

NOTICE OF MEETING

East Pallant House East Pallant Chichester West Sussex PO19 1TY

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MEETING	OVERVIEW AND SCRUTINY COMMITTEE
DATE/TIME	Tuesday 18 November 2014 at 10:00
VENUE	Committee Room One East Pallant House East Pallant Chichester West Sussex PO19 1TY
	Lisa Higenbottam – Member Services Assistant Direct line: 01243 534684 E-mail: lhigenbottam@chichester.gov.uk

Friday 7 November 2014

JOHN WARD
Head of Finance and Governance Services

AGENDA

*There will be a pre-meeting briefing at 09:30 on the day of this meeting
for the members of the Overview and Scrutiny Committee*

This agenda should be retained for future reference with the minutes of this meeting

The venue for this meeting is on the lower ground floor of East Pallant House

PART I

1 **Chairman's Announcements**

Any apologies for absence that have been received will be noted at this point.

2 **Approval of Minutes** (pages 1 to 9)

The Overview and Scrutiny Committee is requested to approve the minutes of its meeting on Thursday 11 September 2014.

3 **Urgent Items**

The chairman will announce any urgent items that due to special circumstances are to be dealt with under agenda item 11 (b).

4 **Declarations of Interests**

These are to be made by members of the Overview and Scrutiny Committee or other Chichester District Council members present in respect of matters on the agenda for this meeting.

5 **Public Question Time**

The procedure for submitting public questions in writing by no later than 12:00 on Monday 17 November 2014 is available upon request to Member Services (the contact details for which appear on the front page of this agenda).

POLICY DEVELOPMENT

6 **Tourism Task and Finish Group update** [Mr G McAra (Chairman of the Tourism Task and Finish Group) and Mrs J Hotchkiss (Head of Commercial Services)] (pages 10 to 12)

The committee is asked to note the report from the Tourism Task and Finish Group and the two new areas of work detailed in the report and to agree that the final report be delayed to a future meeting.

7 **Committee Microphone System** [Mrs J Dodsworth (Head of Business Improvement Services)] (pages 13 to 15)

The committee is requested to establish a Task and Finish Group to consider options around a replacement microphone/audio system and future recording of meetings.

The committee is also requested to give delegated authority to the Chairman to agree the scope and outline plan for this review and to confirm the membership and Chairman of the group.

MONITORING AND REVIEW

8 **Education Task and Finish Group final report** [Mrs B Tinson (Chairman of the Education Task and Finish Group) and Mr S Hansford (Head of Community Services)] (pages 16 to 25)

The Overview and Scrutiny Committee is requested to consider and note the key points concluded from this review as set out at paragraph 5.2 in the report.

The committee is also requested to endorse a commitment from the Council to support family friendly policies and to consider how best to support Early Years' and Early Help strategies and to recommend this commitment and support to Cabinet.

- 9 **Corporate Plan Task and Finish Group final report** [Mrs P Dignum (Chairman of the Corporate Plan Task and Finish Group) and Mrs A Huggett (Corporate Improvement Officer)] (pages 26 to 27)

The committee is requested to note the report from the Corporate Plan Task and Finish group and to confirm its satisfaction that the Council is achieving satisfactory levels of performance against the targets and activities in the 2014/15 Corporate Plan mid-year progress report.

- 10 **Overview and Scrutiny work programme** [Mrs B Jones (Principal Scrutiny Officer), Mr S Hansford (Head of Community Services) and Mrs P Dignum (the Council's representative on WSCC Health and Adult Social Care Select Committee (HASC)))] (pages 28 to 29)

Community Safety Partnership review - Terms of reference

The committee is requested to agree the terms of reference and scoping of this review and to confirm the membership and Chairman of the group.

Budget Task & Finish Group

The three members of this Task and Finish Group (TFG) are Mr R J Hayes, Mr S Lloyd Williams and Mrs B Tinson. A meeting of the TFG will take place in early December 2014.

Health Issues

WSCC HASC - The committee is requested to note that Musculoskeletal services will be considered at a meeting on 5 December 2014.

Raising issues to HASC - The committee is reminded that the Council can input into the work of HASC by sending concerns to its Business Planning Group (BPG) which meets quarterly. The next meeting of the BPG is in December.

- 11 **Late Items**

- (a) Items added to the agenda papers and made available for public inspection
- (b) Items that the chairman has agreed should be taken as a matter of urgency by reason of special circumstances to be reported at the meeting

PART II

[Items for which the press and public are likely to be excluded]

The Overview and Scrutiny Committee will consider the following resolution

The Committee is asked to consider in respect of the following item(s) whether the public, including the press, should be excluded from the meeting on the grounds of exemption under Part I of Schedule 12A of the Local Government Act 1972, as indicated against the item and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information. **The reports dealt with under this part of the**

agenda are attached for members of the Committee and senior officers only (salmon paper).

MONITORING AND REVIEW

- 12 **Midhurst Community Leisure Facilities - operational report** [Mrs J Hotchkiss (Head of Commercial Services) and Mr K McCoy (Westgate Leisure Manager)] (pages 30 to 39)

The committee is requested to note the current operational performance of the Grange against the original budget and to make any recommendations to Cabinet.

- 13 **Careline Business Plan – progress report** [Mr S Hansford (Head of Community Services)] (pages 40 to 49)

The committee is requested to note Chichester Careline's progress against the business plan for 2013/14 and the current financial and Business Planning position in 2014/15 and to raise any concerns to Cabinet.

NOTES

With the aim of reducing paper consumption, certain restrictions have been introduced on the distribution of paper copies of longer appendices to reports where those appendices are circulated separately from the agenda:

- (1) **Members of the Overview and Scrutiny Committee, the Cabinet and Senior Members** They receive paper copies of the separate appendices with their copy of the agenda
- (2) **Other Members of the Council** The appendices may be viewed via the Members Desktop and a paper copy will also be available for inspection in the Members Room at East Pallant House
- (3) **The Public and Press** The appendices relating to reports listed under Part I of the agenda which are not included with their copy of the agenda can be viewed as follows:
 - (a) on the Council's website at www.chichester.gov.uk select **Committee papers** from the **Quick links** menu in the bottom right-hand corner of the home page and on the **Committee papers** page that appears next select the link to **Overview and Scrutiny Committee – 18 November 2014** from the list of **current committee papers**
 - (b) at the main reception desk at East Pallant House Chichester or at the Council's Area Offices at Midhurst and Selsey
 - (c) by contacting Lisa Higenbottam (Member Services Assistant) on 01243 534684 or lhigenbottam@chichester.gov.uk

MEMBERS

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

Mr A D Chaplin	Mr G V McAra
Mr P Clementson	Mr H C Potter
Mrs P Dignum	Mrs J A E Tassell
Mrs N Graves	Mr N R D Thomas
Mrs E Hamilton	Mrs B A Tinson
Mr G H Hicks	Mr M Woolley
Mr S Lloyd-Williams	

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Minutes of a meeting of the **Overview and Scrutiny Committee** held in Committee Room 1 at East Pallant House Chichester West Sussex on Thursday 11 September 2014 at 10:00am

Members (15)

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

Mr P Clementson	Mrs J A E Tassell
Mrs P Dignum	Mr N R D Thomas
Mr S Lloyd-Williams	Mrs B A Tinson
Mr G V McAra	Mr M Woolley
Mr H C Potter	

were present (11)

Overview and Scrutiny Members Absent

Mr A D Chaplin
Mrs N Graves
Mrs E Hamilton
Mr G H Hicks

Chichester District Council Members Present as Observers or Contributors

Mr A J French
Mrs E Lintill
Mr S Oakley
Mrs C Purnell

Officers Present for All or Specific Items

Mr R Dunmall – Housing Operations Manager
Mrs L Grange – Housing Delivery Manager
Mr S Hansford – Head of Community Services
Miss L Higenbottam – Member Services Assistant
Mrs B Jones – Principal Scrutiny Officer
Mr T Whitty – Development Management Service Manager

211 Chairman's Announcements

Apologies for absence had been received from Mr A D Chaplin, Mrs N Graves, Mrs E Hamilton and Mr G H Hicks.

212 Approval of Minutes

Minutes of 3 July 2014

Mrs Dignum asked it be noted that minute 199, paragraph 11 referred to the state of the River Lavant by the railway station; minute 199, paragraph 11 referred to the Canal Basin area doing well rather than the Canal; minute 199, paragraph 11 referred to visitors coming from the station rather than incoming groups; minute 202, paragraph 6 referred to the plans to have a cafe not the reorganisation of a cafe.

Mr Lloyd-Williams clarified minute 202, paragraph 3, line 5 should read 'Mr Lloyd-Williams suggested it would cost £3.5 million over five years which was a difficult figure to sell to the rate payers'.

RESOLVED

That the minutes of the Overview and Scrutiny Committee (OSC) meeting held on Thursday 3 July 2014 are approved as a correct record subject to the amendments indicated above.

That the minutes of the OSC meeting held on Tuesday 22 July 2014 are approved as a correct record.

Accordingly, Mrs Apel signed and dated the official versions of the minutes.

213 Urgent Items

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

214 Declarations of Interest

Mrs Apel declared a personal interest in reference to item 9 as Governor of Parklands Primary School.

Mr Hayes declared a personal interest in reference to item 9 as a Governor of Southbourne Junior School.

Mr Lloyd-Williams declared a personal interest in reference to item 9 as his wife teaches at Bosham Primary School.

Mr McAra declared a personal interest in reference to item 9 as Governor of Midhurst Rother College.

Mrs Tassell declared a personal interest in reference to item 9 as a Governor of Compton Primary School.

Mrs Tinson declared a personal interest in reference to item 9 as a Governor of the Academy Selsey this term.

215 Public Question Time

No public questions had been submitted for this meeting.

216 Development Management Service Performance Review

Mr Whitty introduced the report (copy attached to the official minutes). He clarified the three development management teams, a Minors team, a Majors and Business team and a South Down National Park Authority (SDNP) team, each led by a Manager and Principal Officer.

Mr Whitty referred to the tables set out in sections 5.5 and 5.8 of the report. Table 5.5 showed a significant increase in the handling of pre-applications within target dates from 32% to 75%. Table 5.8 showed a significant increase in Major applications determined within the requisite period from 67.3% to 100%. He explained that the SDNP were happy with the approach of a dedicated team at the council and that due to the success of the post, Cabinet had agreed to make the Pre-Application Senior Officer permanent.

Mr Woolley asked for clarification of the staffing levels within the planning teams. Mr Whitty replied the newly permanent Pre-Application Senior Officer role was in addition to the team allocations. The Minors team have a Technical Officer, five Planning Officers, a Senior Officer, a Principal Officer and a Manager. The Majors and Business team have two Senior Officers, two Principal Officers and a Manager. The SDNP team have a Technical Officer, two Planning Officers, one Principal Officer and a Manager. There are currently two vacant Planning Officer posts in the SDNP team. An Arboricultural Officer, a Senior Pre-Applications Officer and two Team Support Officers work across all three teams.

Mr Woolley asked if there had been difficulties in recruiting. Mr Whitty replied that junior posts in the SDNP team were harder to fill, however two new members of staff would be joining in the next few months.

Mr Thomas asked if paper copies or another solution would be put in place for wards such as Plaistow that had been struggling to download long planning applications. Mr Whitty replied that most Parishes were able to download the documents and issues with downloading speeds at the council's end had now been resolved. He explained the Plaistow issue had been noted and sending data by USB and additional training were being considered as possible solutions. Mr Potter noted that in exceptional circumstances paper copies should be made available.

Mrs Tassell noted the table in section 5.8 of the report showed no major applications in the SDNP from April-July 2014 and asked if this was ever likely to happen. Mr Whitty explained there were fewer major applications in the SDNP but the figure was only across a four month period.

Mrs Tassell asked why the council had 25 days to determine pre-applications but 20 days for SDNP pre-applications. Mr Whitty explained this was a service standard of the SDNP which the council implemented. Mr Whitty confirmed the Senior Pre-Applications Officer was Mr Robert Sims.

Mrs Apel asked how the recommendation from the Planning Task and Finish Group to reduce the Members of the Planning Committee to 15 would work if there were absentees. Mr Clementson explained that the reduction in numbers would still leave a large Committee.

Mr Hayes asked if ward Members could still speak first on planning applications at Planning Committee. Mrs Purnell was invited to answer the question. She explained that as the Planning Committee no longer had full ward representation there would not

necessarily be a Committee Member to fulfil this role. Ward Members would still be allowed to speak just not necessarily starting the debate (which had been the previous tradition).

RESOLVED

1. That the revised staffing structure implementation be noted.
2. That the improved performance of the Development Management teams be noted.

RECOMMENDED TO CABINET

3. That the new Planning Committee structure be reviewed by the corporate task and finish group one year after implementation (May 2016).

217 Housing Strategy Delivery Plan 2013-18 Review

Mrs Grange introduced the report (copy attached to the official minutes). She explained that detailed targets had been adopted by Council last September and would be reviewed annually by OSC. She noted that in appendix 1 of the report all milestones were either on target, delayed due to circumstances beyond the council's control or no longer deemed relevant. She explained that a more extensive review of the strategy would take place following the 2015 elections.

Mrs Grange acknowledged that in his absence Mr Chaplin had asked for clarification of appendix 2 paragraph 2.1 and why there was a presumption that no government grant would be available to deliver affordable housing on market sites. Mrs Grange explained the policy had been set by Government.

Mr Thomas asked in reference to appendix 2 paragraph 3.3 what sales the council could look forward to. Mrs Grange explained that the sale of Hyde Martlet stock under the right to buy had been profiled and was expected to decline. However government policy had recently increased the discounts available and more social housing stock had been sold at a loss to the district social housing stock.

In reference to appendix 1 priority 2.5 Mrs Tassell asked why the estimated adoption of the Gypsy and Traveller site would not take place until 2020. Mrs Grange referred to the appendix 1 comments in bold, explaining that a Development Plan document was being progressed overriding the Housing Strategy. Mrs Tassell noted this was still a long time (five years) for her ward of Funtington. Mrs Grange to ask Planning Policy and come back with a response. Mr Hayes asked Southbourne be included in a response. Mr Hansford suggested clarifying whether the five years was for delivery of the plan or content of the plan.

Mr Woolley asked why the objective of 110 affordable houses per year had only realised 91. Mrs Grange replied these are affordable homes, provided on market housing sites which over the last few years had stalled due to slow sales. She explained if the market housing is not delivered then affordable housing is not achieved, however next year would see delivery of 342 affordable units due to a large number of stalled market sites being built out.

Mr McAra asked the relationship between SDNP as planning authority with the council as housing authority. Mrs Grange explained she was on a working group with other local authorities which fed into new SDNP policy and the relationship at officer level was good.

Mr McAra asked the likelihood of SDNP affordable housing over the next five years. Mrs Grange explained that there was no figure but SDNP were keen to deliver affordable housing over market housing.

Mrs Dignum asked for clarification of appendix 1 priority 1.7, whether there were enough affordable homes for people wishing to downsize and whether priority 4 would achieve its aims. Mr Dunmall replied that the prevention team at West Sussex County Council (WSSCC) had successfully worked to get 16 and 17 year olds back in the family home, consequently the council had seen fewer presentations in the age group. He explained the allocation scheme gave preference to downsizers, with a general supply of one or two bed properties. Mrs Dignum asked the average time to downsize if applying today. Mr Dunmall explained if the applicant was in band A for downsizing by two rooms then it is likely the process would only take a couple of months. He noted that rent arrears could prevent moves, however Hyde Martlet made allowances if arrears were based on bedroom tax.

Mr Lloyd-Williams asked if the 37 pitches in appendix 1 priority 1.5 were identified in the development plan. Mrs Grange explained that the nine pitches referred to was now only five pitches. Mrs Purnell was invited to respond. She explained there were different types of pitches but currently no transit pitches in the district. Mr Hansford to find the exact number of pitches. Mr Hansford explained that WSSCC have fixed sites and there are gypsy and traveller assessments to decide on how best to cater for community growth. He clarified that transient issues were a different agenda for WSSCC and this topic was addressing provision for the settled community.

Mr Clementson asked if there was demand locally for houses or demand from outside of the area. Mr Dunmall explained that changes to the allocation scheme last July meant that you could only apply for the housing register if you were a resident or had worked in the district for more than a year, therefore the properties available next year would get filled.

Mr Potter asked if one to two bed properties could be achieved by using less land and building apartments. Mrs Grange replied that she had shown Members examples of apartments with front doors on different sides of the building to give an appearance of large houses.

RESOLVED

1. That the delivery of milestones in the Housing Strategy Delivery Plan be noted.
2. That the new Housing Strategy Delivery Plan dates be endorsed.
3. That the housing delivery achievements during 2013/14 be noted.

218 The adoption of new models of affordable housing delivery including shared equity

Mrs Grange introduced the report (copy attached to the official minutes). She explained the framework was in line with supplementary planning guidance. Previous intermediate housing had been delivered in the form of shared ownership. However there are a number of limitations and restrictions with this model. The new proposal would seek to deliver intermediate affordable housing on all market sites with greater options for delivery.

Mrs Apel asked on behalf of Mr Chaplin whether the housing need would be met and what an affordable rent was. Mrs Grange explained that any scheme within the government's affordable housing programme must charge either 80% of market rent or the local housing allowance whichever is the lower. If the council were to fund affordable housing through its reserves it would only produce a minimal number of units so it was better to work together.

Mr McAra asked what had been considered in terms of Community Land Trust (CLT). He asked if self-build could be a lower cost option. He suggested that CLT should be encouraged and promoted. He had approached SDNP to find out the response to a self-build settlement in Midhurst and the idea had not been dismissed. Mrs Apel asked if there were any CLT's in the district. Mrs Grange replied that Kirdford had set up a CLT. She explained that CLT's required a commitment from the local community. Registered providers such as Hyde were less inclined to be involved because of their resource intensive nature. She informed the Committee that self-build was more difficult in the south east region due to the very high land values. Mr McAra replied that registered providers may not hold the solution as small groups with the correct legal support could work cheaper. Mrs Apel noted that when MP Nick Boles had visited the council he had suggested CLT's were a way forward. Mrs Grange clarified that CLT's had been more popular in rural areas though there was nothing to stop them being developed in more urban areas. Mrs Jones suggested a briefing paper be circulated to Members. Mrs Tassell noted that CLT's could be of interest to some Church communities she knew. Mrs Grange suggested she worked with Kirdford to give the support they need and utilise additional support from Action in Rural Sussex and bring a paper back based on the initial experience.

Mr Oakley was invited to comment. Mr Oakley asked whether officers were confident that there was demand to take up the shared ownership housing as required by the Local Plan, 30% affordable housing of which 30% is shared ownership. He asked if a Neighbourhood Plan wanted to vary the proportion of intermediate housing to 40% would this be possible. Mrs Grange replied that currently the council require 40% affordable housing of which 30% is required to be provided as intermediate housing, with 70% as rented. She explained there had been no issues in the sale of shared ownership housing in the district. Last year 54 units had been delivered and there had been no problems with selling them to local people. The Strategic Market Housing Assessment provided the objective evidence base and if the intermediate housing element on a site were to be increased this would need to be supported by robust evidence.

RECOMMENDED TO CABINET

That the proposed Intermediate Housing Policy be approved.

RESOLVED

That a paper on community land trusts be brought to OSC in March 2015 for consideration.

219 Overview and Scrutiny work programme

Mrs Jones outlined the following topics scheduled for the November 2014 meeting:

- Tourism Task and Finish Group final report;
- Education Task and Finish Group final report;
- Corporate Plan Task and Finish Group final report;

- Homelessness strategy;
- Midhurst community leisure facilities;
- Careline business plan.

Education review – scope and outline plan

RESOLVED

1. That the OSC confirms Mrs Graves, Mr Hayes and Mrs Tassell as members of this task and finish group with Mrs Tinson as Chairman.
2. That the proposed scope and outline plan be approved.

Corporate Plan – mid-year progress review – scope and outline plan

RESOLVED

1. That the OSC confirms Mr Cherry, Mr Lloyd-Williams and Mr Potter as members of this task and finish group with Mrs Dignum as Chairman.
2. That the proposed scope and outline plan be approved.

Feedback from the meeting of District and Borough Members of the WSCC Health and Social Care Select Committee (HASC) and their officers with the Chairman of the Committee – 3 September 2014

Mr Hansford gave feedback from the meeting which had been called by WSCC as a project day for HASC.

Mrs Dignum explained there were representatives from two other district councils present. The meeting aimed to help make a smooth path forward after times of different approach. WSCC were re-commissioning their Assistive Technology contract and beginning to look into tele-health, but taking a different approach to partnering with the other District and Borough services like Careline. At HASC's meeting in June other district councils expressed concerns about WSCC's approach.

Mrs Dignum outlined the topics covered including an overview of what HASC does, roles and responsibilities, HASC as a critical friend and working with others. The meeting covered the relevance of topics such as provision of health services.

Mrs Dignum reminded the Committee of their invitation to the HASC meeting on the stroke service on 2 October 2014 at WSCC, County Hall.

Mrs Dignum informed the Committee she had been asked about the council's OSC work programme and had told them that a review of health covered by the council had taken place in July and the Members Bulletin from May had detailed the success of the Wellbeing Hub. Mrs Dignum explained the leaders of HASC were impressed, as were other councils with such good results.

Mr Hansford explained that concerns had been raised but not listened to regarding the direction of WSCC Assistive Technology commissioning policy.

Mrs Apel asked if there was evidence of partnership. Mr Hansford explained the provision of Health and Wellbeing services and support of vulnerable people in the

district worked in partnership, but the approach was different when commissioning was involved.

Mrs Tinson asked if any announcement had been made at the meeting regarding the dermatology and muscular skeletal services. Mr Hansford explained it was not in HASC's work programme. Mrs Jones to make an enquiry of HASC's involvement.

Mr McAra asked if WSCC were setting up a rival to Careline. Mrs Dignum answered yes, which was within their rights.

RESOLVED

That the feedback from the WSCC HASC project meeting of 3 September 2014 be noted.

WSCC HASC meeting 2 October

Members of the Committee were reminded of the invitation to attend the next meeting of HASC on Thursday 2 October 2014 at 10.30am at County Hall regarding the Committee's concerns over stroke services.

WSCC Children's Services

Mrs Apel reported that WSCC Children's Services were out of special measures and the Director of Children's services had moved on. Mrs Apel suggested the new Director and portfolio holder be invited to attend a future meeting of OSC.

Mr Lloyd-Williams asked for the name of the new head of child protection and assurance Chichester District was not facing the same issues as Rotherham. Mr Hansford explained the new head of child protection was Mr Kevin Peers, a recent appointment. He explained that the WSCC Safeguarding Children Board and the Community Safety Partnership were both vigilant to all manner of child protection issues including online safety. Mr Hansford informed the Committee that the Police and Crime Commissioner had sought additional funding for Sussex Police to establish a team to deal with missing children, particularly those missing from care. Mr Hansford explained there were no known cases like Rotherham in the Chichester District.

RESOLVED

That the newly appointed WSCC Director of Children's Services and the portfolio holder be invited to attend a future meeting of the OSC.

220 Late Items

There were no late items considered at this meeting.

221 Exclusion of the Press and Public

RESOLVED

That in accordance with section 100A of the Local Government Act 1972 (the Act), the public and the press be excluded from the meeting during the consideration of the following items on the agenda for the reason that it is likely in view of the nature of the

business to be transacted that there would be disclosure to the public of 'exempt information' being information of the nature described in Paragraphs 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information) and 5 (legal professional privilege)) of Part I of Schedule 12A to the Act and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

222 Community Advice Services – joint scrutiny review

Mr Hansford introduced the report and the overall findings of the review (copy attached to the official minutes). He clarified that West Sussex County Council would lead the procurement process and though the draft report suggested using a single tender process there was still discussion between the legal and procurement officers as to the exact process to be followed. He explained the council could currently meet the recommended uplift of funding from base budget subject to the level of future Government funding. The Committee commented on the importance of Community Advice Service's and making sure the provision gets maintained.

RECOMMENDED TO CABINET

1. That the current community advice service be continued.
2. That the required uplift to funding be granted.
3. That a legally advised procurement process be followed.

Any Other Business

Mr Clementson asked for a proposal for a paper to come to the committee on replacement of the Committee's microphone system. Mrs Apel seconded the proposal.

RESOLVED

That a report on the microphone system be considered by the committee.

[Note The meeting ended at 12:35]

CHAIRMAN

Date _____

Chichester District Council

OVERVIEW AND SCRUTINY COMMITTEE

18 November 2014

Tourism Task and Finish Group Progress Report

1. Contacts

Gordon McAra – Chairman of the Task and Finish Group
Tel: 01730 815569 Email: gmcara@chichester.gov.uk

Stephen Oates, Economic Development Manager
Tel: 01243 534600 Email: soates@chichester.gov.uk

2. Recommendation

2.1 The committee is requested to note:

- **progress of the Task and Finish Group**
- **the two new areas of work detailed in sections 4 and 5**

and to agree that the final report be delayed to a future meeting.

3. Background

3.1 Following the report of the Task and Finish Group to the July meeting of the Overview and Scrutiny Committee, and the subsequent presentation by Mrs Melanie Sensicle, Chief Executive of Visit Durham, it was anticipated that the Task and Finish Group would complete its research and submit a final report and recommendations to this meeting.

3.2 However, two new and potentially complementary projects to develop the visitor economy report have emerged. One is a study of the visitor economy across the Coastal West Sussex Partnership area, and the other is a new targeted marketing initiative through West Sussex County Council. The Task and Finish Group consider it is appropriate to contribute to, and learn the outcomes of, these projects before submitting a final report.

3.3 Additionally, the Group has had the opportunity to investigate and begin considering a potential new funding model which may assist with the development of any new destination management initiatives. There has also been an opportunity for members of the Group to meet with the Board of Visit Chichester.

4. Study being Conducted Through the Coastal West Sussex Partnership

4.1 During the summer the Chief Executives of Arun District Council, Adur District Council, Worthing Borough Council and Chichester District Council considered a proposal from Adur and Worthing to investigate the opportunities for 'Growing Employment in the Visitor Economy' across the Coastal West Sussex Partnership area. A team of four consultants from Brighton Based 'Venues

Advisors' have been engaged to undertake the study, with the cost being met by the District and Borough Councils, West Sussex County Council and the Coastal West Sussex Partnership. Mr Oates is a member of the project Steering Group.

- 4.2 The consultants will review the current visitor economy across the Partnership area, consider the way it is organised and managed, speak with key figures, businesses and organisations to assess the aspirations of each authority and relevant private sector businesses, assess the potential to develop and grow the visitor economy, undertake new research, identify how one or more manageable and marketable destinations might be formed, and propose how the visitor economy across the wider Partnership area might move forward. The consultants will report back to the Coastal West Sussex Partnership Board, on which Cllr Cullen sits, and then report to District/Boroughs for further discussion and appropriate action.
- 4.3 It is anticipated that the study and report will be completed by the end of this year.

5. West Sussex County Council Initiative

- 5.1 It has been identified that, since the recession, the county has been gaining more low-paid jobs while at the same time losing high-value jobs to other counties and countries. Additionally, while there is variation within the county, West Sussex generally has an older population than national trends with 40% of the population aged 50 or over and a lower proportion of 25-45 year olds – the demographic group that includes young wealth creators who could potentially galvanise new economic activity and are sought after by national and global employers. To address this, West Sussex County Council is pursuing 'Five Bold Ideas'. These are headed 'Develop a Leading Bioengineering Centre of Excellence', 'Do More with Gatwick Airport', 'Bring High-end Finance to Chichester', 'Make Bognor Regis Better' and 'Beautiful Outdoors'.
- 5.2 These five ideas are intended to accomplish two things. First, to build on West Sussex's existing economic assets to draw more high value jobs into the area. Second, to leverage West Sussex's proximity to London to pull the capital's current and future young wealth creators into the county.
- 5.3 One of the five ideas relates to the theme 'Beautiful Outdoors', with the aim to make West Sussex a preferred destination for young professionals. This is based on the premise that the more people experience West Sussex directly, the more likely they are to move to the area.
- 5.4 At the time of preparing this report we are just commencing discussions with West Sussex County Council on this and the other ideas. When further information and detail is to hand it will help inform our final report and recommendations.

6 Other Activity

- 6.1 For completeness, and to assist in the preparation of the final report and recommendations, members and officers on the T&F Group have also undertaken work in other areas including:

- Research into two alternative funding models for destination management and marketing
- A meeting with the board of Visit Chichester
- Further discussion with representatives of the tourism industry
- A discussion with the Chief Executive of Coast to Capital

7. Next Steps

- 7.1 Subject to the outcomes and recommendations of the Coastal West Sussex Partnership study, it is anticipated that the final report and recommendations of the Task and Finish group will be brought back to a meeting of this committee early in 2015.

8. Resource and legal implications

- 8.1 The Task and Finish Group is currently resourced with officer input from the Economic Development Service and by the Principal Scrutiny Officer. At this stage there are no further resource or legal implications.

9. Consultation

- 9.1 Organisations consulted to date are as detailed in section 6 of the Tourism Task and Finish Group Progress Report to Overview and Scrutiny Committee on 3rd July 2014.

10. Community impact and corporate risks

- 10.1 The aim of the review is to have a positive impact on the visitor economy and, in turn, the wider economy in our district.
- 10.2 The main risk to this Council is a loss of economic and community benefits if Visit Chichester fails and no action is taken to replace or improve it.

11. Other Implications

	Yes	No
Crime & Disorder:		✓
Climate Change:		✓
Human Rights and Equality Impact:		✓
Safeguarding:		✓
Other (Please specify): eg Biodiversity		✓

12. Appendices

None

13. Background Papers

Tourism Task and Finish Group Progress Report to Overview and Scrutiny Committee – 3 July 2014

Chichester District Council

OVERVIEW AND SCRUTINY COMMITTEE

18 November 2014

Committee Microphone System

1. Contacts

Report Author:

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2. Recommendation

- 1) **That a Task and Finish Group be established to consider options around a replacement microphone/audio system and to reconsider future recording of meetings.**
- 2) **That delegated authority is given to the Chairman to agree the terms of reference and scope of this review and to confirm the membership and Chairman of the group.**

3. Background

- 3.1. At its meeting on 11 September 2014 the Overview and Scrutiny Committee approved a recommendation to receive a report on the replacement of the committee microphone system.
- 3.2. The current system supports 55 microphones and was purchased in 2005. It operates solely as a microphone system allowing the Chairman to limit the number of speakers at any one time.
- 3.3. On 22 November 2012 the Overview and Scrutiny Committee received a report from the Recording Committee Meetings Task and Finish Group which produced a protocol for audio recording of Council meetings and recommended to Cabinet that a pilot be undertaken to assess the value of recording meetings. Cabinet did not support this recommendation.
- 3.4. At Council on 23 September 2014, when considering a recommendation from the Cabinet regarding Government regulations on openness of Local Government including a requirement to allow any member of the public to take photographs, audio record or film proceedings of all meetings, excluding Part 2 agenda items, Mr Ransley reminded the Council of the previous proposal of the Recording Meetings Task and Finish Group to audio record certain meetings which had failed to gain majority support. He was concerned that the Council would not have its own full record of proceedings to rebut any misrepresentation or out-of context use of press or public recordings. Council members agreed and asked him to bring forward for consideration a further proposal on recording

meetings by the Council.

3.5 Due to the on-going limited life span of the microphone system, £70,000 provision has been made within the Council's Asset Replacement Programme (ARP) for a like-for-like replacement in 2015-16. The ARP will be considered by Cabinet in February 2015 as part of the budget spending plans.

3.6 The ARP is intended to replace assets on a like for like basis. However, following the considerations and recommendations of the previous Task and Finish Group, it would seem appropriate to consider all options and costs in order to future proof any replacement equipment.

3.7 As Members are the primary users of the system, it is suggested that a Task and Finish Group be set up to consider options around a replacement microphone/audio system and to reconsider future recording of meetings.

4 Outcomes to be achieved

4.1 To identify Members needs from any replacement system.

4.2 To evaluate options and costs for any replacement system.

4.3 To produce a specification of requirements for future replacement that can future proof potential needs so far as is reasonably practicable.

4.4 To provide recommendations for replacement to the Overview and Scrutiny Committee.

5 Alternatives that have been considered

5.1 Members may choose not to replace the existing system. The age of the current system would pose a risk as replacement devices and components are no longer supported.

6 Resource and legal implications

6.1 Provision has been made in the ARP for 2015-16 replacement at £70,000. However, this allowance may not be sufficient if the specification for replacement includes significant additional functionality.

7 Consultation

7.1 None.

8 Community impact and corporate risks

8.1 None.

9 Other Implications

Are there any implications for the following?		
	Yes	No
Crime & Disorder:		X

Climate Change:		X
Human Rights and Equality Impact:		X
Safeguarding		X

10 Appendices

10.1 None.

11 Background Papers

11.1 Report to Overview and Scrutiny Committee from the Recording Committee Meetings Task and Finish Group on 22 November 2012.

11.2 Minute 314 of Cabinet meeting on 4 December 2012.

Report from the Education Task & Finish Group

1. Contacts

Mrs B Tinson, Chairman of the Education Task & Finish Group

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2. Recommendations

The Overview and Scrutiny Committee is requested to consider and note the key points concluded from this review as set out at paragraph 5.2 in the report.

The Overview and Scrutiny Committee recommends to Cabinet that:

- 1) The Council makes a commitment to support family friendly policies.**
- 2) The Council should consider how it could support Early Years and Early Help strategies which support families with young children seeking or identified as needing help.**

3. Terms of Reference

3.1 The background to establishing this TFG Educational Review comes as a result of previous concerns raised by the OSC in 2012 with our secondary school GCSE performance and the uncertainty about the future status of schools. Educational data provided at that time showed that some pupils lacked readiness for school, were below average at KS2 in some primary schools and this in turn affected the performance of some schools with KS4 GCSE attainment.

It was agreed in 2013 that Educational Attainment in our district schools would be reviewed by a TFG in late 2014.

The purpose of this review was to consider the current performance of schools in the Chichester district, the current status of secondary schools and, children's readiness for school (i.e. the under 5s at first entry to primary school).

3.2 The outcomes to be achieved at the end of the TFG review were to have;

- A better understanding of the progress in GCSE performance.
- An understanding of the relationship/role at WSCC with academy performance.
- An understanding of the issues relating to readiness for school.

4. Approach to the review

4.1 This review was carried out over two meetings in October and November 2014. Members involved in this review were Mrs N Graves, Mr R Hayes, Mrs J Tassell and Mrs B Tinson (Chairman). Mrs Apel also attended both meetings.

4.2 The approach taken to achieve the above outcomes was a series of presentations from:

Mr M Gover, Corporate Information Officer, with educational performance data of Chichester primary and secondary schools and information on the supply of pre-school settings across the district.

Mr B Martin, Head of Schools, WSCC, to clarify and validate the performance figures and explain any slippage in performance; to give his opinions on the overall direction of travel; to explain WSCC role in managing performance and WSCC relationship with and influence over academies.

Ms W Sibley, General Advisor for Area A Schools, WSCC, to give more in-depth information about desktop performance monitoring on school results carried out and to explain value added scores and students' improvement information.

Mrs M Barton, Principal Manager Early Childhood, Children's Services WSCC, to hear about Early Years and 'readiness for school' initiatives, to receive an overview of early years provision in the area and to explain the key themes and areas of action.

Mrs P Bushby, Community Interventions Manager, to hear about the work which her team is doing as part of the Think Family Programme and on Early Help strategies.

Mr D Linsell, Director of Education, The Kemnall Academies Trust, to give his perspective on performance in the Trust's schools, their direction of travel and related details; and his views on readiness for school issues and what we can do/how we can work closely together to identify and ensure help for those families who need it.

5.0 Findings of the review

5.1 The group particularly noted the following:

- Reassurance around educational results and the emphasis on 'value added' children's progress information as the key indicators of success.
- Understanding that the ability of schools to predict their results is at the heart of good performance and that all schools in the district declare their results at first entry.
- Reassurance that WSCC is resourcing activities around its 'Start of Life' priority and reinvesting in education by appointing new Directors.
- Reassurance that WSCC is Developing Memorandums of Understanding with academies to firm up the basis of their continuing dialogue.

- Reassurance that WSCC continually carries out desktop performance monitoring of every school and that they intervene in schools where concerns are raised from this data.
- Reassurance that if a school becomes vulnerable WSCC meets with teachers and governors to discuss improvement plans.
- Reassurance that TKAT is regarded as a strong multi academy trust sponsor and that as a sponsor it carries out a quality assurance role for its schools.
- Reassurance that Seal and Medmerry primary schools have put extra resources into reception years to support children's transition to primary school.
- Reassurance that early years provision e.g. nurseries, pre-schools and playgroups all follow a national curriculum.
- Reassurance that the Think Family key worker is achieving the Council's targets on the Think Family programme.
- The importance of Members' continuing commitment to engaging with educational providers in the district e.g. governorships

5.2 The key points concluded from this review are:

- A commitment is required from the Council to support family friendly policies.
- The Council needs to consider how it may support Early years and Early Help structures which support families seeking or identified as needing help.
- The Council works with WSCC to increase funding for the Think Family Phase 2 by working with partners who have made savings as a result of the benefits of the Think Family Programme e.g. DWP, police, accident and emergency etc.
- An open dialogue is maintained with local schools through Members' involvement as governors.
- The committee undertakes a further review of educational attainment in the district in early 2016 when there may be new Government educational policies and performance monitoring targets in place and it is likely that more schools in the Chichester district will have converted to academy status.

6.0 Appendices

Appendix 1 – Early Years information, Mrs M Barton WSCC

**Chichester District Council – Education Task and Finish Group
27 October 2014**

Early Years – ‘readiness for school’

Background

Under the Childcare Act 2006, there is an overarching duty for local authorities known as the Early Years Outcomes Duty. This duty is to improve the well-being of young children and reduce inequalities in outcomes between them. This is supported by other duties, and measured at the end of reception year through the Early Years Foundation Stage Profile for each individual child. This measurement is referred to as a child’s ‘readiness for school’. However children may start school in reception year, the term following their 4th birthday, but compulsory education does not commence until the term following a child’s 5th birthday.

From 2016, The Government plans to introduce an assessment at the start of reception year. The reception baseline assessment seeks to improve the way the Government holds primary schools to account and will be the only measure used to assess the progress of children who enter reception year.

The baseline assessment will be linked to the learning and development requirements of the [early years foundation stage \(EYFS\)](#) and to the [key stage 1 national curriculum](#) in English and mathematics. Schools will be able to start using an approved reception baseline in 2015. The baseline check will also allow us to allocate low prior attainment funding to primary and infant schools from 2016 once the [EYFS profile](#) stops being compulsory.

However research is clear that the earliest experiences of a child are of significant importance and have a major impact on their future life chances - they shape children’s future development, and influence how well children do at school, their on-going health and wellbeing and their achievements later in life. The Government is clear that all young children, whatever their background or current circumstances, deserve the best possible start in life and must be given the opportunity to fulfil their potential. A strong focus on the first few years of children’s lives also leads to huge economic, social and emotional benefits later on, both for individuals and for society as a whole. (Supporting Families in the Foundation Years DfE 2011).

West Sussex context

In terms of a child’s ‘readiness for school’, the County Council has taken a multi-agency approach working with Public Health, Sussex Community NHS Trust and school representatives. This approach recognises the wider factors that contribute to a child’s development and learning from conception to school. The key elements to support a ‘ready child’ are:

- Ready families – advice, guidance and support for parents through children and family centres (CFCs), and Family Information Service (FIS).
- Ready services – health and social care eg maternity, health visiting, family support
- Ready services –early years and childcare, eg day nurseries, pre-schools, childminders and out-of school
- Ready communities – environment eg housing, play areas and local services, including voluntary sector

- Ready schools – suitable learning opportunities to meet child’s needs



The ‘Start of Life’ is one of the County Council’s key priorities and brings together a range of programmes such as Early Help and Think Family. This also includes the work undertaken by the Early Childhood Service to meet the County Council’s statutory duties in respect of children and family centres, early years and childcare and information for parents.

Early Education

The Early Years Foundation Stage (EYFS) sets the standards that all early years’ providers in the maintained and private, voluntary and independent (PVI) sectors must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning for children from birth to 5 years to help children’s ‘school readiness’ (from age 5 years) and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

All 3 and 4 year olds, and some 2 year olds (based on FSM/benefits criteria and also some targeted groups eg CLA and disability) are able to access the **Free Entitlement**. All types of registered providers are able to offer the Free Entitlement of up to 570 hours per year (up to max. of 15 hours pw over at least 38 weeks). Funding to settings is based on participation (actual take-up of places) and paid via the local authority using a single funding formula, with a mandatory deprivation supplement. In April 2015, an Early Years Pupil Premium will be introduced for 3 and 4 year olds only, up to a maximum of £300 per year.

All provision is regulated by Ofsted, either as a maintained school or as a provider on the Early Years Register. Legislation is currently seeking to enable schools to take children aged 2 years as a pupil and thereby without any additional regulatory process. The vast majority of early years and childcare provision in West Sussex is provided by the private, voluntary and independent sector – pre-schools/playgroups, day nurseries, childminders, with only four maintained nursery schools and 10 maintained nursery classes.

Recent changes in legislation has confirmed Ofsted’s role as the ‘sole arbiter of quality’ in respect of early years provision. The changed role for local authorities is to enable local authorities to focus on ensuring that all eligible children are able to take up their free early education place (the Free Entitlement) and that weaker providers take steps to improve the quality of their provision. However local authorities must not undertake a local authority assessment of the quality of the provider, but rely solely on the

Ofsted inspection judgement of the provider as the benchmark of quality. In addition local authorities cannot place conditions on providers and must limit the requirements they place on providers judged less than 'good' by Ofsted to those that enable providers to improve the quality of their provision as identified in the provider's Ofsted inspection report. The requirements may include, where applicable, participating in training or other quality improvement programmes.

The County Council commissions and subsidises a comprehensive training programme to improve the quality of practice. There is an annual subscription for this based on the number of staff. In addition the Early Childhood Service offers advice, guidance, challenge and support to new and existing providers through its local advisory teams, and facilitates EYFS networks for providers (maintained and PVI) in localities to share good practice.

Overview of early years provision in West Sussex

The quality of early years and childcare provision is important. Settings are diverse, and are delivered in a range of accommodation including village and community halls. 82% of settings in West Sussex are rated good or outstanding at December 2013 (DfE benchmarking tool), compared to 77% nationally.

Chichester District area

In Chichester District area there are 179 early years and childcare settings. The majority of these are private, voluntary and independent (PVI) settings, with one maintained nursery school (and children and family centre) in Chichester, one nursery class at Tangmere (academy) and 2 breakfast clubs run by schools (Wisborough Green and Rogate).

The inspection outcomes for early years provision are as follows:

Type of provision (excl. out of school provision)	Total No.	No. good and outstanding	No. Inadequate	No inspection outcome
Childminders	85	53	2	15
Day nurseries	51	38	0	8
Pre-schools/playgroups	9	7	0	1

Improving outcomes for children in West Sussex – performance

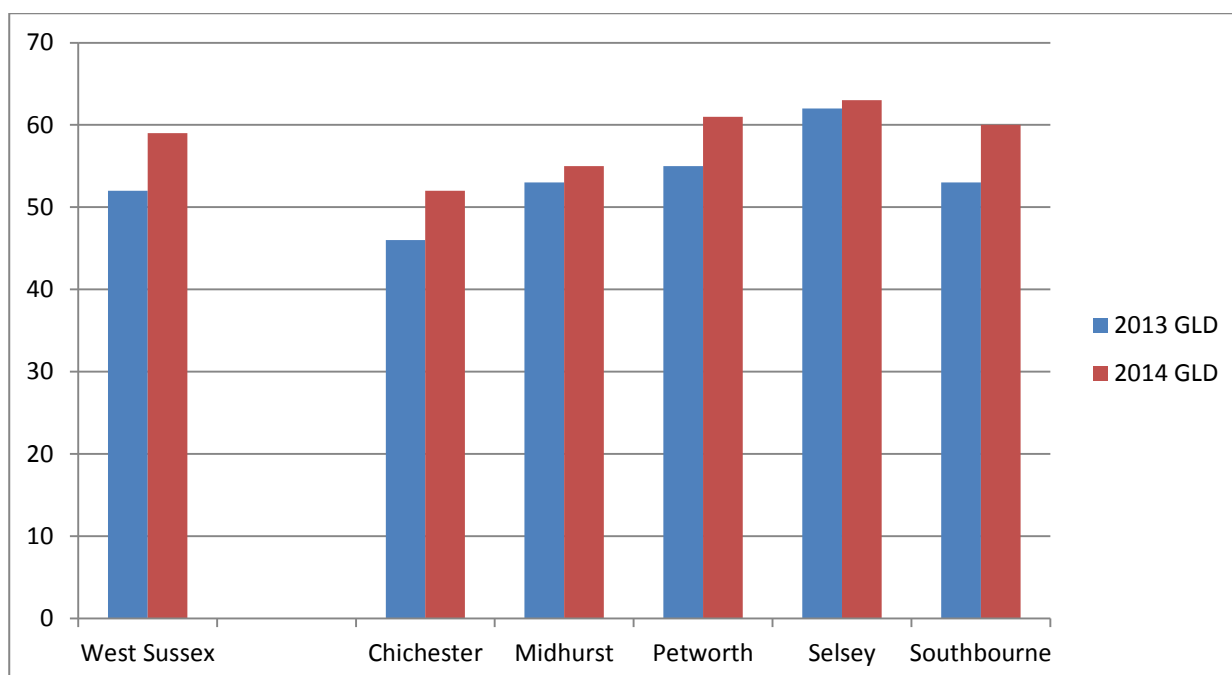
Overview of performance in the early years as measured by the EYFS profile 2013-14:

- 1) 59% of children in West Sussex achieved a good level of development. This is up 7 percentage points from 52% last year. However 1% lower than the national average.

(Good Level of Development: Awarded Expected or Exceeding grade in all Prime and all Literacy and Mathematics)

- 2) The achievement gap between the lowest attaining 20% of children and the mean average is 27.9% pts. This gap is reduced by 2.5%pts from 30.4%pts and is smaller than the national score 33.9%.

In Chichester District area 58% of children achieved a good level of development. The following graph shows the percentages of children attaining a Good Level of Development by children and family centres in Chichester District area. There has been progress in all areas of Chichester.



Key Themes:

There is a different picture within the data in different areas within the district.

- **Chichester** - Attainment is lower than the county in all areas of learning, except for girls' Personal, Social and Emotional Development, which is in line with the county overall. Boys' attainment is lower than girls' in all areas of learning.
- **Midhurst** - Boys' attainment is higher than the county level in all areas. Girls' attainment is below the county level in all areas except for Physical Development. Boys' attainment is higher than girls' in most areas of learning.
- **Petworth** - Boys' attainment is lower than the county level in the Prime Areas of Learning and Understanding The World, but above in the other areas of learning. Girls' attainment is below the county level in all areas except for Literacy and Expressive Arts and Design. Girls' attainment is generally higher than boys'.
- **Selsey** - Boys' attainment is lower than the county level in the Prime Areas of Learning, but in line with or above in the Specific Areas of Learning. Girls' attainment is above the county level in all areas of learning and is higher than boys' attainment in all areas.
- **Southbourne** - Boys' attainment is above the county in all areas of learning. Girls' attainment is below the county in all aspects except for Expressive Arts and Design which is the same as the county level. There are relatively small differences between the attainment of boys and girls.

Key Actions (in discussion with settings and through CFCs):

- focus on supporting children to develop in the Prime Areas of Learning to give them a sound foundation for learning in all other areas (Chichester, Petworth).
- Understand more about why boys' learning has been so successful and adapt these strategies to support the girls' learning and to share with other areas of the county (Midhurst, Southbourne).

- Opportunities for boys to be motivated and involved in their learning – often outdoor and physical activities engage boys more effectively than indoor activities which may have less opportunities for being active (Petworth, Selsey).
- Supporting boys to continue to develop their skills in the Prime Areas of Learning through their interests in exploring the world and the Specific Areas of Learning (Selsey).
- Working with families to support them to access good quality early years provision and resources to support home learning, for example the Toy Libraries, to enable on-going learning opportunities for children and parental involvement in their child's learning (Chichester, Petworth, Selsey).

Areas for consideration:

How can we work better together in local communities to ensure young children benefit from a range of experiences (formal and informal) to support their learning and development?

Q. What is working well?

Q. Are there any areas of concern or barriers?

Q. What are the next steps?

Marilyn Barton, Principal Manager – Early Childhood
27 October 2014

Appendix 1 - Statutory duties:

- To improve the well-being of young children and reduce inequalities in outcomes between them (Section 1)
- To secure integrated early childhood services (Section 3)
- To secure sufficient children's centres (Section 5A as amended by the Apprenticeships, Skills, Children and Learners Act 2009)
- To secure sufficient childcare for working parents (Section 6)
- To secure prescribed early years provision free of charge (Section 7 and as amended by the Children and Families Act 2014)
- To assess childcare provision (S11)
- To provide information, advice and assistance for parents and prospective parents (Section 12)
- To provide information, advice and training for childcare providers (Section 13 as amended by the Children and Families Act 2014)

The Childcare Act 2006 Section 2(1) defines 'early childhood services' as

- early years provision
- the social services functions of the local authority, so far as relating to young children, parents or prospective parents;
- health services relating to young children, parents or prospective parents;
- the provision, under arrangements made under section 2 of the Employment and Training Act 1973 (c.50) of assistance to parents or prospective parents;
- the service provided by the local authority under section 12 (duty to provide information and assistance) so far as relating to young children, parents or prospective parents.

Appendix 2 – Learning and development requirements

The EYFS specifies requirements for learning and development and for safeguarding children and promoting their welfare. This is to support quality and consistency of practice across provision and thereby improved outcomes for children. The **learning and development requirements** cover:

- the *areas of learning and development* which must shape activities and experiences (*educational programmes*) for children in all early years settings;
- the *early learning goals* that providers must help children work towards (the knowledge, skills and understanding children should have at the end of the academic year in which they turn five); and
- *assessment arrangements* for measuring progress (and requirements for reporting to parents and/or carers).

The **safeguarding and welfare requirements** cover the steps that providers must take to keep children safe and promote their welfare.

There are seven areas of learning and development that must shape educational programmes in early years settings. Three areas, the prime areas, are particularly crucial:

- communication and language;
- physical development; and
- personal, social and emotional development.

Providers must also support children in four specific areas, through which the three prime areas are strengthened and applied:

- literacy;
- mathematics;
- understanding the world; and
- expressive arts and design.

Report from the Corporate Plan Task & Finish Group

1. Contacts

Mrs P Dignum, Chairman of the Corporate Plan Task & Finish Group
Tel: 01243 538585 Email: pdignum@chichester.gov.uk

2. Recommendations

2.1 That the Committee notes this report from the Corporate Plan Task and Finish group and is satisfied that the Council is achieving satisfactory levels of performance against the targets and activities in the 2014/15 Corporate Plan mid-year progress report.

3. Background

3.1 The Task and Finish Group met on 24 October 2014 to consider the Corporate Plan mid-year progress report from April to Sept.2014. The aim was to review the Council's performance, identifying individual areas where performance was below that expected, and to reduce risks to an acceptable level.

4. Monitoring and Review

4.1 First we looked at the recent fall in work experience placements. The Choose Work scheme has assisted over 130 people, providing 60 with work experience, helping nearly half find employment and saving public money. Applicant numbers have dipped recently; it was recognized that the applicants needed a greater level of help. The group felt this was not a major concern as the personal development and life-coaching offered would be effective and numbers were likely to increase again.

4.2 Barnfield drive development: A tenancy setback was balanced by positive developments, and the group felt this was outside its remit.

4.3 Affordable Homes: 110 should have been built last year but only 91 were. Recession had affected completion, and forecasts asserted that the deficit would be made up. The group received a further update from the Housing Delivery Manager showing the reasons for the confidence asserted.

4.4 Additional Affordable homes enabled by Council spending: Last year CDC should have delivered 30 but only achieved 13. The Housing Delivery team and the registered providers are in discussions to identify gaps in funding

and opportunities to deliver homes with CDC money. The group received a further update from the Housing Delivery Manager regarding the facts on the subject giving confidence that the shortfall can be met.

- 4.5 Engine replacement for combined heat and Power and supplementary boiler at Westgate: A contract has not been awarded following the initial tender for the refurbishment of the existing combined heat and power units and as a result a further tender has been prepared the group has no part to play in this.
- 4.6 Reduce the amount of greenhouse gas emissions from the council's own estate operation: No data had been collected due to lack of resources and as it is not a statutory requirement this indicator will be deleted from the programme.
- 4.7 Careline: This business has experienced difficulties outside its control but has responded by rethinking its partnership initiatives with other West Sussex tele-care providers. This is necessary as the current contract expires at the end of Jan.2015. A hospital discharge contract will be part of this, but is not ready yet. The group decided contract details were outside its remit, but were pleased a revised Business plan was under way.
- 4.8 Members were concerned that the provision of Broadband was not fast or widespread enough. Names of recent villages were listed, but it had not reached Midhurst. A request was made for a more detailed calendar-based approach, with times, dates and places clearly listed. An explanation giving links to a recent WSCC press release and to an interactive map setting out this information on the WSCC website was provided to members of the group.
- 4.9 Members were pleased to see the Economic Development Strategy Action Plan on course, noting its vital role underpinning so much else.
- 4.10 There was general satisfaction that the great majority of the Corporate plan was proceeding satisfactorily, even though the success of many things was partly influenced by outside things (eg retain working age talent), and it was hard to measure "soft" programmes.
- 4.11 The Task and Finish Group is satisfied that the Council is achieving satisfactory levels of performance against the targets and activities in the 2014/15 Corporate Plan mid-year progress report.

5. **Appendices**

- 5.1 None

6. **Background papers**

- 6.1 Corporate Plan 2014/15 mid-year progress report

Appendix 1 to agenda Item 10

COMMUNITY SAFETY TASK AND FINISH GROUP

SCOPING DOCUMENT AND OUTLINE PLAN

Review topic	Community Safety Review 2014
TFG members	Five members of this task and finish group to be sought at OSC November 2014. Chairman to be confirmed at this meeting.
Officer Support	Steve Hansford, Pam Bushby, Bambi Jones
Background	<p>Section 17 of the Crime and Disorder Act 1998 states that all relevant authorities have a duty to consider the impact of all their functions and decisions on crime and disorder in their local area.</p> <p>The Overview and Scrutiny Committee has a statutory duty in accordance with Sections 19 and 20 of the Police and Justice Act 2006 to review the district's Community Safety Partnership (CSP) with the following objectives:</p> <ul style="list-style-type: none"> ➤ To hold the CSP to account for its decision making ➤ To scrutinise the performance of the CSP ➤ To undertake policy reviews of specific community safety issues
Purpose of review	<ol style="list-style-type: none"> a) To hold the Chichester District Community Safety Partnership to account for its decision-making. b) To scrutinise the performance of the Chichester District Community Safety Partnership. c) To undertake policy reviews of specific crime and disorder issues e.g. human trafficking/exploitation. d) To consider how the Partnership and individual responsible authorities are contributing to local joint initiatives and achieving their aims and objectives.
Outcomes to be achieved	<p>The following outcomes should be achieved by the committee from undertaking this review:</p> <ul style="list-style-type: none"> ➤ Review of the CSP's performance over the last year. ➤ Identification of any areas of concern for further in-depth review. ➤ Input into the strategic direction of the CSP next year
Methodology/ approach	CSP overview report for Q2; plan and budget; police crime stats; road safety stats.
In scope	Interviews with key agencies, Chair CSP, Officers CSP Plan, budget, activity, partner work to support plan.
Excluded from scope	General or case specific police work. PCC decisions unconnected to CSP work i.e. Crime Prevention and Community Safety.

Consultation	<ul style="list-style-type: none"> • Community Safety Partnership (Mrs E Lintill – Chairman) • Sussex Police • West Sussex County Council – re West Sussex Strategic Community Safety Partnership (WSSCP) restructure • West Sussex Fire and Rescue Service • Sussex Police Authority • West Sussex Drug and Alcohol Action Team • Sussex and Surrey Probation Service • Police and Crime Panel (PCC) - Mrs E Lintill, the council's representative) / PCC office • Local partners e.g. housing association re Think Family Neighbourhoods work
Evidence sources	<p>CSP Performance Plan 2013-2015 Strategic Assessment of Crime, Disorder and Associated Issues 2013/14 Crime stats for Chichester district Sussex Policy Strategy</p>
Site visits	n/a
Review completion date	Report to OSC March 2015
How does the review link to strategic aims and priorities?	Corporate Plan target - Provide clear leadership and effective influence to 'bring together partner organisations and facilitate delivery for common benefit'.

PROJECT PLAN

The following Project Plan interprets the above action plan into a programme of work.

	Action	Timescale
1	Review CSP 2013/14 annual report, Business Plan 2014/15 and Q3 update, and Budget 2014/15 - Ms P Bushby, Community Interventions Manager and CI Burtenshaw, Sussex Police	3 rd week January 2015
2	Review WSCC plan and new WSSCSP structure – Ms E King, WSSCSP Coordinator Consider role of CSP and PCC - Mrs E Lintill, Chair of CSP and the council's representative on the PCC Consider one example of joint working / case study – Mr P Taylor, Community Safety Officer, Ms J Reed, A2 Dominion	2 nd week February 2015
3	Final report to OSC	March 2015