

Performance and Finance Select Committee: The Select Committee Work Programme January 2018 – December 2019

Introduction

- 1 Each select committee must develop a work programme setting out priorities for its work. The work programme should be informed by the corporate priorities of the County Council, the priorities of the portfolio services, including any planned major service change, issues raised by service users and communities and concerns members may have about performance within the services.
- 2 The existing programmes cover the period to December 2017. The work programmes proposed in this report cover the period to December 2019. A Scrutiny Work Programme planning session was held for all members in September 2017 which identified a number of priorities for scrutiny. The Business Planning Group (BPG) of each select committee has examined the issues raised and have identified priority items for inclusion on their work programme. The BPGs will re-prioritise issues on an on-going basis as necessary.
- 3 The work programmes **attached at the Appendix** to this report include the topics identified by the BPG for each Select Committee as priorities to December 2019. These have been agreed by the Performance and Finance Select Committee (PFSC) for consideration by the County Council.

Work Programme

- 4 The BPG role is to establish clear outcomes of what is to be achieved through scrutiny of an issue and whether the select committee is the most appropriate forum for this. PFSC also has the responsibility for over-seeing the work of the joint scrutiny arrangements across the county. There have been no proposals for joint scrutiny at the current time.

Task and Finish Groups

- 5 Task and Finish Groups (TFGs) can be established by any Select Committee to look at an issue in more depth. Individual BPGs are asked to prioritise the TFGs for their select committees to bear in mind the resource required by both officers and members to complete the work and ensure valuable outcomes can be achieved in a timely way. However, it is important for PFSC to have an overview on the TFG programme; to ensure that there is a focus on issues of highest priority, that resources are focused on key priority topics and that there is capacity to support the work. As a guideline, select committees should not normally have more than one TFG operating concurrently.
- 6 The TFGs proposed are included in the work programmes for the individual select committees.

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Cross-cutting scrutiny

- 7 The work programme can be delivered in different ways, defined by the BPG. This is particularly relevant when scrutinising issues raised by more than one select committee.
- 8 Working with the voluntary sector, integrated transport systems, domestic violence and mental health were identified by more than one committee as priority areas for cross-cutting scrutiny. Work is on-going with the BPGs to determine whether these are appropriate for review and how that should be under-taken. Once the work programmes have been approved, the BPGs of the relevant committees will need to liaise through their Chairmen to identify how these should be scrutinised. This could be through the establishment of a TFG, i.e. a small group of members appointed to look at a particular issue in more depth and report back their findings/recommendations, Member Days or workshop/briefing sessions.
- 9 On occasion, select committees may undertake joint scrutiny with neighbouring councils through informal mechanisms such as TFGs, rather than through setting up formal joint committees. This tends to apply mostly to the Health and Adult Social Care Select Committee (HASC), given that NHS service change may affect a wider geographical area. There are currently two such TFGs running involving HASC – both of which are in partnership with the health overview and scrutiny committees for East Sussex County Council and Brighton & Hove City Council (as detailed in the Appendix).

Recommended

That the Select Committee work programme for January 2018 to December 2019, as attached at the Appendix, be approved.

Pieter Montyn

Chairman, Performance and Finance Select Committee

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Background Papers

None

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(see paragraph 3, page 285)

Select Committee Work Programme January 2018 to December 2019

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

Topic/Issue	Purpose of scrutinising this issue	Timing
Future Proposals for Alternative Provision	To gain an overview of the future proposals in relation to Alternative Provision. To include an update on the issue of dual registered pupils.	January 2018
West Sussex Partnership Families Strategic Plan 2020	To scrutinise the impact of implementation of the service plan on an annual basis to 2020 and receive any proposed significant updates to the Families Plan during that time.	January 2018
Small Schools	An assessment of small schools in the County and future provision requirements.	January 2018
Education and Skills Annual Report	A one day TFG on this item, then to Committee.	February 2018 (TFG) March 2018 (Committee)
IPEH Update	To get a report on the Integrated Prevention and Earliest Help service.	March 2018
Review of SEND TFG	Review the recommendations of the TFG that reported in March 2017. Including out of county provision, SEND placements and an update on the SEND strategy.	March 2018
Developing a sustainable workforce for West Sussex	To consider whether the system is providing a workforce which is required for the local area – what work with businesses is being undertaken. Including education and apprentices.	June 2018
Monitoring the financial challenges for Children's Services	To ensure there is oversight of the measures being taken to avoid overspend within the Children's Services budget	Ongoing
Youth Service	Consider community/voluntary provision – how is it working? Review of the impact of changes to provision – any successful models that other areas of County could learn from. <i>This could be part of a wider voluntary sector joint TFG.</i>	September 2018

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Topic/Issue	Purpose of scrutinising this issue	Timing
Provision of early years in West Sussex	To consider the overall provision for 2018/19.	June 2018
West Sussex Safeguarding Children Board Annual Report	To consider the annual report of the Board.	TBC
Voluntary Sector (possible joint item)	To consider how the County Council works with the voluntary sector at the moment, what could be done better and how can we encourage more interaction.	TBC
Integrated Transport System (possible joint item)	Access to services (transport and parking).	TBC
Mental Health (possible joint item)	<p>Topics for potential inclusion include:</p> <ul style="list-style-type: none"> • particularly children/adolescents – self harming • what is being done in West Sussex schools • Front-line service provision for adults • How long to get a first appointment, timescales, waiting list • Skills/capacity of the service • Drugs and alcohol impact <p><i>This will be decided once a member day has taken place to assess if further work is required.</i></p>	TBC
Domestic Violence	<p>To seek assurance that all services are working together.</p> <p><i>A member day may be a better route for this issue, but a joint TFG could be undertaken if no member day happens.</i></p>	TBC

Environment and Community Services Select Committee (ECSSC)

Topic/Issue	Purpose of scrutinising this issue	Timing
Right of Way Improvement Plan	Scrutiny of the draft Plan prior to adoption	January 2018

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Topic/Issue	Purpose of scrutinising this issue	Timing
Performance of the Substance Misuse Contract	Per ECSSC recommendation June 2015, to review performance under the contract let in May 2016, to establish whether forecast benefits have been realised.	January 2018
Economic Growth Plan	Scrutiny of the draft Plan prior to adoption	January 2018
HWRs Permitting Scheme	To consider the introduction of a permit scheme for users of West Sussex sites, following the introduction of changes to the arrangements at Surrey and Hampshire sites. To be informed by the site surveys at West Sussex sites.	Jan 2018
Waste – Strategic Challenges	Deferred from 15 November meeting.	Jan 2018
Bus Strategy	Scrutiny of the draft Strategy prior to adoption	TBC
Highways Asset Management Strategy	Update on progress towards achieving Incentive Fund Band 3 status (arising from March 2017 ECSSC)	TBC 2018
Local Transport Plan	Scrutiny of the draft Local Transport Plan, prior to public consultation.	TBC
Local Policing Model	To scrutinise the impact of the new Local Policing Model, and make recommendations to Sussex Police and partners.	December 2018
Libraries	Early input into the development of any forthcoming proposals or vision for the future provision of the Library Service. Potential to appoint a Scrutiny TFG	TBC
Strategic Planning and Infrastructure	To scrutinise the impact of planned housing development on service provision and infrastructure, and to make recommendations in respect of any deficit.	TBC

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Topic/Issue	Purpose of scrutinising this issue	Timing
Waste Strategy	Act as a critical friend to the development of a new waste strategy, should the Cabinet Member elect to take such work forward. In particular to ensure sufficient focus has been placed on waste minimisation and changing behaviours	TBC

Health and Adult Social Care Select Committee (HASC)

Topic/Issue	Purpose of scrutinising this issue	Timing
Safeguarding Adults Board Annual Report	To consider the Safeguarding Adults Board Annual Report 2016/17 and receive a presentation from the Independent Chairman on the annual report, strategic plan, action taken and areas of concern.	December 2017
South East Coast Ambulance NHS Trust (SECAMB) Regional Task and Finish Group (TFG) Progress Report	To receive an update on the work of the SECAMB Regional TFG and outcome from the Care Quality Commission (CQC) re-inspection in April 2017.	December 2017
Brighton and Sussex University Hospital NHS Trust (BSUH) Regional Task and Finish Group (TFG) Progress Report	To receive an update on the work of the BSUH Regional TFG and outcome from the Care Quality Commission (CQC) re-inspection of the Trust in May 2017.	December 2017
Care Market including Residential Care	To be updated on developments and continue to monitor the issues in West Sussex, including the supply and demand of residential care and the development of the workforce in the care market. <i>N.B. BPG to consider other issues raised at all member Work Programme Planning Day held in September 2017 when planning this item.</i>	January 2018

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Topic/Issue	Purpose of scrutinising this issue	Timing
Improved Better Care Fund (iBCF)	To consider the monitoring and delivery of the improved Better Care Fund Plan (iBCF) and the use of the wider Better Care Fund (BCF) monies where appropriate.	March 2018
NHS 111 mobilisation (potentially September/October 2018)	To consider the mobilisation of the new NHS 111 contract	Items for a future meeting – date TBC
Sustainability and Transformation Partnerships (STPs)	To consider any proposals from NHS partners in terms of the Sussex and East Surrey Sustainability and Transformation Partnership (STP)	Items for a future meeting – date TBC
Clinically Effective Commissioning	To consider any proposals from West Sussex Clinical Commissioning Groups, in relation to ongoing work to ensure that commissioning arrangements are both clinically and cost effective (further to HASC 29/9/17)	Items for a future meeting – date TBC
Primary Care (General Practitioners)	To consider action being taken across the NHS to include GP surgery provision across the county.	Future project day/member day – date TBC
Mental Health (HASC/CYPSSC)	<p>Topics for potential inclusion:</p> <ul style="list-style-type: none"> • children/adolescents – self harming • what is being done in West Sussex schools • Front-line service provision for adults • How long to get a first appointment, timescales, waiting list • Skills/capacity of the service <p><i>N.B. Development of the West Sussex Suicide Strategy (being presented to HWB next year) could be included to ensure effective implementation of Council's suicide prevention plans. Suggested by House of Commons Health Committee.</i></p>	Future project day/member day – date TBC

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Topic/Issue	Purpose of scrutinising this issue	Timing
	<p><i>Members should also note Sustainability and Transformation Partnership (STP) work on Mental Health which could inform any potential scrutiny.</i></p> <p><i>BPG have also agreed that assurance to be sought on the recommendations of the Dementia Framework TFG to review the following:</i></p> <p><i>(a) The Memory Assessment Service, including the service provide to those diagnosed with dementia before the service was introduced;</i></p> <p><i>(b) Dementia diagnosis rates; and</i></p> <p><i>(c) The effect on carers and social isolation</i></p>	
Voluntary Sector (All)	<p>To consider how the County Council works with the voluntary sector at the moment, what could be done better and how can we encourage more interaction.</p> <p><i>N.B. PFSC BPG members have asked that the Director of Communities is asked to attend their next BPG to outline the work Communities is doing with the voluntary sector in order to develop terms of reference.</i></p>	Cross-Cutting (Scrutiny across Select Committees) – dates TBC
Integrated Transport System (All)	<p>This is an over-arching issue which affects the remit of all select committees: access to services (transport and parking).</p> <p><i>N.B. ECSSC BPG to consider how this could be taken forward taking into consideration current related items on ECSSC work programme.</i></p>	Cross-Cutting (Scrutiny across Select Committees) – dates TBC
Domestic Violence (HASC/CYPSSC/ECSSC)	<p>To seek assurance that all services are working together.</p> <p><i>N.B. Methodology to be confirmed.</i></p>	Cross-Cutting (Scrutiny across Select Committees) – dates TBC

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Performance and Finance Select Committee (PFSC)

Topic/Issue	Purpose of scrutinising this issue	Timing
Performance Framework and Management	Overarching scrutiny of the performance framework including the priority areas and targets included within the West Sussex Plan.	On-going through the TPM, January 2018 for Plan refresh and October 2018
WSCC Budget	Overarching scrutiny of the financial strategy and budget planning. Including the implications of budget reductions and saving requirements.	January 2018 and 2019/20 cycle TBC
Total Performance Monitor (TPM)	On-going monitoring of the finance and performance position of the Authority.	All meetings
Capital Programme Monitoring	Quarterly monitoring of the capital programme as agreed in the capital governance arrangements.	March 2018 and on-going TBC
Treasury Management	Scrutiny of the mid-year report and strategy for the future year	November/December 2018
Annual Pensions Report	Over-arching scrutiny. Responsibilities of the Committee are carried out through attendance at the Annual General Meeting for the Pension Fund.	July 2018 and 2019
Scrutiny Review and Development	Strategic overview of the scrutiny process, including scrutiny developments and best practice and identification of the training needs of scrutiny members. Reviewed through the Scrutiny Newsletter.	July 2018 and 2019
Asset Strategy	Scrutiny of the finalised Asset Strategy	TBC
One Public Estate Programme	To scrutinise the on-going work, costs and efficiency savings in relation to the One Public Estates Programme.	March 2018
Cost-Based Reduction Project and the procurement function	Review of the objectives and achievements of this project to reduce costs and improve efficiencies. Review to include scrutiny of the proposed changes to the procurement function as a result of the project findings.	March 2018

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Topic/Issue	Purpose of scrutinising this issue	Timing
Orbis Public Law	Review of the objectives and achievements as a result of the change in work arrangements.	Spring 2018
Transformation Programme	Scrutiny of the proposals recommended as part of the Council's Transformation Programme, to include review of the spending and achievements resulting from the programme over the past five years.	TBC
Support Services Out Sourcing contract	<ul style="list-style-type: none"> • Scrutiny of any changes required as a result of the re-set work which has been undertaken • Scrutiny of the contract performance. 	TBC TBC
PropCo development projects	Scrutiny of the Business Cases in relation to income-generating property schemes related to the PropCo programme.	TBC
Capital Programme – Business Cases	Scrutiny of the Business Cases relevant to the Committee's responsibilities in relation to schemes included in the capital programme.	TBC as projects are developed
Proposed Task and Finish Groups		
Contract Management	Issue raised at the September 2017 all-member event. Terms of reference and membership to be agreed but should include a review of the mechanism for delivering and monitoring contracts, the resolution of issues, sharing best practice/ lessons learnt and when members can feed into the process.	Early 2018
Working with the voluntary sector	Issue raised as a potential cross-cutting TFG at the all-member event in September 2017. BPG to invite Director of Communities to a future BPG meeting to determine whether this is appropriate. Service Select Committee Chairmen to be invited to contribute to the discussion.	TBC