pallant House Chichester West Sussex on Thursday 11 April 2013 at 09:30

## **Members (15)**

Mrs C M M Apel (Chairman)  
Mr R J Hayes (Vice-Chairman)

Mrs P Dignum	Mr H C Potter
Mrs N Graves	Mr F Robertson
Mrs E Hamilton	Mrs J A E Tassell
Mr G H Hicks	Mr N R D Thomas
Mr D J Myers	Mrs B A Tinson

were present (12)

## **Overview and Scrutiny Committee Members Absent**

Mr A D Chaplin  
Mr S Lloyd-Williams  
Mr G V McAra

## **Chichester District Council Members Present as Observers or Contributors**

Mr M A Cullen – Ward Member for Bosham  
Mr J E Duncton – Cabinet Member for Housing and Planning  
Mr A J French - Ward Member for Chichester East  
Mrs E P Lintill - Cabinet Member for Leisure, Wellbeing and Community Services  
Mrs C Purnell – Ward Member for Selsey North  
Mr M Woolley – Ward Member for Chichester East

## **Officers Present for All Agenda Items**

Mrs L Gallacher – Member Services Assistant  
Mrs B Jones – Principal Scrutiny Officer  
Mr S Kane – Commissioning Manager  
Mr G Thrussell - Senior Member Services Officer

## **Invited Representatives Present for Agenda Item 6**

Mrs J Devlin – Jobcentre Plus Manager  
Mrs S Garman – Employer Sales Manager, Chichester College

## **Invited Representatives Present for Agenda Item 7**

Mr A Finnamore – Chairman Chichester City Centre Partnership  
Mrs K Long – City Centre Manager City Centre Partnership

## **118 Chairman's Announcements**

Mrs Apel welcomed everyone to the meeting. There were no specific announcements. Apologies for absence had been received from Mr Chaplin, Mr Lloyd Williams and Mr McAra.

## **119 Approval of Minutes**

### *Outstanding Information from the Previous Two Meetings*

Mr Robertson referred to the information on the rural and coastal car parks costs that had been circulated to members since the last meeting. He commented that it was a useful breakdown, but he would like information on the actual costs before the machines were installed. Mr Garraway advised that he did not have the information immediately to hand but he would supply this additional information to members in due course.

Mrs Dignum referred to minute 116 (3)(c) bullet point one on her report back from the Health and Adult Social Care Committee and advised that there were two minor errors. The figure in line three relating to the Redhill Surrey Hospital should read '460,000' not '560,000' and in line four '100 ambulances' should read '100 arrivals by ambulance a day to the hospital'.

### **RESOLVED**

That the minutes of the Overview and Scrutiny Committee's meeting on Wednesday 30 January 2013 (a copy of which had been circulated with the agenda papers) are approved subject to the amendments to paragraph 116 3(c) as indicated above.

Mrs Apel signed and dated the official version of the minutes.

## **120 Urgent Items**

There were no urgent items to be considered at this meeting.

## **121 Declarations of Interests**

Mr Hayes declared a personal interest in respect of agenda item 6 (Getting People into Work Strategy) as an employee of West Sussex County Council which was consulted in the development of the strategy.

Mrs Tinson declared a personal interest in respect of agenda item 6 (Getting People into Work Strategy) as she knew Mrs Devlin and as a former employee of the Department for Work and Pensions, she had extensive knowledge of Jobcentre Plus.

## **122 Public Question Time**

No public questions had been submitted for this meeting.

## **123 Chichester in Partnership Getting People into Work Strategy – Review of Progress against Action Plan**

The committee considered the agenda report and also a table of figures provided by Mrs Devlin indicating numbers of young people claiming job seekers allowance which was tabled at the meeting (copies attached to the official minutes).

Miss A Loaring (Chichester in Partnership Co-ordinator) and Mr K Garraway (Assistant Director Economy) presented the report and Mrs J Devlin (Jobcentre Plus Manager) and Mrs S Garman (Employer Sales Manager, Chichester College) were also in attendance.

The need for the Getting People into Work Strategy was identified in 2011 following a joint meeting with the partners, where it was recognised that rising unemployment, in particular long term unemployment, was a growing issue. The three-year strategy was developed by the economic development team within the Council in consultation with various partner organisations, including Chichester College and Jobcentre Plus. This was approved by Chichester in Partnership and adopted by Chichester District Council in June 2012. One of the projects identified in the action plan was to provide good quality work experience to young people, which involved appointing a work experience co-ordinator. The Partnership was successful in securing a grant from the Department for Work and Pensions (DWP) to fund this and Mr Hill was employed in January 2013 as the Work Experience Coordinator based at Chichester District Council. He was now working with Chichester College to promote apprenticeships locally and would be responsible for creating good quality work experience within the Council, partner organisations and local businesses for 16-24 year olds that were referred to the scheme by Jobcentre Plus. Jobcentre Plus would monitor apprenticeships after 12 months. Mr Garraway then explained about the development of the business support website. This would be divided into two sites; one would include a property database to direct businesses that require new premises, and the other would include procurement opportunities and provide information and advice on whether there were grants or funds available. The Chichester Service Provider Network had also been established to build relations between partner organisations.

Mrs Apel invited Mrs Devlin and Mrs Garman to share their views of the Partnership. Mrs Devlin said she had found the Partnership very positive and had been given the opportunity to sit on the interview panel for the work experience coordinator post. The total number of job seekers allowance claimants aged 16-64 in Chichester was 1500 in January 2013. Last year 145 young people were referred by Jobcentre Plus onto the work experience programme and the Partnership was looking to secure further grant funding to extend the work experience coordinator role. Mrs Garman agreed that working with the Partnership had been very beneficial, with the uptake on 16-18 year olds in apprenticeships now at 184 and the number of 19-24 year olds who ordinarily would be not in education, employment or training (NEET) at 210 and growing daily.

Mrs Devlin, Mrs Garman, Miss Loaring and Mr Garraway responded to members' questions and requests for clarification on points of detail. Among the matters covered were:

- Chichester College had the Brinsbury campus in Pulborough offering apprenticeships in the more rural areas north of the Downs in areas such as agriculture, horticulture and countryside management.
- The conversion rate for those students undertaking work experience who obtained actual employment was approximately 50% within the commercial sector. Chichester College attended eight events across the district during National Apprenticeship Week and approximately 40 apprenticeship opportunities arose from these events, although it would take a further three to six months for the apprenticeships to be fully underway.
- Chichester College, working in partnership with Chichester in Partnership, launched the 100 day campaign on 5 March 2013. This sought to generate 100 apprenticeship placements in businesses within the local area within 100 days.

To date the campaign had generated 53 pledges and it was therefore hoped, that this target would be exceeded.

- Approximately 95% of apprentices go into permanent vacancies and fixed-term contracts were not encouraged. The level of 25% would continue to be used as a planned outcome of the apprenticeships task and finish group. The retention of young people was not measured after their apprenticeship ends.
- Levels of literacy and numeracy of young people were a concern for some businesses approached to take on an apprentice. This was a national issue and the Positives about Futures Team at Chichester College offer help with writing CVs to make sure they are palatable to employers. Staff also support young people during their apprenticeship by providing an exam in functional skills, in which they must reach a required level. Once this level is met staff will work with the apprentices and encourage them to take the next level to try to stretch them and further their skills.
- Mr Robertson referred to a recent documentary that highlighted the work of the Foyer Federation, who were one of the partners of the Ministry of Entrepreneurship. The Federation works with employers to offer young people the opportunity to complete taster sessions for various professions to see if it was something they would be interested in progressing as a career. He commented that this would be something the Partnership could consider. Mrs Devlin said that the DWP were trying to find the means to further engage with clients and was working on creating an innovation group. She was interested in finding out more about the Federation, and accepted the information that Mr Robertson had researched on the work of the Federation. Mrs Garman added that Chichester College offer taster sessions and recently held a 'World of Work' weekend at Butlins. Chichester College was also a Peter Jones Enterprise Academy partner offering a BTEC in Enterprise and Entrepreneurship, and had close links with the business community.
- Previous thinking was that young people needed to go to university and obtain a degree in order to achieve a career; however at the end of the three years many students found that they did not have the practical skills to assist them when applying for jobs. It was felt that apprenticeships were now the way forward.
- Apprentices were paid a salary. Employers were given the choice on the level of salary, but were encouraged to pay more than the national minimum wage. Apprentices either work on a day release system or block work, for example one week at college, one week in work.
- Chichester College and Jobcentre Plus work with schools to organise open evenings. These advertise apprenticeships and raise awareness for parents to help their children to make decisions about their future.
- Apprenticeships were available to any young person claiming job seekers allowance and did not limit those with learning difficulties.
- Mrs Apel asked for figures for the percentage of 16-18 year olds claiming job seekers allowance. Mrs Devlin said these figures could be calculated and sent to officers to circulate to members.

At the conclusion of its debate and having considered the report, the committee had no recommendations to make to the Local Strategic Partnership. It was agreed to revisit the

Action Plan in a year's time to see how it was progressing. Mrs Apel said it would be useful for Mr Hill to come to this meeting to give an update on work experience figures, to which officers agreed.

Members were very encouraged by the report and the progress of the Action Plan, and wished to congratulate all those involved in its creation. The committee thanked Mrs Devlin and Mrs Garman for attending the meeting.

## **RESOLVED**

That the Overview and Scrutiny Committee notes the progress of the Getting People into Work Strategy Action Plan and agrees that the Action Plan will be added to the committee's work programme for a further review in one year.

### **124 Chichester Business Improvement District (BID) – Review of Progress Against Business Plan**

The committee considered the agenda report (copy attached to the official minutes).

Mr K Garraway (Assistant Director Economy) presented the report and Mr A Finnamore (Chairman Chichester City Centre Partnership) and Mrs K Long (BID City Centre Manager Chichester City Centre Partnership) were also in attendance.

Mr Garraway briefly outlined the background to the formation of the Business Improvement District (BID). In 2005 the Council was approached by the business community to establish a city centre management programme. The Council funded a five year trial and the City Centre Manager was employed on behalf of the businesses of the city. In 2012 the City Centre Partnership (CCP) was established to bring local authorities and businesses closer and decided the only means to fund the city centre management project sustainably was through a BID. The BID allows the collection of a non-domestic rating supplement to be applied to all businesses within a geographical area, to contribute towards an approved programme of works and services that benefit that area. The CCP decided to hold an election in 2011 on whether businesses in the city wanted to be part of the BID and pay an additional 1% on their business rates. The majority of the businesses said yes and the BID was established in April 2012 and started to deliver its business plan.

Mr Finnamore added that the CCP was a community interest company that had 12 board members. The BID was seen as the best method to motivate businesses. Most businesses did not know what their business rates were used for and the BID set out to be an organisation that could make a difference in a difficult financial environment. The CCP works with the city, district and county councils, which each has its own infrastructure and, therefore, it would take time for businesses to see the effects of the BID. The Council was a levy payer, contributing £11,000 per annum to the BID.

Mr Garraway, Mr Finnamore and Mrs Long responded to members' questions and points of clarification of detail. Among the matters covered were:

- The membership of the CCP included representatives from some of the key stores in the city including the managers of Boots and House of Fraser and Mrs Long had good working relationships with the managers of Topshop and Marks and Spencer. There was not a representative from the Chichester Access Group (CAG) on the Board but Mrs Long advised that she worked closely with them. The CCP office did not have disabled access but Mrs Long said she was happy to meet with people in another location and promoted this in the BID newsletters. Mr Garraway added that

the CCP office was a base to perform its administrative function, but the idea was that Mrs Long would often be out in the city meeting with businesses.

- Mrs Long said that members might be more familiar with The “Share a Little Love” charity collectors, mentioned in Appendix 1, as Batman and Robin who previously used the city centre to collect for the charity. It was felt that their sales tactics were not appropriate for Chichester and the CCP worked closely with partners to prevent them operating as charity collectors in the city centre.
- The ‘Bike 2 Chi’ event mentioned in Appendix 1 that the CCP was supporting was being organised on behalf of the Chichester Chamber of Commerce and Industry. It was intended that a group of motorcyclists would bring their motorcycles into the city for a two-hour period in July to promote road safety for motorcyclists and raise funds for the Kent, Sussex and Surrey Air Ambulance.
- Mr Hicks queried the net income increase less expenditure increase included in appendix 2, which was a minus figure. Officers explained that the table did not show the full picture. Due to the way that funding worked, there was a delay between the collection of rates and passing these to the BID. It did not therefore, reflect a net loss. Mrs Long added that the CCP had a service level agreement with ChiBAC to manage security and work closely with the police. She felt that ChiBAC had done a fantastic job this year.
- Independents’ Day was a national scheme taking place on 4 July 2013 and this was the first year that Chichester was taking part. All independent businesses in the city centre had been asked how much bunting they required for the day that would identify them as an independent shop. The Chichester Society had been approached to act as marshals to signpost people to the independent shops and provide the public with historical and cultural information.
- Mrs Hamilton said that Independents’ Day in Midhurst had been disappointing as it was only publicised was through a trade magazine. She hoped that the Chichester Independents’ Day would be more of a success. Mrs Long advised that this was an important event for the city to highlight that Chichester was not a typical high street city. She had spoken to the Council’s PR regarding putting an article into the *initiatives* magazine and an article was also going into *Sussex Life* magazine and the *Observer* series.
- Mr Finnamore said that the CCP accepted that due to the difficult financial climate not all businesses felt they could afford the increase in business rates. Some businesses that were not originally in support had since asked to join the BID and for other businesses, conflicting views first needed to be resolved. There was a good relationship with the majority of businesses and it was important that the CCP office was centrally located in the city for businesses to call in at their convenience.
- The effect of the Christmas markets on the existing shops was not known as the CCP measured footfall into the streets rather than footfall into shops. The markets had been very successful with the only issue being with

pedlars, and the CCP had worked with Chichester District Council on the latest legislation to limit these. The second busiest Saturday of 2012 was the Garden Market and the CCP was looking at having a variety of markets but realised that this could have an impact on the existing shops. The CCP was continually looking at ways to vary the markets as each would attract different groups of people into the city.

- Mr Robertson advised that Selsey had recently invested in power outlets to assist with its Christmas lights and asked whether Chichester could do something similar. Mrs Long said that up until the introduction of the BID Chichester City Council managed and owned the Christmas lights in the city centre. The CCP had now entered into a five-year contract with Gala Lights to provide lights across the BID area including new infrastructure to areas previously unlit. The CCP would be addressing with the City Council whether it would be making a contribution to this. Mr Fynamore added that 85% of the scheme was concluded in 2012; this was due to needing to seek permission to put lights up on certain buildings. This was very positive and responses from the public had been very supportive.
- Mrs Long said that the CCP had produced a leaflet which listed the 14 main attractions in the city centre which would be published in April 2013. Crane Street was keen to have a brown Novium tourist sign so visitors to the Novium were encouraged to use Crane Street as a through route.

At the conclusion of its debate and having considered the report, the committee had no recommendations to make as to the BID's future operation. It was agreed to revisit the BID in a year's time to see how it was progressing. The Committee thanked Mrs Long and Mr Fynamore for attending the meeting.

#### **RESOLVED**

That the Overview and Scrutiny Committee notes the progress to date of Chichester Business Improvement District against its Business Plan and agrees that this item is added to the committee's work programme for a further review in one year.

[**Note** At the end of this item Mrs Apel announced that in order not to detain officers waiting for agenda item 11, she would take that item next before agenda item 8]

### **125 Economic Development Strategy – Development of Action Plan**

Mr Garraway explained that the Business Routeing Panel had requested that a task and finish group (TFG) be set up to consider the Economic Development Strategy Action Plan. This would give members the opportunity to look at the actions and consider whether these were appropriate for what the Strategy set out to achieve. It was suggested that a minimum of three members be appointed to this TFG. Mrs Apel suggested that Mr Lloyd-Williams might be interested in being a member of the TFG. However, as he was absent for today's meeting she would contact him outside of the meeting.

#### **RESOLVED**

That the Overview and Scrutiny Committee notes the Terms of Reference for this task and finish group and appoints Mrs Hamilton, Mr Hicks and Mr Thomas, and (subject to Mrs Apel contacting him to obtain his agreement) Mr Lloyd-Williams, to be its representatives. Mr Hayes indicated that he would be willing to act as a substitute member if any of the other members could not attend meetings.

[**Note** At the end of this item the committee continued with the agenda and resumed with agenda item 9]

## 126 The Novium - Post Project Evaluation

The committee considered the agenda report (copy attached to the official minutes).

Mrs J Hotchkiss (Assistant Director Leisure and Wellbeing) and Miss T Clark (Museum Manager) presented the report.

Mrs Hotchkiss explained that as part of the Council's corporate procedure the Novium project had been followed up with a post project evaluation of the nine months it had been open. Two workshops had taken place, one with the Novium Project Board and one with Novium staff and the report had been reviewed by CMT. She summarised the success criteria table in the report. The project had been successful in being completed within the revised budget of £6,905m with £80,000 remaining in the budget. The Novium revenue costs for 2013-14 were estimated at £692,000, which was £30,700 under the original growth figure in the Project Initiation Document (PID). The income from ticket sales in the first nine months was £48,700, which was approximately £7,000 under the target. The average spend per head from opening to the end of December 2012 was £0.58 with a secondary spend of £0.07p per person. The quality visitor satisfaction survey had not yet been completed and was due to start in May 2013. The design of the Novium has been well received and it had won two awards and had been shortlisted for a RIBA award. Under the BREEAM environmental assessment it achieved a 'very good' standard rating.

Visitor numbers to the Novium were reported in the Members' Bulletin each month. The 2006 consultant figures included the museum having a café and TIC services. Museum figures for the first nine months were 12,740 for the museum and 17,108 for the TIC making a combined total of 29,848. These figures were under the target set by the consultants, Colliers International. Officers realised shortly after opening that the visitor target of 32,500 set by Colliers International was not realistic and asked it to revise the figures to take into account the current economic climate with cultural venues. The recent visitor figures from other cultural venues were down compared to the national trends. The revised target provided was 15,463, which officers considered to be too low and they had questioned the validity of Colliers International's research.

Mr Thomas wished to express a formal vote of thanks to the officers involved with the Novium project. He had submitted some questions to Mrs Hotchkiss in advance of the meeting as follows:

- *The cost of the Colliers International consultant's report.* This was £5,000 which was based on three quotes. When officers went back to the consultant to ask it to recalculate the visitor figures, it completed this work free of charge.
- *Location of the signage.* Mrs Hotchkiss circulated a plan of the proposed location of the brown Novium visitor signs which were due to be installed in May. A 1.7m by 40cm sign would also be placed in the window of the Novium to make the tourist information services within the museum more prominent, and officers were investigating whether a long banner sign could be hung on the turret of the building enabling this to be seen from West Street. The City Walls project linked with the Novium and officers were working with other local attractions in the district including Fishbourne Roman Palace and the Weald and Downland Open Air Museum to look at introducing a group ticket allowing entry to all attractions for a



set price.

- *Progress on the sale of the land next door.* This was imminent.
- *Volunteers and 'Friends of the Novium'.* There were currently 17 volunteers working at the Novium and a further 28 were on a waiting list for when new projects became available. The Museum Society had provided help to the Novium and funding for the treasure acquisitions. Officers had considered developing this into a friends group, which the Museum Society were interested in, but this needed further research.

Mr McAra had submitted the following questions in advance of the meeting, which Miss Clark and Mrs Hotchkiss answered:

- *Whether the museum will consider a reorganisation of exhibits to reflect a time line rather than a thematic approach.* This was due to be the first major change within the Novium and the first floor gallery exhibits would be changed to Chichester through time and laid out chronologically.
- *Considering a better use of space to include more exhibits.* This was being reviewed to see whether more artefacts could be displayed.
- *Plans to soften the architectural look of the building's interior and introduce softer lighting.* The grey space on the stairwells had to remain this way due to fire regulations. However, in the Roman areas staff were looking at putting additional items on the walls. The lighting levels in the galleries were being reviewed in the action plan.
- *Concerns that the cost structure is too high.* This would be raised with the marketing consultant to consider more initiatives around pricing.

Mr Chaplin had submitted the following points to the Chairman in advance of the meeting.

- *£16.50 was too expensive for a family ticket to the Novium*
- *The price of the lectures was also too expensive.*
- *The arrangements for the TIC were poor.*
- *When he visited recently the first floor was closed.* Mrs Hotchkiss explained this was for the cube repair to take place.

Anne Scicluna had submitted the following points to the Chairman in advance of the meeting, which Miss Clark and Mrs Hotchkiss answered:

- *Suggestion that 'Novium Museum' be printed on the tourist signs instead of 'Novium', so visitors know exactly what the attraction is.* Mrs Hotchkiss advised that officers were confined to the amount of letters they could put on the signs under West Sussex County Council (WSSCC) signage policy. A consultation took place on what to include on the signs and it had been agreed to use 'The Novium'.
- *An area with views of the Cathedral could be used for a café facility.*

- *The ground floor was very dark.* As the Roman baths were on display, a coating was in place over the windows to protect them and also to enable the film to be projected. Officers were looking at using the front window to promote the Novium further.
- *Upgrade the gift shop so it appeals to all ages.*

Mrs Apel invited the remaining members of the committee to ask any questions to which Mrs Hotchkiss and Miss Clark responded. Among the matters covered were:

- *Pitching the admission price of the Novium to local prices e.g. the Pallant House Gallery.* Mrs Hotchkiss advised that in the initial planning stages a full exercise was completed to look at the admission prices of other local attractions. School visits to the Novium were free for children if teacher led. If undertaking a learning session the school paid for the education officer's time. There were also annual tickets allowing multiple visits in the year.
- *Concerns that there were not enough interactive exhibits aimed at children.* Miss Clark said that officers were actively working on introducing more interactive exhibits and were working with Chichester College and Chichester University to develop children's activities e.g. introducing trails for children.
- *Concerns that many of the artefacts were in cases and cannot be handled.* Miss Clark said that the exhibits were planned using the consultants' advice and there was an exhibitions officer on the Novium team. The exhibits would continually be rotated so they might not always be behind glass.
- *Suggestion that volunteers can be on hand to engage with the public* Volunteers were being trained to interact with the public and direct them to points of interest.
- *The current strapline for the Novium - 'Novium footprints through history'.* However, this was being reviewed with the marketing consultants to see if it needed to be more specific.
- *Promotions to bring visitors back to the Novium when the museum is closed –* examples included where people are able to hire the facility out of hours for functions.
- The marketing consultants had been asked to consider whether a café which would give visitors a wider dwell time in the Novium was feasible.
- Novium staff often visited other museums and would report back to Miss Clark and the team on their findings, and discuss whether any of the ideas they had seen could be implemented in the Novium. The staff were also looking at working in partnership with the other local museums.
- Mr Hayes said he felt the disabled access to the Novium was excellent and that introducing a café was an excellent idea.
- Mrs Dignum said she had been lucky enough to go behind the scenes of the Novium and was very impressed. The Novium had taken on four work experience students from local secondary schools and had other positive promotional links with Chichester College and Chichester University students. She congratulated officers for having an open mind to suggestions and felt that officers had listened to suggestions and was pleased that a timeline approach was to be adopted on the first

floor.

At the conclusion of its debate and having considered the report, the committee felt that the Novium should be both a museum for local people and a visitor attraction for a wider audience. Members felt that the Novium had achieved many successes in its first nine months of opening and recognised that staff were listening to the concerns raised and attempting to find solutions. The committee wished to commend the staff on their hard work.

### **RESOLVED**

That the Overview and Scrutiny Committee notes the post project evaluation report and action plan for the Novium and agrees that this item is added to the committee work programme for a further review in one year.

### **RECOMMENDATIONS TO THE CABINET**

That the new marketing strategy contained in the action plan should focus on the Novium both as a district museum for local people and as a visitor attraction for a wider audience.

## **127 Feedback from Selsey Ward Members Following the Review of Education in Selsey**

The committee considered the report of the Selsey members' meeting with The Academy Selsey and the further information on education statistics, which were both circulated electronically to members before the meeting (copies attached to the official minutes).

Mrs Tinson presented the report and Mr Hyland and Mrs Murphy were also in attendance. Mrs Tinson reminded members that following the November 2012 Overview and Scrutiny Committee the Selsey members arranged to meet with Ms Vicky Wright, the head teacher of the Selsey Academy, to discuss how local members could be involved in monitoring the situation in Selsey. This had been a very positive meeting and the Selsey members had put forward several questions to the representatives which they felt were answered adequately and these were listed in the report.

Mr Robertson added that eight days before the meeting a further Ofsted report for Selsey Academy had been published with an overall score of 'inadequate'. He felt there were several anomalies with the report. There were only three teachers from the Academy that lived in Selsey, which created issues with teaching staff getting into Selsey when there was inclement weather. The Academy had also found difficulties in recruiting a maths teacher and had needed to retrain one of their existing teachers to fill this position. The Academy funded return transport for students in the Witterings attending after-school activities and special education needs students were provided transport. There were concerns that brighter students were not being stretched so that they were ready for employment. The Academy had advised that it was interested in creating a sixth form but was unsure how to go about this and whether key worker housing could be provided. Mr Hyland said that this was an option that could perhaps be looked at via Selsey's emerging neighbourhood plan.

Mrs Purnell added that a sixth form would be beneficial as currently students needed to go to Chichester for further education, and she was aware that some students had dropped out of further education due to the difficult travel arrangements. Discussions were taking place with Mr Griffiths, West Sussex County Council (WSCC) Cabinet Member for Education and Schools, regarding how the Academy could progress with a sixth form and if WSCC could take this forward. It was noted that it was important that good literacy and numeracy skills began at an early age and Mrs Murphy advised that she had asked WSCC what the Council could do to help children in terms of improving

their basic vocabulary skills. It was important to have schemes in place to encourage children to read at home and some schools were very good at this. Mr Hyland added that one of the identified actions from the meeting was for Selsey Academy to work with feeder schools to look at the levels of pre-school provision and whether there were any barriers to this or if there were issues with capacity. Targeted support was also available for some families.

The Selsey members said that they now understood the challenges that the Academy faced and were happy to support Ms Wright and her team and hoped that this positive relationship could continue. It was agreed to keep a watching brief on this.

## **RESOLVED**

That the Overview and Scrutiny Committee notes the report and agree that a watching brief will be kept on education in Selsey.

### **128 Overview and Scrutiny Work Programme 2013-2014**

The committee considered the agenda report (copy attached to the official minutes).

Mrs B Jones (Principal Scrutiny Officer) presented the report and advised of the following additions to the work programme:

- Earlier in the meeting, it had been agreed that the Worklessness Strategy, Business Improvement District and The Novium items considered at this meeting were to be added to the Work Programme for early 2014.
- At its recent meeting the Cabinet had asked that the Overview and Scrutiny Committee monitor performance in Development Management as part of the newly agreed officer structure. This would be added to the work programme for 2014.
- Mr Thomas asked whether an item on the monitoring and progress of the Midhurst Community and Leisure Centre could be added to the work programme. Mr Kane advised that there was a project board which reported back to the Cabinet. It would also be reviewed by the Corporate Governance and Audit Committee with a post project evaluation document one year after it had opened. Several other members expressed concern over the lack of signage, the new parking arrangements and the fitting out of the new centre. Mrs Jones said she would ask Mrs Hotchkiss to circulate a briefing note to members every few months on progress and would add this to the work programme for June 2013.
- Mr Robertson requested that a report come to the Overview and Scrutiny Committee on the Council's use of consultants. He was particularly concerned with the cost of the consultants tasked with calculating visitor numbers at The Novium. Several other members felt that this was an important issue and Mr Kane suggested this review should go via the Corporate Governance and Audit Committee. Mrs Jones advised she would liaise with officers over the best way to approach this.
- Mr Hayes asked that changes to welfare benefits be added onto the work programme. It was suggested that this be added for April 2014 once the changes had been fully implemented.
- The terms of reference and membership of the two task and finish groups - Voluntary and Community Services infrastructure support arrangements and Corporate Plan performance would be considered at the next meeting.

## **RESOLVED**

That the Overview and Scrutiny Committee 2013-14 Work Programme is agreed.

## **RECOMMENDED TO COUNCIL**

That the Council meeting approves the Overview and Scrutiny Committee 2013-2014 Work Programme.

### **129 Feedback from the Housing Standing Panel, Task and Finish Groups, West Sussex County Council Select Committees and West Sussex Joint Scrutiny**

#### **(1) Housing Standing Panel**

It was noted that there was nothing to report to this meeting.

#### **(2) Task and Finish Groups**

##### **(a) Chichester Festival Theatre/Pallant House Gallery Task and Finish Group**

Mrs Apel advised that the members of this TFG, (Mr Thomas, Mrs Graves and Mr Hicks) were due to meet with the Pallant House Gallery and Chichester Festival Theatre at the end of April 2013

##### **(3) West Sussex County Council Select Committees**

Chichester District Council members who have been assigned to West Sussex County Council (WSSCC) select committees have the opportunity to provide feedback to this committee on items of relevance from meetings which they have attended.

##### **(a) Children and Young People's Select Committee**

Mrs Apel attended the meeting on 13 March 2013. She reported that there was not anything to report apart from an Ofsted report into WSSCC's Children's Services which had been published indicating that they had just come out of special measures. Mrs Apel had not yet had the opportunity to read the report.

##### **(b) Environmental and Community Services Select Committee**

As agreed at the previous meeting, Mrs Purnell would only attend meetings of this select committee at her discretion when there appeared to be matters of particular relevance to this committee. Mrs Purnell added that if any member noted anything of importance on these agendas they should email her and ask if she could attend and provide feedback at the next Overview and Scrutiny Committee.

##### **(c) Health and Adult Social Care Select Committee**

Mrs Dignum highlighted the following matters that had been discussed at the Health and Adult Social Care Select Committee (HASC) meeting that took place on Wednesday 14 March 2013:

- *Public health* From 1 April 2013, WSSCC was responsible for administering public health in this area; it had been planning the transition for a year, using the Health and Wellbeing Board to plan for successful improvements in residents' health. Work was taking place on Proactive Care, the development of the Health and Wellbeing Hubs,

Prevention Assessment teams and training for the voluntary sector. The Staying Put programme enabled older people to stay in their own homes with adaptations, avoiding fuel poverty. There were health and obesity checks for adults and children, an anti-smoking campaign, and one for reduction in high levels of alcohol drinking, and encouragement to be physically more active. People should be self-reliant and modify their own behaviour. Procedures for discharge from hospital should be improved. The ageing population's special needs (including dementia and isolation) were important. HASC's role was to monitor the effectiveness of the whole system.

- *Adults Services Redesign* £12m had been given by government to help transform these with training, a new national website, central telephone helpdesk, safeguarding, assessment of how direct payments are used and help to avoid hospital admission. Older people's skills and experience were valued. The frail and elderly were to be helped, if required by traditional means, since a quarter of over 65s have never used a computer.
- *Out of hours GP Service* - There were 11 bases where a patient could be seen, ideally within two hours. Urgent phone calls should be answered in 20 minutes and non-urgent in two hours. The NHS 111 number was replacing the phone triage system. The Care Quality Commission found no failures despite some concerns (which were few out of 18 000 calls in December). Home visits were possible for palliative needs.

#### **(4) West Sussex Joint Scrutiny**

Mrs Jones reported that in 2010 it was agreed that a joint scrutiny steering group should be established on a pilot basis to review issues of common concern affecting all the county's districts and boroughs. The first review had taken place mid 2012 into the provision of community legal advice services. West Sussex County Council had reviewed this first joint scrutiny project and it had recently been agreed that joint scrutiny should become a permanent arrangement. It was proposed that a review of flooding across the county would take place later in the year.

#### **RESOLVED**

That the Overview and Scrutiny Committee notes the proceedings of recent meetings of West Sussex County Council's Select Committees and arrangements for joint scrutiny.

#### **130 Late Items**

There were no late items considered at this meeting.

As this was the last Overview and Scrutiny Committee before Annual Council, Mr Hayes expressed his thanks to Mrs Apel for chairing the meetings during the 2012-2013 Council year.

[Note The meeting ended at 12:42]

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CHAIRMAN

Date \_\_\_\_\_