

Minutes of a meeting of the **Overview and Scrutiny Committee** held in Committee Room 1 at East Pallant House Chichester West Sussex on Tuesday 18 November 2014 at 10:00am

Members (15)

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

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

were present (13)

Overview and Scrutiny Members Absent

Mrs B A Tinson
Mrs J A E Tassell

Chichester District Council Members Present as Observers or Contributors

Mr J Connor
Mr A J French
Mrs E Lintill
Mrs C Purnell

Officers Present for All or Specific Items

Mrs J Dodsworth - Head of Business Improvement Services
Mr S Hansford – Head of Community Services
Miss L Higenbottam – Member Services Assistant
Mrs J Hotchkiss - Head of Commercial Services
Mrs B Jackson – Careline Manager
Mrs B Jones – Principal Scrutiny Officer
Mr K McCoy - Westgate Leisure Manager
Mr S Oates - Economic Development Manager

Outside Representatives for All or Specific Items

Agenda Item 8 – Education Task and Finish Group final report

Mr S Quigley – Former Governor for Chichester High School for Girls

223 Chairman's Announcements

Apologies for absence had been received from Mrs Tassell and Mrs Tinson. Mrs Apel welcomed Cabinet Members, Mr Pickthall from the press and members of the public.

224 Approval of Minutes

Mrs Jones provided an update on matters arising from the minutes of the previous meeting:

- The Planning Committee structure as noted in minute 216 will be considered at the May 2016 Overview and Scrutiny Committee (OSC).
- The Intermediate Housing Policy as noted in minute 218 was agreed by Cabinet on 14 October 2014.
- The Homelessness strategy as noted in minute 219 had been deferred until the January 2015 OSC.
- The request by the OSC to review West Sussex County Council (WSSCC) Children's Services as noted in minute 219 – safeguarding children will be included in the Community Safety Partnership review (agenda item 10).
- The Community Advice Service recommendations as noted in minute 222 were agreed by Cabinet on 14 October 2014.
- The report on committee microphone systems as noted in minute 222 will be addressed by item 7 of this meeting.

Mrs Dignum clarified minute 219, line six under feedback from HASC should read 'including tele-health'.

RESOLVED

That the minutes of the OSC meeting held on Thursday 11 September 2014 are approved as a correct record subject to the amendment indicated above.

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

225 Urgent Items

Mr McAra asked if item 13 should be taken out of part two and heard in the open session of the meeting. Mr Hansford replied that due to commercially sensitive information it needed to remain in part two for this meeting.

226 Declarations of Interest

Mrs Apel declared a personal interest in reference to item 8 as a Governor of Parklands Primary School.

Mr Hayes declared a personal interest in reference to item 8 as a Governor for Southbourne Junior School.

Mr Lloyd-Williams declared a pecuniary interest in relation to item 8 as his wife teaches at Bosham Primary School and withdrew to the public seating area when this item was discussed.

Mr McAra declared a personal interest in reference to item 8 as a Governor of Midhurst Rother College.

227 Public Question Time

No public questions had been submitted for this meeting.

228 Tourism Task and Finish Group update

Mr McAra introduced the report (copy attached to the official minutes). He explained that two new areas of work had come to the attention of the Task and Finish Group (TFG). Coastal West Sussex Partnership would be undertaking a study to investigate opportunities for growing employment in the visitor economy. The study would in likelihood conclude by the end of the year. WSCC would be undertaking a project addressing 'Five Bold Ideas':

- Developing a leading bioengineering centre of excellence
- Doing more with Gatwick Airport
- Bringing high-end finance to Chichester
- Improving Bognor Regis
- The beautiful outdoors

Mr Oates informed the committee that a progress meeting with Coastal West Sussex would take place the following week. A final report would be produced by the TFG early next year.

Mr Hicks asked for clarification of two of the 'Bold Ideas', '...leading bioengineering...' and '...high-end finance'. Mr Oates advised that WSCC had only recently published the ideas and 'the beautiful outdoors' was the only one relevant to the visitor economy but 'high-end finance' would also be of interest to the council.

Mrs Purnell informed the committee that the Manhood Peninsula Partnership (MPP) were looking at ways to increase green tourism. Mr Oates explained he was aware of what MPP could offer having recently made a presentation to them.

Mrs Apel thanked the officers and Members involved.

RESOLVED

1. That the progress of the Tourism Task and Finish Group be noted.
2. That the additional areas of work involving the Coastal West Sussex Partnership and the WSCC Initiative as detailed in the report be noted.
3. That the final report be delayed to the March 2015 meeting of the committee.

229 Committee Microphone System

Mrs Apel noted Mr Ransley had sent his apologies for this item. Mrs Dodsworth introduced the report (copy attached to the official minutes). She reminded the committee

that at its meeting on 11 September 2014 a recommendation had been made to receive a report on the committee microphone system. Mrs Dodsworth explained provision had been made for a like-for-like replacement in 2015-16. She clarified the recommendation from the report to establish a TFG to consider the options and report back.

Mr Thomas suggested Members receive training on how to correctly use the microphones. Mrs Dodsworth explained a demonstration of the microphones would form part of the Member Induction programme for 2015.

Mr Lloyd-Williams asked how the technology behind the microphones worked. Mrs Dodsworth clarified the microphones worked on radio frequencies with two microphones able to be switched on at any one time. She explained there are more complicated systems with sound desks that have permanently positioned microphones assigned to individual Members who sit in the same seat each meeting. Mrs Dodsworth described a further system that allowed panoramic views of meetings.

Mr Hayes asked that mobile phone usage be considered. He explained that currently the public could record meetings on a mobile phone and this could be taken out of context. Mr McAra added that only sound was necessary not camera visuals. Mrs Dodsworth suggested the TFG put forward specific requirements.

Mr Potter agreed the recording of meetings could be seen as a defence against allegations from mobile phone recording. He clarified that a button on the Chairman's microphone had the ability to disable the other microphones. Mr Potter suggested the use of interchangeable batteries for the microphones.

Mrs Apel asked for clarification on the time needed to charge a microphone battery. Mrs Dodsworth explained the microphone batteries needed charging overnight if there had been a long meeting into the afternoon and an early meeting the following morning. She informed the committee the microphones had just been serviced with some batteries being replaced.

Mrs Graves asked if the council was restricted by the use of a variety of rooms for its meetings. Mrs Dodsworth explained that fixed chamber settings were able to accommodate assigned individual microphones.

RESOLVED

1. That Mr Clementson, Mr Hayes, Mr Hicks, Mr Lloyd-Williams, Mr McAra and Mr Woolley are confirmed as members of this Task and Finish Group with Mr Lloyd-Williams as Chairman of the group.
2. That the OSC Chairman be granted delegated authority to agree the scope and outline plan for this review.

230 Education Task and Finish Group final report

Mr Lloyd-Williams moved to the public seating area for this item.

Mrs Graves introduced the report (copy attached to the official minutes). She outlined the TFG had received presentations from the Director for Education of the Kemnall Academies Trust, WSCC officers and Chichester District Council officers. Mrs Graves explained the presentations had reassured the TFG and highlighted the importance of Members engagement with educational providers within the Chichester district.

Mr Thomas explained the vast change seen in Midhurst from the Grammar school in special measures to a well-run new Academy.

Mrs Hamilton asked if any of the presenters had discussed schools with high volume English as an Additional Language (EAL) pupils and what impact this could have on other children's learning. Mrs Graves explained this had not been discussed but issues in children's early development appear to derive from lack of early interaction.

Mrs Apel asked if the Chichester Free School (CFS) had caused the drop in numbers at the Chichester High School for Girls (CHSG) and Chichester High School for Boys (CHSB). Mr Hansford suggested he would ask WSCC for a definitive answer but the overall demographics of secondary school age children had dropped.

Mr Chaplin asked if the apparent trend in preference to take A Levels at Havant College (HC) rather than Bishop Luffa (BL), CHSG or CHSB had any relevance. Mr Hansford explained this was not a trend that had been picked out by the TFG but would ask WSCC for clarity.

Mrs Apel invited Mr Quigley from the public seating area to answer questions in his capacity as a retired school Governor of CHSG. Mr Quigley informed the committee that the small percentage of pupils that had opted to attend CFS rather than CHSG or CHSB was likely to be in the single figures. He explained the yield going to sixth form had dropped over the years and HC had always been a draw as an environment providing independence to young people, although some do return to the school environment. Mr Quigley clarified falling numbers had forced the position of CHSG and CHSB proposing to merge to continue the varied choice of GCSE and A Level options on offer.

Mr Clementson asked why the recruitment of a Headteacher for CHSB had been difficult. Mr Quigley explained there had been a lack of continuity of Headteachers but there had also been some good Headteacher's. He explained there had been success at CHSG with the new Executive Headteacher appearing highly competent and building good staff relations. Mr Quigley explained it was unknown if the Executive Headteacher would stay on.

Mrs Graves asked if the merger would attract pupils to stay on at the school. Mr Quigley explained the school tries to sell the benefits including a good range of options on offer but there would be an increase in the sixth form class sizes if a merger took place. He noted that BL was full with a waiting list while CHSG and CHSB both had space.

Mr Woolley asked how entry to CFS was typified. Mr Quigley explained the scope for CFS was a non-faith co-educational school focussing on academic performance, offering something different for pupils who did not want to go to CHSG or CHSB.

Mr Clementson noted that a move to academy status would also mean a move from WSCC control. Mr Quigley explained accountability would no longer be with WSCC but with the Secretary of State.

Mr Lloyd-Williams was invited to the table to ask a question as a member of the public. Referring to page 22 of the agenda, key themes in Chichester he explained there was still a big concern about Chichester secondary schools. He explained there are currently four state schools, BL which is academically driven and oversubscribed, CFS which is undergoing a major build but looking to capture academic high achievers leaving CHSG and CHSB with those who cannot get into the other schools. Mrs Apel clarified that page 22 of the agenda, key themes in Chichester referred to Early Years. Mrs Lintill added the

report focussed on Children and Family Centres. Mr Hansford explained the analysis spanned the age ranges including secondary schools. He clarified WSCC were looking at ways to address the issues that had been raised.

Mr Lloyd-Williams explained that a new school with intake from school age entry to sixth form (once complete) could cause issues for the other schools in the area. Mr Hansford clarified this would be a further competitor but Chichester schools drew intake from outside of the geographical border which added to the numbers.

Mr Hayes noted teaching children younger works. He commended the good supportive education available to children in Southbourne.

Mrs Graves explained competition could help schools improve.

Mrs Apel explained she had been to the Scrutiny Awards earlier in the year and a member of Ofsted for the north had described low morale in teachers due to being subject of changes in government policy and pressure to achieve results.

Mrs Apel thanked the officers and Members involved.

RESOLVED

That the key points concluded from this review as set out in paragraph 5.2 of the report be noted.

RECOMMENDED TO CABINET

1. That the Council makes a commitment to support family friendly policies.
2. That 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.

231 Corporate Plan Task and Finish Group final report

Mrs Dignum introduced the report (copy attached to the official minutes) outlining the key areas. She clarified the group had only required one meeting and were satisfied overall with the levels of performance the council had achieved to date. In reference to section 4.3 of the report Mrs Dignum explained Linda Grange, Housing Delivery Manager had provided written evidence to the TFG after the meeting. The written evidence clarified future delivery would expect to exceed targets to make up the deficit required.

Mr Chaplin referred to the slow redevelopment of the Heritage site in Chichester where 50% of properties were originally due to be market value and 50% affordable homes. He asked why the late decision had been made to provide 100% affordable homes. Mrs Purnell was invited to reply and explained she did not have a definitive answer but the affordable housing linked to home and communities funding and allocations were being considered for those on the high priority list. Mr Hansford offered to find a clear response for the committee.

In relation to section 4.8 of the report Mr McAra informed the committee that broadband had reached where he lived in Midhurst.

RESOLVED

That the report of the Corporate Plan Task and Finish Group be noted.

232 Overview and Scrutiny work programme

Mrs Jones gave an overview of the items for the January committee meeting to include:

- Business Improvement District progress against Business Plan
- Budget TFG feedback
- Electronic Consultation with Chichester District Council Parishes
- Homelessness Strategy

Mrs Jones listed the following items for the March committee meeting to include:

- Community Safety Partnership review
- Chichester in Partnership – health action plan progress review
- Targeted support and Think Family Projects
- Community Land Trusts
- Tourism Task and Finish Group final report
- Private Sector Renewal Policy
- Microphone TFG final report

Terms of reference – Community Safety Partnership review

RESOLVED

1. That Mr Hayes, Mrs Graves, Mrs G Keegan, Mr Potter and Mr Thomas be confirmed as members of this Task and Finish Group with Mr Hayes as Chairman.
2. That the proposed scope and outline plan be approved.

Budget Task and Finish Group

The committee noted the three members of the TFG were Mr R J Hayes, Mr S Lloyd-Williams and Mrs B Tinson. Mrs Jones informed the TFG she would contact them to confirm a meeting date for early December 2014.

WSCC Health and Social Care Select Committee (HASC)

Mrs Dignum informed the committee that an update on Musculoskeletal services would be considered at a meeting of HASC on Friday 5 December 2014. She explained that the Coastal West Sussex Clinical Commissioning Group and Western Sussex Hospitals NHS Foundation Trust had jointly commissioned an impact assessment to provide a clearer picture of how hospital services would be affected by the plans however this would not be ready to be reported back to 5 December HASC meeting. It would be considered at a future meeting of HASC scheduled for 21 January 2015 or 26 February 2015.

Raising issues to HASC

Mrs Dignum reminded the committee that any health concerns could be forwarded to HASC for consideration via its Business Planning Group (BPG) which meets quarterly. Members are invited to put forward questions on social care, care homes, ambulances, GP surgeries and other health and social care related topics.

Mrs Dignum referred to a newssheet that contained information about ambulances. She informed the committee that the nearest ambulance control centre would now be located on the Sussex/Surrey border. Ambulances were due to begin carrying CCTV without sound to help capture antisocial behaviour on ambulances as well as helping with road traffic accident incidents. Mrs Dignum also explained that patient report forms would become electronic. 999 calls had increased by 25% with ambulance use set to rise by 5% each year. In a survey 90% of users reported being treated with dignity and respect with 1% saying they had not been listened to. Mrs Graves asked if ambulance times had appeared to show any improvement north of the district. Mrs Dignum agreed to find out any figures available

Mrs Apel asked Mrs Dignum to raise the issue of GP surgeries as recently reported in the national press to HASC.

Mr McAra asked for clarification on GP's covering the cottage hospital in Midhurst. He explained the arrangement had been set to change but still appeared unresolved. Mr McAra asked Mrs Dignum to feed this back to HASC.

233 Late Items

There were no late items considered at this meeting.

234 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.

235 Midhurst Community Leisure Facilities - operational report

Mrs Hotchkiss introduced the report explaining the Grange had opened to the public on 3 March 2014, meaning the months of January and February which are traditionally busy for people signing up to direct debit memberships had been missed this year. She explained the profile of the Grange had grown on a monthly basis and the original target budget was a realistic goal. Mr McCoy explained clubs and events had been popular at the old Grange and the new facility had been made to encourage community use for weddings, parties and clubs which in turn would bring in additional income.

Mr Thomas commented on the centres good atmosphere with the library and registrar office adding to the community feel. He asked if consideration would be given to the 16 disabled spaces which appear to have had little use. Mrs Hotchkiss explained the car park had the current 6% required disabled spaces and that all the council's car parks space allocations would be reviewed in due course.

Mr Potter asked if the Police would have a base at the Grange. Mrs Hotchkiss explained that a proposal had been put forward.

Mr Chaplin asked if the leisure management proposals discussed by Cabinet would affect the Grange. Mrs Hotchkiss explained the leisure management proposals would involve the Bourne, the Grange and Westgate leisure centres.

Mr Hicks asked if members of the old Grange had converted to the new Grange. Mr McCoy explained a significant number had moved across.

Mrs Graves suggested the use of the Grange as a wedding venue and hall hire should be well advertised.

Mrs Hamilton asked if an electric vehicle re-charging point had been considered. Mrs Hotchkiss explained this was something that could be raised at the consultation on the new retail facilities.

Members congratulated the staff behind the project.

RESOLVED

1. That the current operational performance of the Grange against the original budget be noted.
2. That it be noted that the post project evaluation would be considered by this committee in July 2015.

Mr Clementson left the meeting.

236 Careline Business Plan – progress report

Mr Hansford introduced the report explaining Careline had been established for over 25 years using monitoring alarms to keep people in their homes longer. He explained the finalised business plan could not be confirmed at this stage.

Mrs Jackson explained Careline takes an average of 2200 calls a day in addition to installing alarms, operating a mobile warden for emergencies, providing stand-alone equipment and running the council's out of hour's service. She informed the committee the busiest hour of the day was between 8am and 9am when around 200 calls an hour are answered. Mrs Jackson explained people's needs had become more complex and therefore calls can take longer. She reminded committee of the success of Mindme Locate, designed to find people who wander due to dementia or learning difficulties and Mindme GPS Alarm for those lost to ring and be found by the use of GPS. Mindme featured on BBC1 television and had become very popular. Mrs Jackson explained she always looked to the future for new devices to help people. Mrs Apel commended the BBC1 coverage.

Mr Woolley asked for clarification of stand-alone equipment. Mrs Jackson explained items include pill dispenser telling people to take medicine, epilepsy sensors, stand-alone lights, monitoring pads for dementia and door entry sensor speaking.

Mr Thomas congratulated Mrs Jackson on the service and Mrs Dignum commended Mrs Jackson and the Careline staff for their dedicated work taking high volumes of calls particularly over the busy Christmas period, as had been the case last year.

Mr Potter asked if Mrs Jackson would run further Careline roadshows for Parish Councils. Mrs Jackson explained she had previously run a 15-20 minute presentation alongside the Fire Service, which she would consider doing again. She added Careline use Facebook and Twitter.

Mr McAra asked if Cabinet were aware of Careline's progress. Mrs Lintill explained they were.

RESOLVED

1. That Chichester Careline's progress against the business plan for 2013/14 be noted.
2. That Chichester Careline's current financial and business planning position in 2014/15 be noted.
3. That a review of Careline as set out in section 8.2 of the report be brought to a future meeting of this committee prior to Cabinet consideration.

[Note The meeting ended at 12:45]

CHAIRMAN

Date _____