

# Public Document Pack

**Tony Kershaw**

Director of Law and Assurance

If calling please ask for:

Ann Little on 033 022 22654

Email: [ann.little@westsussex.gov.uk](mailto:ann.little@westsussex.gov.uk)

[www.westsussex.gov.uk](http://www.westsussex.gov.uk)

County Hall  
Chichester  
West Sussex  
PO19 1RQ  
Switchboard  
Tel no (01243) 777100



22 June 2021

## Children and Young People's Services Scrutiny Committee

A meeting of the Committee will be held at **10.30 am** on **Wednesday, 30 June 2021** at **County Hall, Chichester, PO19 1RQ**.

**Note:** In response to the continuing public health restrictions, there will be limited public access to the meeting. Admission is by ticket only, bookable in advance via: [democratic.services@westsussex.gov.uk](mailto:democratic.services@westsussex.gov.uk)).

**The meeting will be available to watch live via the Internet at this address:**

<http://www.westsussex.public-i.tv/core/portal/home>.

**Tony Kershaw**

Director of Law and Assurance

## Agenda

10.30 am      1.      **Election of Chairman**

The Committee's membership is set out below:

Cllr Baldwin  
Cllr Bennett  
Cllr Burgess  
Cllr Charles  
Cllr Cherry  
Cllr Cornell  
Cllr Hall  
Cllr Hillier  
Cllr Linehan  
Cllr Mercer  
Cllr Smith  
Cllr Sparkes

The Committee is asked to elect a Chairman for 2021/22. If the election is contested, a secret ballot will be held in accordance with Standing Order 2.15B

10.35 am      2.      **Election of Vice Chairman**

The Committee is asked to elect a Vice-Chairman for 2021/22. If the election is contested, a secret ballot will be held in

accordance with Standing Order 2.15B.

10.40 am      3.      **Declarations of Interests**

Members and officers must declare any pecuniary or personal interest in any business on the agenda. They should also make declarations at any stage such an interest becomes apparent during the meeting. Consideration should be given to leaving the meeting if the nature of the interest warrants it. If in doubt please contact Democratic Services before the meeting.

10.42 am      4.      **Urgent Matters**

Items not on the agenda which the Chairman of the meeting is of the opinion should be considered as a matter of urgency by reason of special circumstances, including cases where the Committee needs to be informed of budgetary or performance issues affecting matters within its terms of reference, which have emerged since the publication of the agenda.

10.45 am      5.      **Terms of Reference** (Pages 5 - 10)

The Committee is invited to note its terms of reference.

10.50 am      6.      **Business Planning Group Membership** (Pages 11 - 12)

Report by the Director of Law and Assurance.

The Committee is asked to appoint five members to the Group, including the Committee's Chairman, Vice-Chairman and at least two minority group members.

10.55 am      7.      **Minutes of the last meeting of the Committee** (Pages 13 - 20)

The Committee is asked to agree the minutes of the meeting held on 10 March 2021 (cream paper).

11.00 am      8.      **Responses to Recommendations** (Pages 21 - 30)

The Committee is asked to note the responses to recommendations made at the 10 March 2021 meeting from:

- a) Cabinet Member for Learning and Skills;
- b) Cabinet Member for Children and Young People.

11.10 am      9.      **Children First Improvement Update** (Pages 31 - 52)

Report by Executive Director of Children, Young People and Learning.

The report updates the Committee on:

- a) the developments and progress made in the Children

First Programme since its last update in March 2021;  
b) the progress and plans of the Fostering initiative.

12.10 pm      10.      **Work Programme Planning and Possible Items for Future Scrutiny** (Pages 53 - 76)

The Committee is asked to review its current draft work programme (Appendix A), which reflects the outcome of the discussions at the Committee's Business Planning Group (BPG) meeting on 22 February 2021.

The Committee is asked to review the Forward Plan entries relevant to its remit (Appendix B) and mention any items which they believe to be of relevance to the business of the Scrutiny Committee. If any member puts forward an item for scrutiny, the Committee's role at this meeting is to assess, briefly, whether to refer the matter to its BPG to consider in detail.

12.15 pm      11.      **Requests for Call-In**

There have been no requests for call-in to the Scrutiny Committee and within its constitutional remit since the date of the last meeting. The Director of Law and Assurance will report any requests since the publication of the agenda papers.

12.20 pm      12.      **Date of Next Meeting**

The next meeting of the Committee will be held on 20 July 2021 at 10.30 am, to consider the Early Help Redesign proposals.

Any member wishing to place an item on the agenda for the meeting must notify the Director of Law and Assurance by 7 July 2021.

**To all members of the Children and Young People's Services Scrutiny Committee**

**Webcasting**

Please note: this meeting is being filmed for live and subsequent broadcast via the County Council's website on the internet. The images and sound recording may be used for training purposes by the Council.

Generally the public gallery is not filmed. However, by entering the meeting room and using the public seating area you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.

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## Appendix 8

### Scrutiny Committees

There is a Performance and Finance Scrutiny Committee (Appendix 8A), a Health and Adult Social Care Scrutiny Committee (Appendix 8B), a Children and Young People's Services Scrutiny Committee (Appendix 8C), an Environment and Communities Scrutiny Committee (Appendix 8D) and a Fire & Rescue Service Scrutiny Committee (Appendix E). Their constitutions and terms of reference are set out in the Appendices. Each committee shall undertake the functions set out below in respect of those items relevant to the Scrutiny Committee's specific service area.

Each Scrutiny Committee shall have no more than 12 County Council members with the exception of the Performance and Finance Scrutiny Committee which will have 15 members to include the other Select Committee chairmen where compliant with rules on political proportionality following confirmation of their appointment at the next meeting of the County Council. The members of each Scrutiny Committee shall be appointed, having taken into account the following guiding principles:

- That the member has an interest in the business of the Committee.
- That the member is able to devote the time needed to undertake the work of the Committee.
- That the member remains free to serve on scrutiny or executive task and finish Groups.
- Four of the members of the Performance and Finance Scrutiny Committee shall be the four members who are at any time the chairmen of the other four Scrutiny Committees, providing that this can be accommodated in line with political proportionality for that committee.

A list of Scrutiny Committees is below, including areas of responsibility:

Scrutiny Committee	Area of Responsibility
Performance and Finance	Strategic overview of scrutiny process; Leader's portfolio; general strategy issues; Partnership Working; County Local Committees; IT and Customer & Community Access; Finance; Property; Procurement; Human Resources Strategy; Performance Management; Equality and Diversity; Law and Governance; Communications; Media & Marketing; Europe liaison; Economic Strategy
Health and Adult Social Care	Adults' Social Care Services; Adults' Safeguarding; Coroner and Mortuaries; Dementia Services; Health and Health Partnerships; Public Health; Review and scrutiny of the planning, provision and operation of health services in West Sussex (The health functions of the Health and Adult Social

<b>Scrutiny Committee</b>	<b>Area of Responsibility</b>
	Care Scrutiny Committee arise under Part I of the Health and Social Care Act 2001.)
Children and Young People's Services	Social Services relating to children and young people; Education; Educational Attainment and Skills; Adult Skills and Learning; Youth Services; Youth Justice
Environment and Communities	Environment; Coast and Countryside Matters (including the South Downs National Park); Rights of Way; Transport Planning and Policy; Highway Infrastructure; Aviation; Public Transport Liaison; Land-use Planning; Minerals and Waste; Fracking; Waste Minimisation; Community Safety; Trading Standards; Gypsies and Travellers; Police Liaison; Registration Services; Arts & Heritage Liaison; Libraries and Archives; Crime and Disorder; Domestic Violence; Drug and Alcohol Action
Fire & Rescue Service Scrutiny Committee	Fire & Rescue Service; Emergency Planning

### **Business Planning Groups**

Each Scrutiny Committee shall have a Business Planning Group comprising the Chairman and Vice-Chairman of that Committee and three other members. Two of the five members shall be minority group members. The Chairman of the Scrutiny Committee shall be the chairman of the Business Planning Group and the Vice-Chairman of the Scrutiny Committee shall be the vice-chairman of the Group.

The Business Planning Group shall oversee the planning of the Committee's business and may identify issues of common interest to other Scrutiny Committees. It may do this by acting jointly with the Business Planning Group of another Scrutiny Committee. In doing this, the Business Planning Group will use the ['Scrutiny Business Planning Guide and Checklist'](#).

The Business Planning Group(s) shall discuss with the relevant Cabinet Member(s) the need for any referral by the Cabinet Member to the Committee for the undertaking of work relating to the planning of services or their commissioning. In such circumstances, the Business Planning Group shall decide its terms of reference in discussion with the Cabinet Member(s).

The Business Planning Group shall have responsibility for deciding whether an area of work is considered by a Task and Finish Group. The Business Planning Group is responsible for deciding to establish a Task and Finish Group and for defining its outline terms of reference.

### **Scrutiny Task and Finish Groups**

Each Scrutiny Committee may choose to establish from its members or from the whole non-executive membership a cross-party group that will be given the task of undertaking detailed work which falls within its area of responsibility.

The Scrutiny Committee Business Planning Group will decide the size and membership of the Group and its outline terms of reference. It will also decide how the outcome of the work of the Group will be reported - to the Committee or direct to the Cabinet Member.

Where the work is related to the business of more than one Scrutiny Committee a Task and Finish Group will be established to undertake the work. The outline terms of reference and reporting lines of the Task and Finish Group will be agreed by the relevant Scrutiny Committee Business Planning Groups co-ordinated by the relevant Scrutiny Committee chairmen.

A Task and Finish Group shall comprise no more than seven members (cross party) and the membership shall be decided by the Business Planning Group(s), but it may co-opt such other persons as the Task and Finish Group considers appropriate to the task in hand.

The Chairman of the Task and Finish Group shall be appointed by the members of the Task and Finish Group unless there is an urgent need to progress the initial work, in which case the Business Planning Group will appoint the chairman of the Group.

## **Children and Young People's Services Scrutiny Committee**

### **Constitution**

12 members of the County Council and four nominated members (voting).  
Quorum on education matters is four. Quorum on social care matters is three members of the County Council.

### **Note:**

The four nominated (voting) members on the Children and Young People's Services Scrutiny Committee will comprise the following representatives:

Two parent governors  
One from the Church of England Diocese of Chichester  
One from the Roman Catholic Diocese of Arundel and Brighton

The term of membership of parent governor representatives will be four years. Where a 'casual' vacancy is filled, the new representative will be appointed for the remainder of the term.

### **Terms of Reference**

1. To consider existing policies and the effectiveness of their delivery relevant to the Scrutiny Committee's specific service area.
2. To consider and align its business in the context of the Council's ambitions and objectives associated with needs and aspirations of the community for the start of life.
3. To undertake the scrutiny of the performance of the Council's services against the outcomes objectives and measures set through a relevant commissioning process.
4. To review decisions of the Executive.
5. To review proposed decisions of the Executive including Executive decisions made by County Local Committees and key decisions under delegated powers made by officers on behalf of the Executive (call-in).
6. To review the manner in which non-Executive committees take decisions.
7. To consider matters referred to the Scrutiny Committee by the Executive.
8. To consider, as a "preview", items raised by any member where the matter is likely to be considered by the Executive because of its sudden prominence.
9. To consider items raised at meetings of the County Council and referred initially to the Cabinet for re-examination and which the Executive asks the



Scrutiny Committee to consider.

10. To consider a programme of work which the Committee believes is in the interests of the County Council for it to review, and to recommend it to the Performance and Finance Scrutiny Committee for approval by the County Council as part of the Scrutiny Committee work programme.
11. To refer any matter arising within these terms of reference to a County Local Committee for consideration.
12. To receive and consider a referral from a County Local Committee made in accordance with the procedures for a Councillor Call for Action.
13. To consider any relevant local government matter raised by any member.
14. To consider a petition in accordance with the Petitions Scheme in accordance with Standing Order 3.43 (b).
15. To consider a request for a review of the County Council's response to a petition in accordance with the Petitions Scheme.
16. To consider any relevant report of joint scrutiny work undertaken under the auspices of the West Sussex Joint Scrutiny Steering Group and refer the report to the relevant Cabinet Member for consideration.
17. To encourage members to lead on specific topics within the Committee's remit, as agreed by the Committee.

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## **Children and Young People's Services Scrutiny Committee**

**30 June 2021**

### **Report by Director Law and Assurance**

#### **Appointment of the Committee's Business Planning Group**

##### **1. Introduction**

- 1.1 As set out in the County Council Constitution, each Scrutiny Committee must set up a business planning group (BPG) to oversee the Committee's work programme and prioritise issues for consideration by the Committee.
- 1.2 BPGs should have five members, be cross-party (three members from the majority political group on the County Council and two from the minority group(s)) and include the Chairman and Vice Chairman of the Scrutiny Committee. Other members of the committee may be invited to attend individual meetings as appropriate. The Chairman of the Scrutiny Committee will be the Chairman of the BPG. Membership is reviewed annually. Members should not serve on more than one BPG.
- 1.3 The BPG membership will be agreed at the meeting on 30 June 2021.
- 1.4 BPGs meet approximately quarterly, but they also carry out their work outside meetings (e.g. reviewing and discussing issues via e-mail; virtual meetings using teleconferencing facilities).
- 1.5 The Committee is asked to agree the appointment of five members to the BPG (with the membership as set out in paras 1.2 and 1.3 of this report).

##### **2. Role of Business Planning Group (BPG)**

- 2.1 BPG responsibilities include:
  - Overseeing the work programme for the Committee and prioritising issues for consideration by the Committee, including the proposed methodology and time tabling.
  - Agreeing objectives and planned outcomes for agenda items, and any witnesses to be invited and/or any visits or further information required by the Committee prior to its formal scrutiny of an issue.
  - Establishing Scrutiny Task and Finish Groups (TFGs)

##### **3. Implications**

- 3.1 There are no resource, risk management, social value, Crime and Disorder Act or Human Rights Act implications arising directly from this report.

**Tony Kershaw**

Executive Director Law and Assurance

**Contact:** Katherine De La Mora, Senior Advisor, 03302 222535

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## **Children and Young People's Services Scrutiny Committee**

10 March 2021 – At a virtual meeting of the Children and Young People's Services Scrutiny Committee held at 11.30 am.

Present:	Cllr Hillier (Chairman)	
Cllr Lord	Cllr A Jones	Mrs Hill
Cllr Baldwin	Cllr Kennard	Mr Lozzi
Cllr Bridges	Cllr Oxlade	Mr Cristin
Cllr Burgess	Cllr Pendleton	
Cllr Hall	Cllr Wickremaratchi	

Apologies were received from Cllr Sudan and Mrs Ryan.

Also in attendance: Cllr N Jupp and Cllr Russell.

### **48. Declarations of Interests**

48.1 No declarations of interest were declared.

### **49. Minutes of the last meeting of the Committee**

49.1 Resolved – that the minutes of the meeting held on 7 January 2021 be approved as a correct record and that they be signed by the Chairman.

### **50. Urgent Matters**

50.1 No urgent matters were raised.

50.2 The Chairman invited the Director of Education and Skills to give a brief update on the full reopening of schools which had commenced on 8 March 2021. The Director reported that return numbers were above national and regional averages and that no issues had been raised by schools.

50.3 The Director also reported that work was progressing with schools to provide food vouchers to all eligible children over the Easter Holidays. Easter activities were also being planned for disadvantaged children. Funding for mental health first aid training in schools was available, particularly to help to support children as they return to school.

50.4 The Cabinet Member for Education and Skills, Cllr Nigel Jupp, reported that schools had appreciated the 2-week notice period given by the Government to prepare for the return to school and congratulated officers on the work being done on the Easter meals vouchers scheme.

### **51. Responses to Recommendations**

51.1 The Committee welcomed the responses to the recommendations made by the meeting on 7 January 2021 and the information they contained.

51.2 The Committee highlighted the importance of reaching young people to gain their feedback as part of the Early Help Redesign consultation. Members of the Committee had received the communication plan for the consultation and were asked to let officers know if there were other stakeholders who could be added to the list.

## **52. Inclusion in West Sussex**

52.1 The Committee considered a report by the Director of Education and Skills setting out the County Council's approach to inclusion.

52.2 The Cabinet Member for Education and Skills, Cllr Nigel Jupp, introduced the item reminding the Committee that the Special Educational Needs and Disabilities (SEND) and Inclusion Strategy 2019-24 was now 18 months into its five-year term, and asked the Committee to look at how implementation was proceeding.

52.3 The Director of Education and Skills introduced the report which highlighted the key focus of the SEND and Inclusion Strategy 2019-24 and the aim to identify children's needs early and to focus on pathways to overcome issues of transition. The Director thanked all schools and officers who had been able to pursue the longer-term priorities of the Strategy despite the pandemic. The Chairman and Committee Members endorsed these thanks.

52.4 The Director reported that there had been a national increase in the number of children being identified as needing support and that those children had increasingly complex needs. The number of children being supported had also risen due to the extension of support of young people with Special Educational Needs Statements from 19 years to 25 years. However, the Government had not provided any additional funding to cover those added years.

52.5 The Committee heard that officers had worked with schools to produce the guidance they wanted and would find helpful. The approach focussed on improving mainstream processes and ensuring the right specialist support was in place.

52.1 The Committee heard from Mrs Val Evans, Chief Executive of the West Sussex Parent/Carer Forum, who highlighted the following:

- Welcomed that the Forum had been involved from the beginning in the Co-production of the Strategy.
- The Strategy was both robust and wide-reaching, and good progress was being made, particularly where teams were child centred.
- There could be wider marketing, for example in the launch of the Local Offer website and the co-production and promotion of the Easy Read version of the Strategy.
- There could also be more focus on providing tools and information to young people and families, especially on promoting the message and evidence around the importance of inclusion and how this is the best for most children with SEND.

52.2 The Committee heard from Mr Mark Wignall, headteacher of Downlands Secondary School and a member of the SEND and Inclusion Strategy Board. Mr Wignall highlighted the following:

- Good Progress had been made on the Strategy 2019-24, especially in the context of the current pandemic.
- It was now time to focus on the impact and outcomes of the Strategy implementation on SEND learners and ensure there was focus on areas where less progress had been made.
- Highlighted the importance of Special Support Centres (SSCs) and asked if the current plans for those due to open in 2023 could be accelerated.
- That the dashboard targets should be ambitious and benchmarked with national and regional statistics.

52.3 Members of the Committee then asked questions and a summary of those questions and answers follows:

- An Educational Need and Health Care Assessment (EHCNA) is an agreement to assess which leads to an Education, Health and Care Plan (EHCP). Children can be on EHCPs for short or long periods of time or can go in and out of a plan as their circumstances change.
- There is a standard process for decisions on EHCPs and a quality assurance process to review decision making accuracy. Inconsistency of information provided can sometimes affect the decision process. Work is progressing to ensure SENCOs are part of the Panel to gain further knowledge and understanding of the process.
- Concern was raised on how teachers, and in particular supply teachers, are trained in SEND matters. It was agreed this should be a whole school approach and the Special Educational Needs Co-ordinator (SENCO) in each school should ensure every teacher and member of staff is capable of supporting SEND in their school. Additionally, the County Council works with Chichester and Sussex Universities on this area with students and newly qualified teachers.
- The Committee recognised the importance of identifying children's needs early so that the right support can be put in place. The Director of Education and Skills confirmed that Early Years' service would be moving into his directorate from April 2021, which would further help to work more closely with Early Years to improve earlier identification and outcomes.
- Children without an EHCP can receive support through mental health teams, work with colleges, etc.
- A standard framework for Alternative Provision was being developed. A Service Level Agreements was also being developed with the Alternative Provision College to enhance their offer.
- Exclusions are a last resort. Schools work through many different options with pupils to establish the cause of problems before such decisions are taken. There is a comprehensive programme of training for Governors on the exclusion process

run by the County Council. County Council Officers attend Governors Disciplinary Committees and Independent Review Panels in LA maintained schools and if invited by Academy or Free Schools or the parents of children in these schools. Parents are supported through the process by County Council officers.

- Best practice for dealing with behavioural support is shared at Area and Inclusion Boards in West Sussex. Sometimes school to school support is commissioned.
- The Therapeutic Thinking programme had been in place during the pandemic and the workshops were open to most schools. Work continued to embed the programme so it can help communities.

1.08 pm Cllr Bridges left the meeting.

52.4 Resolved – That the Committee:

1. Thanks officers and schools for the progress they have made on the implementation of the SEND and Inclusion strategy 2019-24, recognising the delivery of outcomes should be considered in the context of the impact of Covid-19. The Committee welcomes the co-creation of the Strategy and is assured that those children who do not have a SEND diagnosis but are at risk of exclusion are not precluded.
2. Notes the importance of measuring outcomes and the impact of the SEND and Inclusion strategy on children and young people and requests that the progress update on the Strategy due in the Autumn is shared with the Committee to seek assurance that outcomes are being delivered and identify any potential areas for scrutiny.
3. Is glad to hear of the ongoing work to focus on professional development in teacher training and training for all school staff and governors to bring a more consistent level of awareness of SEND and inclusion across all schools in West Sussex.
4. Recognises the importance of identifying the issues of SEND in children and early as possible and supports the move of Early Years to Education and Skills so that this can be strengthened.
5. Agrees on the importance of a consistent framework for the assessment and outcomes of Education Health and Care Plans. The Committee supports the development of SENCO representation on EHCP assessment panels and that work continues with schools to identify and address inconsistencies.
6. Welcomes the ongoing work to share best practice on SEND and Inclusion and support for children at risk of exclusion. The Committee suggests a framework for schools could be developed to ensure best practice is shared and a consistent pathway for children at risk of exclusion is provided across West Sussex schools.
7. Recommends that the department works directly with schools with higher than average rate of exclusions and/or managed moves to



identify what support is needed to keep more children learning within the school

8. Highlights the importance of developing the Special Support Centres and new special schools at pace, and requests that these are prioritised in the Capital Programme to ensure there is the provision of improved learning opportunities and experiences for SEND learners and to reduce the pressure on the High Needs Block. The Committee further suggests the exploration of provision of SSCs or similar units for children without SEND diagnosis.
9. Recommends that the Cabinet Member for Education and Skills continues to lobby government on the review of the High Needs Block to reflect the extension of the SEND up to the age of 25.

1.37 pm Cllr Wickremaratchi and Mr Cristin left the meeting.

### **53. Children First Improvement Update**

53.1 The Cabinet Member for Children and Young People, Cllr Russell, introduced the item reporting that phase one of the improvement journey had been completed in 2020, phase two had started in January 2021 and that crucial plans would be implemented during the year. The consultation for the Early Help Redesign had gone live and Members were asked to share the information as much as possible to enable members of the public and stakeholders to contribute.

53.2 The Children's First Transformation Director introduced the report highlighting the following key areas:

- Ofsted monitoring would continue, and the next focussed visit is programmed for 18/19 May 2021 looking at permanency for children looked after. The next regular monitoring visit would likely be in the Autumn 2021.
- The Children's Commissioner had updated County Councillors on 22 February on the improvement progress. The Commissioner would be monitoring progress against a set of criteria to provide a view and recommendation on whether the Children's Trust was required. The first formal review on progress would take place in July 2021.
- The demand in referrals is expected to increase now schools have fully returned and numbers are being closely monitored. Plans are being developed for social workers to return to face to face meetings.
- Performance remained robust and the latest lockdown had seen little impact on staffing capacity. Staffing statistics are regularly monitored and could be included in future updates. All frontline staff had been offered Covid vaccinations.
- A simplified management structure would go live in July 2021 along with the new social work offer.

2.28 pm Mrs Hill left the meeting.

53.3 Members of the Committee then asked questions and a summary of those questions and answers follows:

- The major challenge in the next 12 months would be creating the right environment for social work to flourish and ensuring high quality support to children all the time from all workers whatever the issue. Seeing progress would take time.
- Working with families who were hard to reach, reluctant or who would not engage was a challenge. There is statutory guidance for the local authority to decide when it is felt there is risk of significant harm. If that threshold is not met parental consent is needed for any intervention but other work can be done with schools, agencies and support services.
- Work on early identification included working with health visitors and partners and included pre-birth assessments. The Family Safeguarding Model would target the 0-12 years. Work was taking place on services for adolescents.
- Work was progressing on the production of a Children and Young People Plan to improve the hearing of the voice of all young people and their families in the county. Updates on progress would be given to the Committee.
- The Committee were keen not to duplicate areas of feedback on the Improvement Journey, for example to County Council, and agreed to consider specific areas of the improvement work that they would wish to scrutinise at future meetings. The Early Help Redesign consultation outcomes and the Foster Service Review were already programmed into future scrutiny meetings.
- Committee Members highlighted the role that county councillors can play to support the promotion of key service initiatives such as the "See something, say something" campaign.

53.4 The Chairman offered his apologies to the Cabinet Member for Children and Young People as there had been insufficient time for her to do her final summing up on the item.

53.5 Resolved – That the Committee:

1. Welcomes the continuing pace and progress of the Children First Improvement Programme to provide improved outcomes for children and young people as reflected in the recent Commissioner update and thanks the staff and leadership for the ongoing progress.
2. Agrees to explore focusing on specific areas of the Improvement Programme at future Committee meetings, particularly where the Committee can provide useful input to assist with the ongoing improvement journey. The Committee agrees that one of these areas should include social worker workforce proposals as part of the Family Safeguarding Model and will explore further areas of focus at its Business Planning Group.
3. Highlights the importance of engagement with all children and young people and families, to ensure their voice is heard, in the co-production of services and that the Committee continues to be updated on this work.

4. Welcomes the offer from the service to use County Councillors as a communication channel to the local community on key messages from the service, including the 'see something, say something' Campaign.

#### **54. Work Programme Planning and Possible Items for Future Scrutiny**

54.1 The Committee reviewed and agreed the current draft work programme and the Forward Plan of decisions.

54.2 The Committee received an update on the Woodlands Mead College project from the Cabinet Member for Education and Skills, Cllr Jupp, who reported that a contract had been signed for the construction of the new building. The planning application would be reviewed at Planning Committee on 30 March. It was hoped to start work over the summer with building being completed in December 2022.

54.3 The Committee agreed to discuss School Place Planning at a future Business Planning Group to assess whether it was a priority to add to the Committee's work programme.

#### **55. Requests for Call-In**

55.1 There had been no request for call-in to the Scrutiny Committee within its constitutional remit since the date of the last meeting.

#### **56. Date of Next Meeting**

56.1 The next meeting of the Committee would be on 30 June.

56.2 Any member wishing to place an item on the agenda for the meeting must notify the Director of Law and Assurance by 17 June 2021.

The meeting ended at 3.16 pm.

Chairman

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## Cabinet Member Responses to Recommendations

Agenda item	Children and Young People's Services Scrutiny Committee recommendations (10 March 2021)	Response
<b>Response from Cabinet Member for Learning and Skills – Mr Nigel Jupp</b>		
<b>Inclusion in West Sussex</b>	1. Thanks officers and schools for the progress they have made on the implementation of the SEND and Inclusion strategy 2019-24, recognising the delivery of outcomes should be considered in the context of the impact of Covid-19. The Committee welcomes the co-creation of the Strategy and is assured that those children who do not have a SEND diagnosis but are at risk of exclusion are not precluded.	Noted
	2. Notes the importance of measuring outcomes and the impact of the SEND and Inclusion strategy on children and young people and requests that the progress update on the Strategy due in the Autumn is shared with the Committee to seek assurance that outcomes are being delivered and identify any potential areas for scrutiny.	I agree with the Committee on the importance of measuring the outcomes and impact of the SEND and Inclusion Strategy on the children and young people in West Sussex and will arrange for the progress update to be shared with Committee members when it is available.
	3. Is glad to hear of the ongoing work to focus on professional development in teacher training and training for all school staff and governors to bring a more consistent level of awareness of	Noted

## Cabinet Member Responses to Recommendations

Agenda item	Children and Young People's Services Scrutiny Committee recommendations (10 March 2021)	Response
	SEND and inclusion across all schools in West Sussex.	
	4. Recognises the importance of identifying the issues of SEND in children and early as possible and supports the move of Early Years to Education and Skills so that this can be strengthened.	Noted
	5. Agrees on the importance of a consistent framework for the assessment and outcomes of Education Health and Care Plans. The Committee supports the development of SENCO representation on EHCP assessment panels and that work continues with schools to identify and address inconsistencies.	Noted
	6. Welcomes the ongoing work to share best practice on SEND and Inclusion and support for children at risk of exclusion. The Committee suggests a framework for schools could be developed to ensure best practice is shared and a consistent pathway for children at risk of exclusion is provided across West Sussex schools.	The 'Ordinarily Available Inclusive Practice' Framework has been developed by our inclusion team and outcomes of this are already being drawn together to share best practice through the SEND network events.
	7. Recommends that the department works directly with schools with higher than average rate of	This is already the case and the establishing of a partnership with secondary schools to provide preventative programmes

## Cabinet Member Responses to Recommendations

Agenda item	Children and Young People's Services Scrutiny Committee recommendations (10 March 2021)	Response
	exclusions and/or managed moves to identify what support is needed to keep more children learning within the school.	for those at risk of exclusion is a step towards supporting those schools through earlier intervention.
	8. Highlights the importance of developing the Special Support Centres (SSCs) and new special schools at pace, and requests that these are prioritised in the Capital Programme to ensure there is the provision of improved learning opportunities and experiences for SEND learners and to reduce the pressure on the High Needs Block. The Committee further suggests the exploration of provision of SSCs or similar units for children without SEND diagnosis.	An email was written to the Cabinet Member for Finance in regard to the prioritisation and development of SSCs. The email and response are provided at the end of this report.
	9. Recommends that the Cabinet Member for Education and Skills continues to lobby government on the review of the High Needs Block to reflect the extension of SEND up to the age of 25.	I will continue to lobby government on this important issue. The outcome of the government's SEND review, that was delayed from last year due to the pandemic, is expected to be published by this summer. The review aimed to look at the impact of the reforms introduced in 2014 to better support SEND children and young people. Following this publication, it is also expected that a Department for Education consultation on the future funding of the High Needs Block will take place later this year which will provide an opportunity for the County Council to input its views for consideration.

## Cabinet Member Responses to Recommendations

Agenda item	Children and Young People's Services Scrutiny Committee recommendations (10 March 2021)	Response
<b>Response from Cabinet Member for Children and Young People – Mrs Jacquie Russell</b>		
<b>Children First Improvement Update</b>	1. Welcomes the continuing pace and progress of the Children First Improvement Programme to provide improved outcomes for children and young people as reflected in the recent Commissioner update and thanks the staff and leadership for the ongoing progress.	Noted
	2. Agrees to explore focusing on specific areas of the Improvement Programme at future Committee meetings, particularly where the Committee can provide useful input to assist with the ongoing improvement journey. The Committee agrees that one of these areas should include social worker workforce proposals as part of the Family Safeguarding Model and will explore further areas of focus at its Business Planning Group.	Noted
	3. Highlights the importance of engagement with all children and young people and families, to ensure their voice is heard, in the co-production of services and that the Committee continues to be updated on this work.	I agree that the voice of children, young people and families are key to ensuring we deliver the right services for our residents and will welcome the opportunity to update the committee on the development of this work and the impact it is having at a future meeting.



## Cabinet Member Responses to Recommendations

Agenda item	Children and Young People's Services Scrutiny Committee recommendations (10 March 2021)	Response
	4. Welcomes the offer from the service to use County Councillors as a communication channel to the local community on key messages from the service, including the 'see something, say something' Campaign.	Noted. County Councillors have a key role to play in providing key messages from the service to residents within their local communities, and information will continue to be communicated to all Councillors through emails, the member bulletin and member briefings.

## Cabinet Member Responses to Recommendations

### Response to Recommendation 8: Inclusion in West Sussex from the Cabinet Member for Finance:

#### Email to Cabinet Member for Finance:

24 May 2021

Dear Jeremy,

During the discussion on the Capital Programme Quarterly Update Report at the Performance and Finance Scrutiny Committee meeting on 11 March, I committed to writing to you to expand on my Committee's request to explore the acceleration and prioritisation of Special Support Centres in Schools in the Capital Programme.

At the last CYPSSC meeting, the Committee considered an item on Inclusion in West Sussex. As has been previously raised by the PFSC Committee, the pressure on the High Needs Block was discussed and the Committee highlighted the need to continue to lobby government on this issue. The Committee recognised the increasing number of EHCPs which is adding to the pressure on the High Needs Block. There is also an increase in high cost placements in the independent sector which is further contributing to this.

The Committee recognised that the expansion of Special Support Centres, along with the increase in special school provision, will assist in reducing the overspend, as well as provide better provision for children in West Sussex. The SSCs currently in the capital programme are due to be delivered by September 2023, and therefore the Committee wanted to explore what possibility there was to accelerate these projects as well as prioritise the development of SSCs in the Capital Programme to reduce the pressure on the High Needs Block as well as provide improved learning opportunities and experiences for SEND learners.

I would very much welcome your comments on the above which I will share with my Committee.

Best wishes

Cllr Stephen Hillier

Interim Chairman of Children and Young People's Services Scrutiny Committee.

## Cabinet Member Responses to Recommendations

### Email Response from Cabinet Member for Finance:

16 June 2021

Dear Stephen

Thank you for your e-mail dated the 24 May 2021 and the opportunity of updating you on the progress on the delivery of the Special Support Centres (SSC). As you can imagine these are complex projects that involve the integration of construction works with the day-to-day operation of a school or college.

As a reminder I have set out the full programme of SSCs and their current status:

School	Project Type	Status	Delivery Date	Comments
+ SEND Programme – Special Support Centres				
St Margaret's	Special Support Centre	In Design	May 23	On Target
Edward Bryant	Special Support Centre	In Design	Aug 23	School has asked for additional options to be considered
Worthing High	Special Support Centre	On Hold	N/A	Pending the outcome of the Academy's CIF bid for expansion and SSC
Felpham	Special Support Centre	In Design	Aug 23	On target

## Cabinet Member Responses to Recommendations

School	Project Type	Status	Delivery Date	Comments
Maidenbower Infants	Special Support Centre	In Design	July 23	Design progressing with C&FC refurbishment. Delivery of project with C&FC option subject to Early Help consultation outcomes
Three Bridges	Special Support Centre	On Hold	N/A	Cancelled on instruction of the SEND team
Ifield CC	Special Support Centre	In preparation	TBC	No programme received from PFI Provider yet.
Warden Park Academy	Special Support Centre	In Design	Mar 23	Being delivered in partnership with the Academy Trust as part of a joint CIF bid
West Park Primary School	Special Support Centre	In Design	June 23	On target

Key to the successful delivery of these projects is good planning to ensure that the proposed solution meets the needs of the school and delivers the projects in the most effective way. Recognising the urgency of these projects and the need to accelerate delivery we do as a matter of course consider:

## Cabinet Member Responses to Recommendations

- Alternative forms of construction. This includes 'Modern Methods of Construction' which involves the construction off-site of modular building elements. Of, course any solution needs to ensure the final building meets the needs of the students.
- Ways in which we can shorten the procurement programme whilst ensuring that we get value for money.
- Shortening the Governance process whilst complying with the WSCC constitution and the requirements of scrutiny.

In considering each of the above we have to ensure that we meet the needs of the school or college and provide value for money. In addition, there is very rarely a clear cut solution so there is inevitably an exercise in weighing up the advantages and disadvantages of each approach. For example, 'Modern Methods of Construction' may be ideal for 'new build' but totally unsuitable for refurbishment. A single tender action will get a project on site earlier, but it has to be weighed up against obtaining value for money, the reaction of other competitors and the costs of teaching pupils out of County or in an unsuitable learning environment.

Other pressures we are seeing coming through at the moment are inflation and the shortage of certain materials in the construction industry. As has been well documented in the national press, we are seeing significant cost increases driven by labour and material shortages. These pressures have a direct impact on costs which then has an impact on the programme, with contractors being reluctant to sign up to challenging delivery dates without sufficient financial reward.

I also note your comment about prioritising the delivery of the SSCs within the Capital Programme. I can reassure you that all of the SSCs in the above programme are being taken forward as quickly as possible and there is no prioritisation of other projects over the SSCs.

I hope the above addresses the points raised in your e-mail. If you have any further queries then please do not hesitate to contact either myself or the Director of Property and Assets, Andrew Edwards, who will be able to assist.

Best wishes,

Cllr Jeremy Hunt

Cabinet Member for Finance

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<b>Children and Young People's Services Scrutiny Committee</b>
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<b>30 June 2021</b>
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<b>Children First Improvement – Service Update</b>
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<b>Report by the Executive Director of Children, Young People and Learning</b>
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<p><b>Summary</b></p> <p>To assist the Committee in its role of scrutinising the Children First Improvement Programme, this report provides an update on service developments since its last meeting on 10 March 2021. The report sets out the following:</p> <ul style="list-style-type: none"> <li>a) The latest position regarding external regulatory scrutiny of the service including the recent Ofsted Monitoring Visit and the Commissioner's Performance Framework. (Section 2).</li> <li>b) An account of the work in hand to undertake a programme of renewal and recovery in the wake of the Covid-19 pandemic (Section 3).</li> <li>c) A summary of recent service performance (Section 4).</li> <li>d) An update on the continuing Service Redesign process (Section 5).</li> <li>e) A digest of other service improvement projects (Section 6).</li> </ul> <p><b>The focus for Scrutiny</b></p> <p>The Scrutiny Committee is asked to note the progress made on the Children First Improvement Programme, as set out in this report.</p> <p>Key areas for scrutiny include:</p> <ul style="list-style-type: none"> <li>a) To consider whether the current and continuing transformation activity provides assurance that the objectives for improved outcomes for children and young people will be met.</li> <li>b) To consider the update on the service's performance in response to the Covid-19 pandemic and how the service is addressing post-pandemic renewal and recovery.</li> <li>c) To receive and consider the latest updates on Service Redesign and other service improvements.</li> </ul> <p>The Chairman will summarise the output of the debate for consideration by the Committee.</p>
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## **1 Introduction**

- 1.1 This report is part of a series that provides the Committee with a regular update on plans and actions from the Children First improvement and service transformation programme. It summarises recent developments and activities within regulatory scrutiny, service delivery, transformation and redesign processes and includes areas where the Committee has previously requested information.

## **2 Regulatory Scrutiny of the Service**

### **Ofsted Monitoring Visit**

- 2.1 The scrutiny of the service by Ofsted continued with a Monitoring Visit which occurred virtually on 18-19 May 2021. The purpose of this cycle of visits is to enable Ofsted and the Department for Education (DfE) to validate the continuing service improvement and identify any areas where a greater focus is required. The visit demonstrated that the service is maintaining the required trajectory of improvement and as expected, indicated that much remains to be achieved. The inspectors were confident that the senior leadership team know the service well and concurred with our self-evaluation.
- 2.2 The focus of the Visit was on children achieving permanence in care. The official letter following the Visit was published on the Ofsted website on 23 June 2021. In summary, the inspectors found the following:
- West Sussex County Council is making steady progress in this area of practice.
  - Senior leaders have a realistic self-evaluation and clear understanding of how to improve. They have a good understanding of the weaknesses in the service and have a clear and coherent plan to focus on the necessary improvements.
  - Systems and oversight for children achieving permanence at the earliest opportunity have been strengthened, with the majority of children having a permanent plan at their second review.
  - An increased number of children are living with foster-to-adopt carers.
  - A greater number of children are secured in their living arrangements with permanent long-term foster carers.
  - Life story work is in place for children adopted to understand their history and identify; further work is required for all children not living with their birth families.
  - Effective oversight is in place through foster panels, the Adoption Decision Maker and permanence panels.
  - Despite this, social work practice is still variable in improving outcomes for children; the quality of assessments, outcomes planning and purposeful interventions, and management oversight and decision making all need to improve.
- 2.3 The Ofsted Annual Conversation occurred on 16 June. This is a regular and formal discussion between the regulator and all local authorities to assist the service to critically evaluate its own performance and articulate what it considers is working well for children in its area. It covers all aspects of the service, so includes the delivery and effectiveness of education as well as social care and early help. The meeting is used to give assurance that the local authority has the correct plans in place, and it contributes to planning for further service improvement.

### **Service Priorities**

- 2.4 Key service improvement priorities continue to focus in these main areas:



- Delivering child-centred and strengths-based social work practice, particularly in assessments and outcomes-focused plans; and to ensure that all visits to children and families are timely and purposeful.
- Improving management oversight and accountability, and the quality of reflective supervision and practice in order to achieve sustainable change for children.
- Continuing to strengthen the permanent recruitment and retention of social workers, so children can benefit from fewer changes of social worker.
- Embedding the QA and audit process to consolidate learning and practice developments.

2.5 Ofsted Monitoring Visits will continue on a quarterly basis. The date of the next visit has now been agreed as 7/8 September 2021, and the focus will be on Children with Disabilities.

### **Children's Services Commissioner**

- 2.6 The Committee will recall that in December 2020 the Secretary of State agreed to pause the Children's Trust process, with direct control of children's services remaining with the County Council for a further year. Over the course of this year the Commissioner for Children's Services in West Sussex will continue to monitor the progress of service improvement against a range of criteria, leading to a formal view and recommendation to the DfE at the end of this period, as to whether there is any remaining case to establish a Children's Trust external to the County Council. It is therefore imperative that the current trajectory of improvement is sustained. During this period, continuing support and constructive challenge will be received from West Sussex's partner in practice, Hampshire County Council.
- 2.7 Throughout the Improvement process the Commissioner, John Coughlan has periodically briefed all members on the progress being made. The latest such briefing occurred on 4 June 2021. The Commissioner is expected to be making a formal review in July 2021 to enable him to report progress against his criteria, leading to a final recommendation on the future of the service, expected in December/January 2021/22.
- 2.8 The Commissioner's Trust decision criteria continue to form part of the Departmental monthly performance report cycle, ensuring that a regular focus is maintained on these issues and to provide the Commissioner with the relevant evidence to be able to recommend that the service be secured within the Council.

## **3 Post-pandemic Renewal and Recovery**

- 3.1 Covid-19 and its aftermath have presented great challenges for all stakeholders of the service, including children and families, staff and the partner services. As previously reported to this Committee, the service has managed business during the pandemic effectively. Now there is a need to consolidate the learning achieved and the adaptation to new ways of working. To this end, a stakeholder group on Renewal and Recovery was set up in March 2021, chaired by Lucy Butler, Executive Director, to address these issues across the partnership. Membership includes partners such as

Health and Police. The purpose of the group is to consider how to reset the service in its broadest sense following the impacts of Covid-19 and ensure that the positive improvisations during the pandemic are consolidated. Topics for investigation include:

- Children & Families – Covid-19, not being in school, job losses.
- Staff – Coming back to the office, worries, anxiety and confidence.
- Mental Health – Staff, families, and children.
- Education issues.
- Poverty.

All stakeholders, including representative families and children have been surveyed as part of this exercise, and it is proposed that further updates are made to the Committee as this work unfolds.

### **Next steps on Renewal & Recovery**

3.2 Activities in train can be summarised as follows:

- All children are now being seen face to face.
- Staff are able to return to the office should they wish, subject to risk assessment.
- All teams are working in Covid-safe ways in offices, with access to colleagues and managers for support.
- The service is contributing to the authority-wide project to reassess workspace, including office and meeting facilities.
- Improvements to IT are being made in order to provide customers, staff and partner colleagues with better facilities to support different configurations of in-person and on-line meetings.

## **4 Performance Summary**

4.1 This section summarises the latest sequence of performance data relevant to overall service delivery, which the Committee has asked to be kept informed about. Appendix 1 contains key information up to the end of May 2021 given in graphic form, as reported to the Children First Improvement Board on 21 June.

4.2 The salient points are as follows:

### **Contacts and Referrals**

- i) With the easing of lockdown, especially the reopening of schools from 8 March, it was expected that contacts and referrals would increase, and this has indeed been the case. The conversion rate between contacts and referrals remains stable, implying that the processes are being managed effectively, and benefit from the 'Single Front Door' introduced in January 2021. Timeliness has been maintained. The service has gained sound experience of handling fluctuating demand during 2020-21.

### **Child Protection (CP) Performance**

- ii) The figures illustrate a robust service response in general, and a welcome reduction in overall CP numbers. Performance on statutory visits remains stable at 86%.

### **Children we Care for**

- iii) The general picture again is one of stability, with statutory visiting in line with previous performance (87.5% within the correct timescale). Performance in this area was closely scrutinised by Ofsted in the recent Monitoring Visit and members of the Committee will be re-assured by the outcomes summary reference earlier in this report (1.3).

## **5 Service Redesign update**

The Committee has received regular briefings on the various components of the Service Redesign programme, which all inter-relate and support the vision of a transformed service. The latest developments are summarised below.

### **Management Development Programme**

- 5.1 The management development programme is one of the key elements related to providing effective oversight of the service. The programme that has been developed offers a significant investment in our managers; it responds effectively to the Ofsted report and the Commissioner's recommendations; and it supports the required changes in culture and practice needed to bring sustainable, long-lasting change to the service. The latest developments include an intensive training programme supported by an external agency, and progress can be summarised as follows:
- A total of 173 Service Leads, Group Managers and Practice Managers have been assessed, have had their feedback session and now have a personal development plan in place.
  - Managers have been supported to understand their strengths, skills and their areas for development.
  - Further staff cohorts will become part of this process up to April 2022, in Education, Commissioning, and for Independent Reviewing Officers (IROs) and Child Protection Advisors (CPAs).
  - Following on from the assessments, development training held with Service Leads, Group Managers and Practice Managers will run to October 2021.
  - This work will be complemented by regular engagement events between the senior leadership team and the different layers of management across the service, which will focus on providing the evidence required by the Commissioner that effective management capability is in place.

### **Family Safeguarding**

- 5.2 Alongside these developments, the programme to roll out the Family Safeguarding Model has been progressed to ensure the new service goes live in early 2022. Its goal is to put children, young people and their families right at the heart of all service decisions, delivering services in a truly preventative, contextual manner, through multi-disciplinary teams, and the Committee has received detailed briefings in the recent past. As part of the implementation, preparations are being made to start a major training programme for all of our practitioners and managers in the Motivational Interviewing framework. This will commence in the Autumn.

### **Staffing Structure**

- 5.3 In alignment with the above, and as previously reported to the Committee, a simplified staffing structure will be brought into place from July 2021. This will address one of the key recommendations of the Commissioner regarding the need for management layering.

### **Social Work Offer**

- 5.4 The new Social Work Offer articulates the competitive remuneration terms and other benefits that will be available to staff within the redesigned service. The Offer will be launched to coordinate with the new structure in July 2021. As at the start of June, the take-up by eligible staff for the interim Recruitment and Retention package stood at 98%.

## **6 Other Service Improvement Updates**

The following is a summary of other recent and forthcoming developments within the service improvement agenda, as at June 2021.

### **Residential Services Update**

- 6.1 The Residential Improvement Programme continues to make sound progress with the latest developments as follows:
- 'Bright Star' (previously Cissbury Lodge) is now operational, with a number of children having had day visits in recent weeks and with overnight stays commencing during June.
  - 'Breakwater' (previously Seaside) awaits its initial Ofsted visit, expected in the latter part of June.
  - A Registered Manager has been appointed to May House (to be renamed later this year), who will start in post in August, when this home is expected to open.

Opening events for the new homes are being planned for July 2021, and all members will be invited when the dates are confirmed.

- 6.2 The design stage of Phase 2 of the Improvement Programme, comprising the refurbishment of Orchard House, High Trees and Teasel Close, continues. Construction is expected to run throughout 2022 and 2023, taking place in stages across the homes, so as to minimise the impact on service operation. Both Orchard House and High Trees have received 'outstanding' Ofsted ratings in their most recent inspections. Teasel Close has also very recently been inspected, and a positive judgement is anticipated when the final report is received; this will be confirmed verbally to the Committee if available at the meeting.

## **7 Issues for consideration by the Scrutiny Committee**

- 7.1 The Committee is invited to note the progress outlined within this report and confirm that it is satisfied with the pace and quality of the improvement activity across the Children, Young People & Education Department.

## 8 Consultation

8.1 Not applicable – this is a report for information.

## 9 Risk Implications and Mitigations

9.1 A summary of the risk areas identified in the current risk log, and the associated mitigating factors, are given in the table below:

Risk Area	Examples of Mitigating Actions
The Covid-19 pandemic will continue to impact the delivery of the service in various ways: safeguarding of children must be assured; staff vaccinations need to be completed and staff kept safe from infection; protective equipment must be sufficiently available to sustain face-to-face interaction with children and families, and in residential settings	The service has dealt well with the pandemic to date, as confirmed by Ofsted; much learning has resulted, and new ways of working have been developed. This risk is thought to be under control, with safeguarding and wellbeing issues soundly catered for. The majority of staff have received at least their first vaccination. The service with partners is now addressing a Renewal & Recovery agenda (Section 3 refers). Satisfactory performance information endorses this position (Section 4 refers).
A surge in service demand due to the pandemic	An increase in demand across the service was expected due to the pandemic, which has impacted vulnerable children and families disproportionately. The service planned for these factors in advance, and the situation is under control. Service Redesign and the new service model (Family Safeguarding) will support greater efficiency in the management of future demand.
Knowing that the service is safer for children	Every aspect of the improvement agenda is orientated towards this fundamental issue, from Workforce through Practice Improvement, to Performance Management, Governance, Scrutiny and use of Technology: it is a whole-system issue. The service transformation work will further enhance outcomes in the round. The regular Ofsted scrutiny and DfE intervention, together with the views of the Commissioner and the partner in practice provide external assurance of improved service stability in this respect.
Understanding and applying quality practice as a prerequisite to service improvement	A Practice Improvement Plan is in place to implement quality standards and assurance, and will increase in effectiveness in a

Risk Area	Examples of Mitigating Actions
	redesigned workforce with a new service delivery model.
The imperative for multi-agency capacity and capability	The joint undertakings with partners are very strongly stressed in the design principles of the intended changes, and the departmental leadership team works with key partners to develop a joined-up approach to service delivery. Family Safeguarding also offers strong incentives to partners in terms of managing their own levels of demand.
Demonstrating to the Commissioner, Ofsted and the DfE that the service can continue its improvement journey	The service has demonstrated to the Commissioner, to Ofsted and the DfE that it has the ambition and capacity for comprehensive change. The Commissioner has signified that he is satisfied with the direction of travel to date, and his criteria for final assessment have been made clear. Ofsted feedback continues to evidence that the service has an accurate self-evaluation, that improvement plans are appropriately focused on key service areas, and that an acceleration of the previous level of progress is now possible.
Leadership capacity and capability	The permanent leadership team is now well established, and some temporary high-level support has been retained to assist in the short-medium term. Leadership has been commended by the Commissioner, Ofsted and the DfE.
Organisational morale & retention of experienced social work staff, in the context of national market scarcity and competition from other authorities for their services	This risk is comprehensively addressed in the Service Redesign proposals and the Social Work Offer provisions. Positive feedback has been received from staff engagement exercises.
Social workers encumbered with administrative burdens are less effective	Within the Service Redesign the need has been recognised to remove unnecessary administration and to maximise productive professional time with clients. The Single Front Door is an example of this principle being operationalised. Improving technology is a cross-cutting principle of service redesign.
Risk of data management not supporting good practice	Using technology to improve the service is recognised as a priority; an ICT development workstream is in place, allied to quality improvement projects. Much has been

Risk Area	Examples of Mitigating Actions
	learned from managing Covid-19 about more effective use of technology and further improvements are being sought as part of the Renewal and Recovery agenda.
Preparedness for cycle of Ofsted monitoring visits	The senior leadership team maintains regular Ofsted readiness meetings to plan and coordinate the work throughout the service. The successful Ofsted Focused Visit demonstrates that these processes are effective.

## **10 Other Options Considered**

10.1 Not applicable – this is a report for information.

## **11 Equality Duty**

- 11.1 The service recognises the primary importance of child safeguarding, sound family relationships, good parenting, and the nurture of children to fulfil their potential. The provision of the service is based on need, as determined through formal assessment protocols. This need is not explicitly related to formally protected characteristics, but any such characteristic is and will continue (as now) to be respected in compliance with equality principles and taken into account in the way in which the service is delivered.
- 11.2 In terms of those with a protected characteristic, the service will ensure enablement and support across all relevant categories, and this will both continue and be enhanced through the Children First agenda.

## **12 Social Value**

- 12.1 The Children First agenda and measures for service recovery discussed in this report will directly support improved delivery of the West Sussex Plan priority to give every child the Best Start in Life. Enhancing the protection of young lives and support for family life will continue to build resilience and social capital and contribute towards stronger and more effective communities. The implementation of the service improvements will also respect sustainability principles in accordance with the County Council's strategic policies.

## **13 Crime and Disorder Implications**

- 13.1 There are positive implications for Sections 17, 37 and 39 of the Crime and Disorder Act 1998 in the prevention and reduction of crime and anti-social behaviour, and in reducing offending and re-offending by young people, all of which are affected by the progress activity discussed in this report.

## **14. Human Rights Implications**

- 14.1 The County Council has an overriding duty to safeguard the Human Rights of children in need, and this has been recognised in the Children First agenda.

The Council is mindful of Article 8 of the European Convention on Human Rights – The Right to Respect for Family and Private Life - and has taken relevant factors into consideration in preparing this report. The processing of personal and special category data is subject to the Council's Data Protection Act policies and procedures in relation to discharging the Council's and its partners' legal responsibilities.

- 14.2 The County Council is also mindful of Article 12 of the United Nations Convention on the Rights of the Child - which states that all children have the right to be consulted and to have their opinions heard on any decision that affects them. Hearing, understanding, and acting upon the voice and experiences of the child is a key design principle of the Children First service improvements.

**Lucy Butler**

Executive Director of Children, Young People and Learning

**Contact:**

**Vince Clark**, Children First Transformation Director

**Appendix 1:** Performance Summary Report to Children First Improvement Board, 21 June 2021, covering the period to the end of May 2021.

**Background Papers:** None



# Children First

## West Sussex Improvement Board

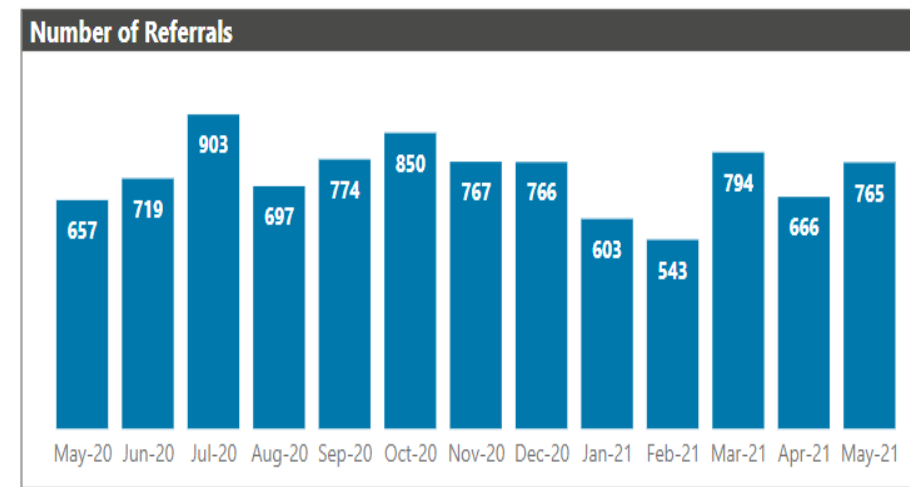
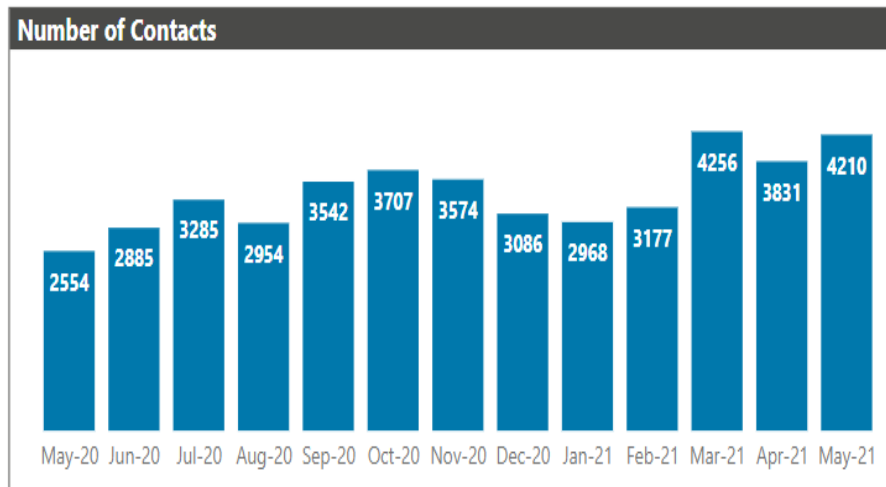
### Performance Summary Report (key slides)

21 June 2021



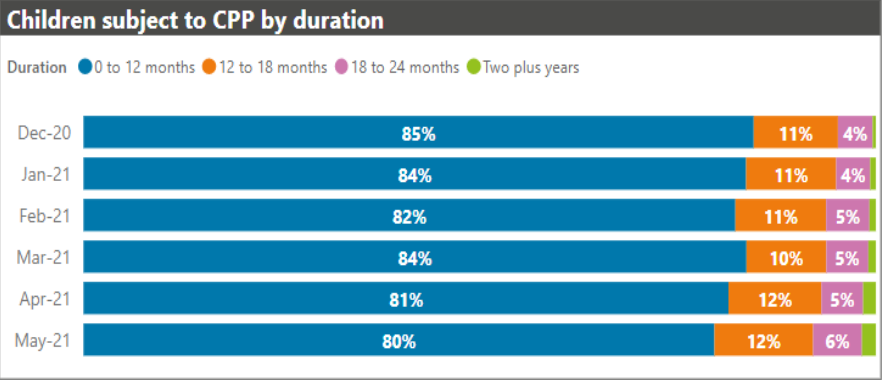
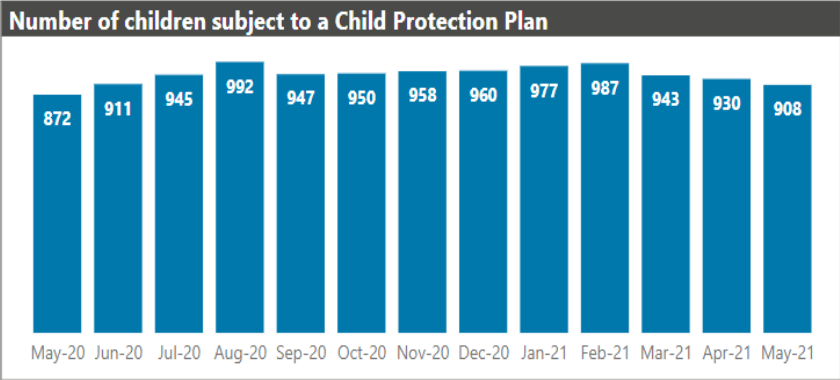
# Contacts and Referrals

- Increase in both Contacts and Referrals in May.
- Conversion rate from Contact to Referral has remained stable at 18%
- Timeliness of Contacts has been maintained with 99.1% contacts. Referrals has decreased to 83.7%
- 246 children were re-referred to Children's Social Care (32.2%).



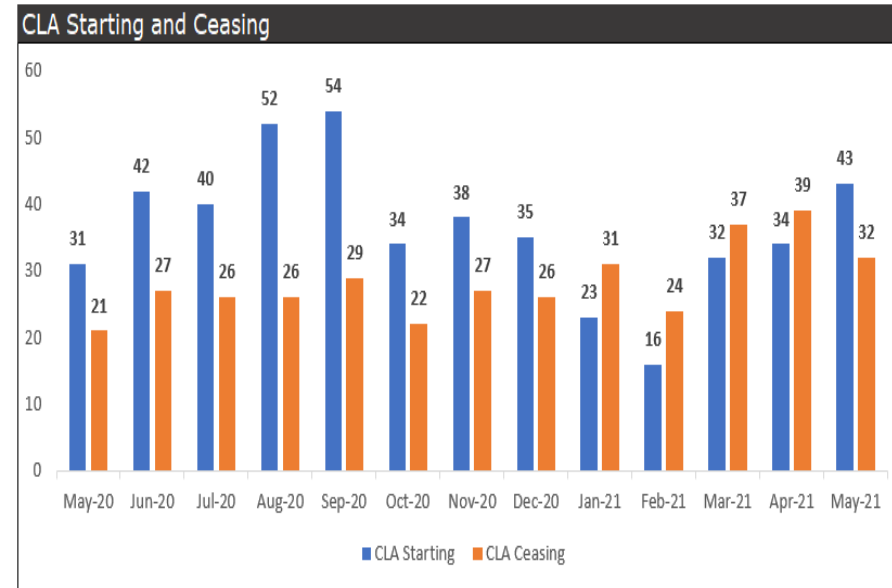
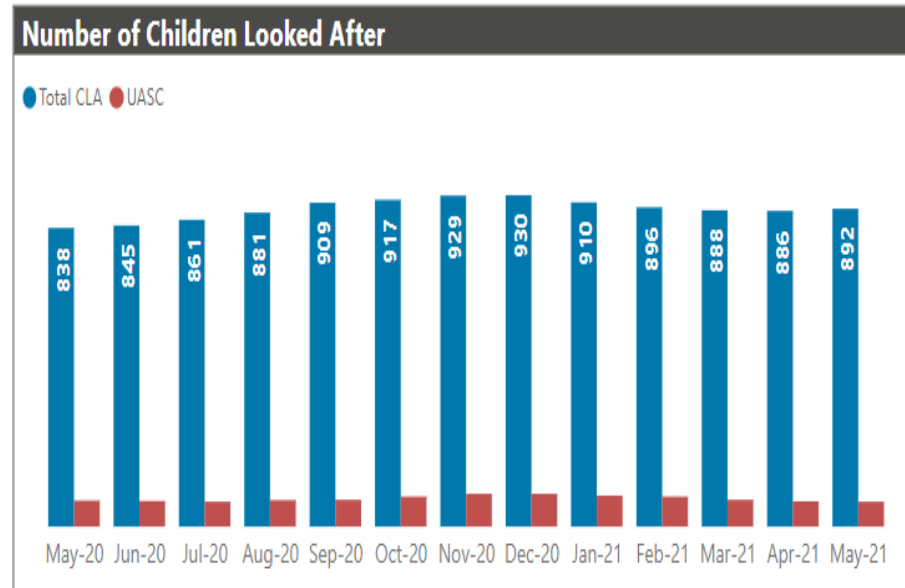
# Child Protection Performance

- Reduction in CP numbers in May 2021 to 908; 20.3% (185) have been on a plan for more than 12 months, with 6.2% (56) of children on a plan for 18 months to 2 years and 1.8% (16 children) for 2 years or more
- ICPC timeliness 57.9%
- RCPC timeliness 100%
- CP Statutory visits 86.1%
- Of the 86 children starting a CP Plan in May, 36 (41.9%) were for a second/subsequent time and 4 (4.7%) were within 12 months
- Rolling 12 months (June 2020 to May 2021), 1044 children started on CPP of those 282 were for a second/subsequent time ever which is 27%, and 27 were for a second/subsequent time within 12 months which is 2.6%.



# Children we Care for

- Small increase in number of children we care for at 892 for end May-21
- Increases in the numbers of Children we Care for starting and reduction in numbers ceasing in May-21
- Children we Care for statutory visiting: 87.5% of visits currently within correct timescale



<b>Children and Young People's Services Scrutiny Committee</b>
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<b>30 June 2021</b>
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<b>Children First Improvement – Fostering Initiative</b>
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<b>Report by the Executive Director of Children, Young People and Learning</b>
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<p><b>Summary</b></p> <p>To assist the Committee in its role of scrutinising the progress to date and further proposals for improving the County Council's Fostering service, this report explains:</p> <ul style="list-style-type: none"> <li>a) The context for delivering the Fostering service in West Sussex, the aspirations of the service, changes in the level of demand for services and the various challenges faced (Section 1).</li> <li>b) Phase 1 of the Fostering Initiative which raised the rate of allowance payments to foster parents with multiple children, giving the County Council a more competitive position in the fostering market (Section 2).</li> <li>c) Phase 2 of the Initiative which proposes a more comprehensive review of the service (Section 3).</li> <li>d) The financial arrangements (Section 4) and intended timescale for delivering the forthcoming Phase 2 improvements (Section 5).</li> </ul> <p><b>The focus for Scrutiny</b></p> <p>The Scrutiny Committee is asked to consider the progress made on the Fostering service review and the further intended improvements, as set out in this report.</p> <p>Key areas for scrutiny include:</p> <ul style="list-style-type: none"> <li>a) Whether the provisions described in Phases 1 and 2 provide assurance that the objectives for achieving better outcomes for children through the planned Fostering service review will be met.</li> <li>b) To consider what, if any, involvement Scrutiny would like to have in the development of the Phase 2 improvements.</li> <li>c) To consider the role of the Scrutiny Committee in raising the profile of 'Children we care for' within the County Council and among its partners.</li> </ul> <p>The Chairman will summarise the output of the debate for consideration by the Committee.</p>
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## **1. Introduction**

- 1.1 This report sets out the update on the County Council's response to the current challenges regarding the recruitment and retention of foster carers in West Sussex, to ensure that our children can remain with our local families.
- 1.2 The vision for our Fostering Service is to offer our children and young people the best start in life, through ensuring that our children are placed with local families in our local communities. This will provide them with the best possible outcomes and will be at a reduced cost to the County Council. In line with this, the County Council aims to strengthen its market position and become the 'provider of choice' for current and future foster carers across West Sussex.
- 1.3 The increase in demand related to the children we care for (30% since 2018) coupled with a reduction in the number of our own in-house foster placements has led to an increased use of children being placed with Independent Fostering Agency (IFA) carers.
- 1.4 In the autumn of 2020, the County Council's Children's Social Care and Learning Directorate Leadership Team (DLT) mandated a full review of the Fostering service following the exponential increase in demand on that service over recent years. This demand is due in part to the significant increase of children we care for both locally and nationally. This demand has led to a significant increase in the use of Independent Foster Agency placements which often results in children being placed further from home and at a higher cost to the County Council.
- 1.5 Placing our children out of area can have a detrimental impact on their outcomes, and often has a negative impact on our children's education and maintaining children's family and friends' networks, which in turn has a negative impact on the potential for young people to return home. Being placed out of area can also impact on our ability to access support services for our children we place. Whilst we advocate for our children to receive these services, it can take longer and can prove challenging at times, particularly in relation to securing a school place or accessing Child & Adolescent Mental Health Services (CAMHS).
- 1.6 In order to deliver this we aim to create a high performing service that provides our children we care for with the best start in life and to provide our foster carers with the support that enables them to work more productively with us, delivering our aims together over two phases of implementation which will focus on three areas for improvement, to enhance our 'Fostering Offer', through:
  - The financial 'reward' offered to the County Council's in-house carers is increased to make it comparable with neighbouring local authorities and IFAs.
  - Service re-design to strengthen the level of support offered to carers and to manage high demand.
  - Co-production, engagement and relationship building with County Council foster carers and internal services.

## **2. Fostering Initiative Phase 1:**

- 2.1 On 1 April 2021, the first phase of the modifications, to increase allowance payments for foster carers caring for multiple children (Decision [OKD66 \(20/21\)](#)) was introduced, bringing the County Council in line with neighbouring local authorities and bringing parity to the amount paid for each of our children who are cared for.
- 2.2 Existing foster carers were informed of the new allowances in communications shared by our Assistant Director for Corporate Parenting, Daniel Ruaux on the 18 March 2021. Messaging around our new allowance payments has been shared in subsequent foster carer newsletters, and three online Q&A sessions were held in April, specifically to encourage our foster carers to explore caring for siblings or multiple children. These sessions were facilitated by a Fostering Recruitment team Practice Manager and Family Placement team Practice Manager.
- 2.3 In terms of attracting new foster carers to the service, messaging has been shared via our website, social media, press and promoted in a number of local magazines. The Fostering Recruitment team have also promoted the new allowances when individuals have enquired to foster. As well as general promotion of the need for more foster carers as part of our Foster Care Fortnight campaign, specific posts promoted our new payments per child and new Parent and Child allowance.
- 2.4 During Foster Care Fortnight in May 2021 there was a 71% increase (compared to the previous month) in unique visitors to our fostering website. With support from the communications team we generated 38 new leads via sign ups to the Fostering Recruitment team's new online information event on 25 May, of which 22 attended, generating 5 initial visits, 3 of which are transferring foster carers. This event was co-facilitated with a parent and child foster carer and foster carer who cares for more than one of our children. Due to the success of this another will take place in June and information will be captured for our keep in touch database.
- 2.5 At present we only have two months' data to evaluate, and we anticipate it will take several months before we are able to observe meaningful impact following the fee's uplift. However, there is early evidence of a positive impact in fostering enquiries, transferring foster carers, and we have observed an increase in the number of approved places per foster carer.
- 2.6 April to May 2020 compared with April to May 2021 shows the following:
  - Fostering enquiries have increased by 36%.
  - Fostering transfer requests have increased by 700%.
  - Number of placements approved per fostering household has increased by 80%.

## **3. Fostering Initiative Phase 2:**

- 3.1 The aim of this initiative is to carry out a deep dive / service review of the West Sussex County Council Fostering Service.

3.2 The Fostering team are responsible for:

- The recruitment, assessment, and support of all West Sussex foster carers (kinship and mainstream) and supported lodgings providers
- The assessment of private foster carers and applicants for special guardianship
- Placement matching (not including the commissioning of IFA and residential placements)

3.3 Wherever possible, we always try to find a suitable place for our children cared for within their wider family. Where this is not possible, we try to find a foster home that will meet the needs of the child, with local families, within our local community. Local demand has significantly increased across the Children, Young People and Learning service in West Sussex specifically children we care for numbers which have continued to rise since 2018, from circa 690 to 895 (as of June 2021), an increase of 30%. As at 31 March 2021, the County Council was supporting circa 332 carers (across kinship and mainstream). In the last financial year, the County Council made 252 mainstream placements and 11 parent and child placements in external provision due to being unable to meet this need using County Council foster carers.

3.4 The planned service review will provide an invaluable opportunity to highlight areas where service improvement is required, to increase in-house capacity and reduce reliance on higher cost IFA and residential placements, where these have not been identified as required to meet the needs of children and young people in our care. The review will be carried out between June 2021 and December 2021, using national research and evidence from the Fostering Network. The service review will be co-produced with current West Sussex foster carers with the analysis concluding with a series of options and recommendations to the County Council on the areas where service improvement can be made to enhance West Sussex's offer to our fostering family and therefore reverse the decrease in our in-house foster care capacity, and will cover:

- Recruitment, retention, and reward
- Support, training & culture
- Process, technology, and customer experiences/outcomes
- Marketing
- Financial and Staff Implications

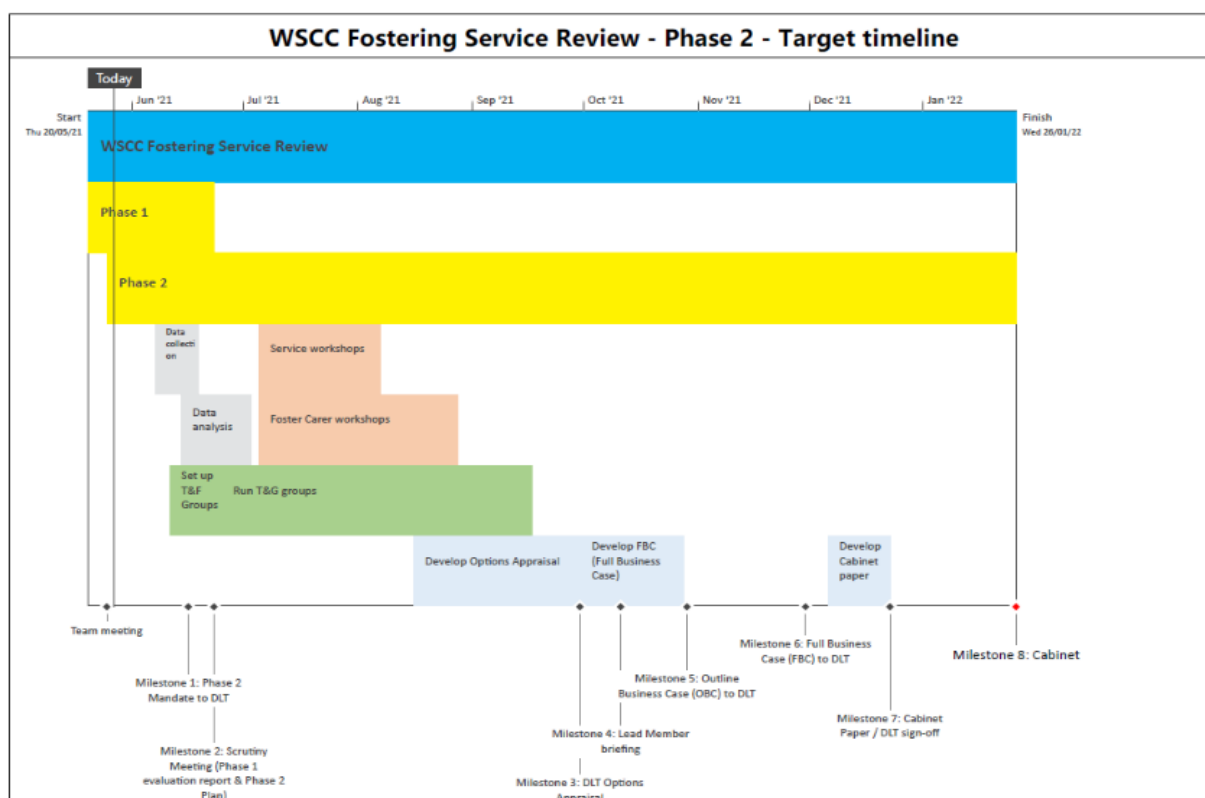
#### **4. Resources**

4.1 The programme to deliver Phases 1 & 2 of the Fostering review is supported by a permanent increase to the budget of £1.3m from 2021/22, with the new fees having gone live from 1 April 2021. Phase 1 has cost approx. £650k, leaving £650k for Phase 2. As indicated in this report, the avoidance of higher cost placements will allow the service to achieve better economy and efficiency, thereby offsetting some of the impacts of increasing demand.



## 5. Anticipated Timeline/milestones

5.1 The following table sets out the expected delivery dates in Phase 2:



## 6. Risk Implications and Mitigations

Risk	Mitigating Action (in place or planned)
Inability to meet demand for appropriate foster care placements within the local community	The provisions described in this report, including achieving a more competitive position in the fostering market, are intended to address future demand. It is intended that more County Council foster carers will be recruited, and the impact of the changes will be closely monitored.
Failure to manage escalating costs of fostering in West Sussex	As above, the provisions set out in this report are intended to grow the in-house capacity and reduce reliance on more expensive solutions.

## 7. Other Options Considered

7.1 Given the context of escalating demand and the difficulty of managing costs without increasing the numbers of in-house providers, the arrangements set out in this report and summarised at 3.4 are considered to be the only satisfactory approach to creating a service that will meet current and future needs and raise the profile of fostering generally.

## **8. Equality Duty**

- 8.1 The service recognises the primary importance of child safeguarding, sound family relationships, good parenting, and the nurture of children to fulfil their potential, including through fostering. The provision of the service is based on need, as determined through formal assessment protocols. This need is not explicitly related to formally protected characteristics, but any such characteristic is and will continue (as now) to be respected in compliance with equality principles and taken into account in the way in which the service is delivered.
- 8.2 In terms of those with a protected characteristic, the service will ensure enablement and support across all relevant categories, and this will both continue and be enhanced through the Children First agenda.

## **9. Social Value**

- 9.1 The Children First agenda and measures for improving the Fostering service discussed in this report will directly support improved delivery of the West Sussex Plan priority to give every child the Best Start in Life. Enhancing the protection of young lives and support for family life will continue to build resilience and social capital and contribute towards stronger and more effective communities. The implementation of the service improvements will also respect sustainability principles in accordance with the County Council's strategic policies.

## **10. Crime and Disorder Implications**

- 10.1 There are positive implications for Sections 17, 37 and 39 of the Crime and Disorder Act 1998 in the prevention and reduction of crime and anti-social behaviour, and in reducing offending and re-offending by young people, all of which are affected by the measures towards improving arrangements for foster care outlined in this report.

## **11. Human Rights Implications**

- 11.1 The County Council has an overriding duty to safeguard the Human Rights of children in need, and this has been recognised in the Children First agenda. The County Council is mindful of Article 8 of the European Convention on Human Rights – The Right to Respect for Family and Private Life - and has taken relevant factors into consideration in preparing this report. The processing of personal and special category data is subject to the County Council's Data Protection Act policies and procedures in relation to discharging the County Council's and its partners' legal responsibilities.
- 11.2 The County Council is also mindful of Article 12 of the United Nations Convention on the Rights of the Child - which states that all children have the right to be consulted and to have their opinions heard on any decision that affects them. Hearing, understanding, and acting upon the voice and experiences of the child is a key design principle of the Children First service improvements, and in the measures proposed for adoption in the Fostering Service.

**Lucy Butler,**

Executive Director of Children, Young People and Learning

**Contact:**

**Daniel Ruaux,** Assistant Director for Corporate Parenting, 0330 22 22695

**Background Papers** – None

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## Children and Young People's Services Scrutiny Committee Work Programme 2021/2022

Topic/Issue	Purpose of scrutinising this issue & Source	Timing
<b>Forthcoming Committee Meetings</b>		
<b>Early Help Redesign Proposals</b>	<b>Pre-decision scrutiny</b> – To consider the outcome of the public consultation and provide recommendations to Cabinet on the final proposals prior to a decision being taken.	20 July 2021
<b>Children First Improvement Update</b>	<b>Performance monitoring</b> - To seek assurance and evidence that appropriate progress is being made on the children first improvement Journey and outcomes are improving for children and families.	29 September 2021
<b>Attainment Gap in West Sussex</b>	<b>Performance monitoring</b> – to understand reasons for the attainment gap in West Sussex and explore what work is being done to reduce this. To include a focus on early years and the impact of the catch-up programme on trying to reduce the gap.	1 December 2021
<b>Children First Improvement Update</b>	<b>Performance monitoring</b> - To seek assurance and evidence that appropriate progress is being made on the children first improvement Journey and outcomes are improving for children and families.	1 December 2021 12 January 2022 9 March 2022
<b>CYPSSC –Confirmed items for timetabling</b>		
<b>Children First Improvement Update – focus areas</b>	<b>Performance monitoring</b> - To seek assurance and evidence that appropriate progress is being made on the children first improvement Journey and outcomes are improving for children and families. Focus areas of reports for future meetings to be confirmed, including: <ul style="list-style-type: none"> <li>• Partnership working and impacts (timing tbc),</li> <li>• Performance 2020/21 end year report</li> <li>• Update on performance of initial health assessments for Children looked after (from CPP).</li> </ul>	At each meeting

<b>Topic/Issue</b>	<b>Purpose of scrutinising this issue &amp; Source</b>	<b>Timing</b>
	<ul style="list-style-type: none"> <li>Update on Care Leaders Fellowship initiative and impact on children and young people.</li> <li>Staff Engagement outcomes</li> </ul>	
<b>Performance Monitoring</b>	<b>Performance Monitoring:</b> To assess the performance indicators relating to Children and Young People's Services in Our Council Plan (to be done quarterly).	TBC
<b>West Sussex Safeguarding Children Partnership Annual Report</b>	<b>Performance Monitoring</b> – to consider the successes and areas of improvement for the Partnership and to identify any areas for future scrutiny.	TBC
<b>Foster Service Review</b>	<b>Policy development/pre decision scrutiny</b> – To review and provide recommendations on the proposals of the foster service review (phase 2 - recruitment and retention) ahead of a Key Decision being taken.	TBC
<b>Regional Adoption Agency</b>	<b>Service Improvement</b> - To assess the impact of the Regional Adoption Agency (requested by BPG in February 2020 & SC in 2019) and to scrutinise its first year of operation (established April 2020).	Autumn 2021
<b>Support for School Governors</b>	Raised at CYPSSC on 14 April & 9 January- to identify any areas of improvement for the support, training and guidance provided to school governors and to consider recruitment and retention issues.	TBC
<b>Visits to residential homes</b>	To form part of a training day for CYPSSC members (originally scheduled for June 2020). Can be linked to potential item on high cost placements.	TBC - post pandemic
<b>Business Planning Group – items for BPG to consider for Scrutiny (including those raised by Committee Members under 'Items for Future Scrutiny').</b>		
<b>High Cost Residential Placements and Residential Homes</b>	<b>Service Improvement</b> – To review plans for post-16 residential placements and the re-opening of some children's residential homes. (requested by BPG in February 2020).	Feedback from Corporate Parenting Panel at future BPG to identify if there are any areas for

Topic/Issue	Purpose of scrutinising this issue & Source	Timing
		consideration for scrutiny.
<b>Elective Home Education</b>	<b>Performance Monitoring</b> - to assess the County Council's approach to elective home education. Impact of Covid-19 on EHE also to be considered.	Will be explored at future BPG once further government guidance is available to determine if requires future scrutiny.
<b>Skills for Jobs White Paper 2021</b>	<b>Policy Development</b> – to assess the County Council's plans on careers advice in schools in response to the Skills for Jobs White Paper. <a href="#">Link to White Paper</a>	TBC – to be discussed at next BPG
<b>Renewal of School Effectiveness Strategy 2018 - 2022</b>	<b>Policy Development</b> – To input into the renewal of the current School Effectiveness Strategy which expires in 2022. <a href="#">Link to current School Effectiveness Strategy</a> .	TBC
<b>Business Planning Group – to monitor</b>		
<b>Woodlands Meed</b>	BPG to monitor progress and identify any areas for scrutiny as the project progresses	Ongoing
<b>Post-16 and NEETS</b>	BPG to monitor any trends in numbers (NEETs and unknowns) following the lifting of lockdown and whether there are any areas that may require future scrutiny.	At each meeting
<b>Contract Monitoring</b>	The BPG agreed to look at contract monitoring twice a year and identify any areas that may require further scrutiny.	Twice a year – next review September 2021
<b>Children and Young People Services Training (as requested by Committee)</b>		
<b>Exclusions and Alternative Provision</b>	Suggested as a Member Day to inform members of the processes, roles and responsibilities, voice of child, quality assurance and members role with local residents requesting assistance.	Member day being explored with Member Development Group
<b>School Federations</b>	To look at how this is proceeding with schools and how it is assisting with the delivery of the school effectiveness strategy. BPG confirmed this would be more appropriate as a member day to	Member Development Group to be asked to consider as topic for

<b>Topic/Issue</b>	<b>Purpose of scrutinising this issue &amp; Source</b>	<b>Timing</b>
	inform all members (rather than scrutiny).	future Member Day





## Forward Plan of Key Decisions

The County Council must give at least 28 days' notice of all key decisions to be taken by councillors or officers. The Plan describes these proposals and the month in which the decisions are to be taken over a four-month period. Decisions are categorised according to [Cabinet Member](#) portfolios.

The most important decisions will be taken by the Cabinet. Due to the continuing public health restrictions, there will be limited public access to the meeting. Admission is by ticket only, bookable in advance via: [democratic.services@westsussex.gov.uk](mailto:democratic.services@westsussex.gov.uk). The meetings will be available to watch online via our [webcasting website](#). The [schedule of monthly Cabinet meetings](#) is available on the website. The Forward Plan is updated regularly and key decisions can be taken on any day in the month if they are not taken at Cabinet meetings. The [Plan](#) is available on the website. [Published decisions](#) are also available via the website.

A key decision is one which:

- Involves expenditure or savings of £500,000 or more (except treasury management); and/or
- Will have a significant effect on communities in two or more electoral divisions in terms of how services are provided.

The following information is provided for each entry in the Forward Plan:

<b>Decision</b>	A summary of the proposal.
<b>Decision By</b>	Who will take the decision - if the Cabinet, it will be taken at a Cabinet meeting in public.
<b>Date added</b>	The date the proposed decision was added to the Forward Plan.
<b>Month</b>	The decision will be taken on any working day in the month stated. If a Cabinet decision, it will be taken at the Cabinet meeting scheduled in that month.
<b>Consultation/Representations</b>	How views and representations about the proposal will be considered or the proposal scrutinised, including dates of Scrutiny Committee meetings.
<b>Background Documents</b>	The documents containing more information about the proposal and how to obtain them (via links on the website version of the Forward Plan). Hard copies are available on request from the decision contact.
<b>Author</b>	The contact details of the decision report author
<b>Contact</b>	Who in Democratic Services you can contact about the entry

### Finance, assets, performance and risk management

Each month the Cabinet Member for Finance reviews the Council's budget position and may take adjustment decisions. A similar monthly review of Council property and assets is carried out and may lead to decisions about them. These are noted in the Forward Plan as 'rolling decisions'.

Each month the Cabinet will consider the Council's performance against its planned outcomes and in connection with a register of corporate risk. Areas of particular significance may be considered at the scheduled Cabinet meetings.

Significant proposals for the management of the Council's budget and spending plans will be dealt with at a scheduled Cabinet meeting and shown in the Plan as strategic budget options.

For questions contact Helena Cox on 033 022 22533, email [helena.cox@westsussex.gov.uk](mailto:helena.cox@westsussex.gov.uk).

**Published: 18 June 2021**

## Forward Plan Summary

### Summary of all forthcoming executive decisions in Cabinet Member portfolio order

<b>Decision Maker</b>	<b>Subject Matter</b>	<b>Date</b>
Executive Director Children, Young People and Learning	Family and Community Support Services - Award of Contract	July 2021
Cabinet	Early Help Service Redesign	July 2021
Cabinet Member for Children and Young People	Procurement of a Recording System for Children, Young People and Learning	July 2021
Executive Director Children, Young People and Learning	Award of contract - Accommodation services for young people aged 16+	August 2021
Director of Education and Skills	Arrangements for Alternative Provision for Key Stage 4 Learners	June 2021
Cabinet Member for Learning and Skills	Replacement All Weather Pitch at Tanbridge House School, Horsham	June 2021
Cabinet Member for Learning and Skills	Provision of an All Weather Pitch at The Forest School, Horsham	June 2021
Director of Property and Assets	Award of contract for Delivery of Phase 1 works - Change of status of The Forest Boys' School, Horsham	June 2021
Cabinet Member for Learning and Skills	Slinfold CE Primary School - Funding for Replacement of Modular Teaching Accommodation	June 2021
Director of Property and Assets	Award of contract for installation of Modular Teaching Unit at Oak Grove College, Worthing	June 2021
Cabinet Member for Learning and Skills	Phase 2 Special Support Centre Programme - Edward Bryant Primary School, Bognor Regis - Allocation of Funding for Project Delivery	June 2021
Cabinet Member for Learning and Skills	Phase 2 Special Support Centre Programme - Felpham Community College, Bognor Regis - Allocation of Funding for Project Delivery	June 2021
Cabinet Member for Learning and Skills	Phase 2 Special Support Centre Programme - St Margaret's CE Primary School, Angmering - Allocation of Funding	June 2021
Cabinet Member for Learning and Skills	Phase 2 Special Support Centre Programme - West Park Primary School, Worthing - Allocation of Funding	June 2021
Director of Property and Assets	Award of Contract for the Woodlands Mead College New Build Project	June 2021
Director of Property and Assets	Award of contract for construction of an All Weather Pitch at The Forest School, Horsham	June 2021
Director of Property and Assets	Extension to the Pre-Construction Services Agreement for Woodlands Mead College New Build Project	June 2021
Cabinet Member for Learning and Skills	Burgess Hill Northern Arc - New Secondary School - Allocation of Capital Funding for Design Fees	June 2021
Director of Property and Assets	Award of contract for the expansion of Palatine Primary School	July 2021

Director of Education and Skills	Award of a Pseudo-Dynamic Purchasing System for Independent Alternative Provision for children with Special Educational Needs and Disabilities (SEND)	July 2021
Cabinet Member for Learning and Skills	Allocation of Funding for Investment in Site Security and Fencing Improvements in West Sussex Maintained Schools	July 2021
Director of Property and Assets	Award of contract to provide permanent accommodation for the expansion of River Beach Primary School, Littlehampton	August 2021

## Children and Young People

### Executive Director Children, Young People and Learning

Family and Community Support Services - Award of Contract	
<p>In February 2020 the Cabinet Member for Children and Young People approved the commencement of a procurement to set up a Framework Agreement. The Framework will enable the purchase of Family and Community Support (FACS) Services for families with children and young people with severe and complex disabilities and/or autism who require bespoke care packages (decision <a href="#">CYP02 (20/21)</a> refers).</p> <p>As part of the decision the Cabinet Member approved the delegation of authority to the Executive Director of Children, Young People and Learning to implement the Framework Agreement.</p> <p>The procurement has now been undertaken and the Executive Director of Children, Young People and Learning will be asked to approve the award of contracts to successful bidders.</p>	
<b>Decision by</b>	Lucy Butler - Executive Director Children, Young People and Learning
<b>Date added</b>	14 May 2021
<b>Month</b>	July 2021
<b>Consultation/Representations</b>	Representations concerning this proposed decision can be made to the Executive Director of Children, Young People and Learning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	Cabinet Member decision CYP02(20/21)
<b>Author</b>	Jacqui Parfitt Tel: 033 022 29488
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Cabinet

Early Help Service Redesign	
<p>The County Council's Early Help service is part of its Children, Young People and Learning Directorate. It identifies and works with children and families in need of support, to help to promote the safe and healthy development of children and young people within stable families and prevent social care interventions in the future.</p> <p>The County Council wishes to create an improved, targeted Early Help offer directed to those most at need, while continuing to provide the existing statutory functions of the service, and to deploy its resources with the greatest efficiency and the maximum benefit to vulnerable children and families.</p> <p>On 23 February 2021, the Cabinet approved (<a href="#">decision CAB17 (20/21) refers</a>) the launch of a public consultation on its preferred option for the future design of the Early Help service, to increase the support and focused response to vulnerable children, for which there is an identified and growing need. This would ensure that families have access to the most appropriate support, including closer working with schools, the Children's Social Care service and the Council's other delivery partners.</p> <p>The public consultation, running between 8 March and 17 May 2021 has enabled all customers and stakeholders of the service, together with local communities to study and comment on the detailed proposals, and the reasons for the Council's preferred option.</p> <p>Following consideration of the results of the public consultation Cabinet will be asked to make a decision about the form of the new Early Help service, the future service offer and its means of delivery.</p>	
<b>Decision by</b>	Cllr A Jupp, Cllr J Dennis, Cllr Russell, Cllr Marshall, Cllr Crow, Cllr N Jupp, Cllr Urquhart, Cllr Lanzer, Cllr Waight, Cllr Hunt - Cabinet
<b>Date added</b>	14 May 2021
<b>Month</b>	July 2021
<b>Consultation/Representations</b>	<p>Children and Young People's Services Scrutiny Committee – 30 June 2021</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People via the author or officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	Cabinet Report CAB17 (20/21)
<b>Author</b>	Claire Hayes Tel: 07702 442462
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

**Cabinet Member for Children and Young People****Procurement of a Recording System for Children, Young People and Learning**

Children, Young People and Learning (CYPL) has the ambition to significantly consolidate and better integrate recording systems which hold information about children and their families. Work is underway to improve use of existing IT systems however there is a need to procure a new or improved system(s). CYPL currently has 11 systems in use and there is a need to significantly reduce this to support CYPL's improvement journey. It is imperative that IT systems support improvement activities.

The benefit to children, young people, their families and those working closely with them is that there will be a clearer record of the child's journey, less repetition for children (and their families) in re-telling their story, and reduced risks around sharing and insight of information across CYPL.

It is proposed to commence a procurement process to seek a number of system suppliers who could achieve the aim of consolidating and integrating recording systems. The anticipated cost is up to £1.65m over two years which includes the purchase, licence, support and implementation costs.

The Cabinet Member for Children and Young People will be asked to approve;

- (1) The commencement of a procurement for a system(s) to achieve consolidation and integration of recording systems and to
- (2) Delegate authority, to the Executive Director of CYPL to award the contract(s).

<b>Decision by</b>	Cllr Russell - Cabinet Member for Children and Young People
<b>Date added</b>	24 May 2021
<b>Month</b>	July 2021
<b>Consultation/ Representations</b>	Finance Legal IT Procurement  Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Vince Clark Tel: 07402 338396
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Executive Director Children, Young People and Learning

<b>Award of contract - Accommodation services for young people aged 16+</b>	
<p>In March 2021 the Cabinet Member for Children and Young People approved the commencement of a procurement process for a 16+ Older Looked After Children and Care Leavers Framework Agreement (decision <a href="#">CYP03(20/21)</a> refers. The framework will enable the County Council to source a range of accommodation services for young people aged 16 years and over who are looked after as part of preparing them for living independently.</p> <p>As part of the decision to commence the procurement the Cabinet Member also approved the delegation of authority to the Executive Director Children, Young People and Learning to implement the Framework Agreement.</p> <p>The procurement has now been undertaken and the Executive Director of Children, Young People and Learning will be asked to implement the framework agreement and approve the award of contracts to successful bidders.</p>	
<b>Decision by</b>	Lucy Butler - Executive Director Children, Young People and Learning
<b>Date added</b>	24 May 2021
<b>Month</b>	August 2021
<b>Consultation/Representations</b>	Representations concerning this proposed decision can be made to the Executive Director of Children, Young People and Learning via the officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	Cabinet Member Decision CYP03(20/21)
<b>Author</b>	Shelly Dichello Tel: 033 022 24131
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## Learning and Skills

### Director of Education and Skills

<b>Arrangements for Alternative Provision for Key Stage 4 Learners</b>
<p>The County Council currently commission Chichester College Group and Greater Brighton Metropolitan College to deliver education provision for Learners aged 14-16 whose needs are deemed better met by a more vocational curriculum. Both of these contracts were awarded in September 2020 and expire in August 2021(<a href="#">decision reference OKD30(20/21)</a> refers).</p> <p>Building on the success to date of this education provision in delivering improved outcomes for these learners, the County Council wish to ensure these services continue</p>

post August 2021. Therefore, it is proposed to seek appropriate arrangements to enable the continued delivery of a vocational curriculum for 14-16 year olds.

The Director of Education and Skills will be asked to approve the necessary contractual arrangements for the delivery of Alternative Provision for Key Stage 4 Learners post August 2021.

<b>Decision by</b>	Paul Wagstaff - Director of Education and Skills
<b>Date added</b>	23 February 2021
<b>Month</b>	June 2021
<b>Consultation/ Representations</b>	Further Education Colleges Procurement Legal Finance  Representations concerning this proposed decision can be made to the Director of Education and Skills, via the officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	Officer Key Decision OKD30(20/21)
<b>Author</b>	Ellie Evans Tel: 033022023582
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### Cabinet Member for Learning and Skills

<b>Replacement All Weather Pitch at Tanbridge House School, Horsham</b>	
<p>As part of the secondary school curriculum, Physical Education is a core subject and suitable provision is required to enable a wide range of sport to be offered and ensure children are given the Best Start in Life.</p> <p>Tanbridge House School has an All Weather Pitch facility which is in a deteriorating condition and is now at the end of its life. The pitch requires replacement to ensure continued provision for sport.</p> <p>The Cabinet Member for Learning and Skills will be asked to approve the allocation of capital funding, from Section 106 contributions, to undertake a project to replace the All Weather Pitch at Tanbridge House School, thereby ensuring ongoing sports provision to meet the needs of the secondary school curriculum.</p>	
<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	3 August 2020
<b>Month</b>	June 2021
<b>Consultation/ Representations</b>	School Parents and local residents Parish and District Councils

	Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills, via the officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### Cabinet Member for Learning and Skills

<b>Provision of an All Weather Pitch at The Forest School, Horsham</b>	
<p>As part of the secondary school curriculum, Physical Education is a core subject and suitable provision is required to enable a wide range of sport to be offered and ensure children are given the Best Start in Life.</p> <p>The Forest School does not currently have an All Weather Pitch (AWP) facility. Following the Cabinet Member Decision in July 2020 (<a href="#">Decision reference ES02(20/21)</a>) that approved the siting of additional accommodation for QEII School on some of the existing playing field at The Forest School installation of an AWP is now required to mitigate the impact.</p> <p>The Cabinet Member for Learning and Skills will be asked to approve the allocation of capital funding from Section 106 contributions to undertake a project to provide an All Weather Pitch at The Forest School thereby ensuring ongoing sports provision to meet the needs of the secondary school curriculum.</p>	
<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	3 August 2020
<b>Month</b>	June 2021
<b>Consultation/Representations</b>	<p>School Parents and local residents Parish and District Councils</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	Cabinet Member Decision ES02 (20/21)
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553



**Director of Property and Assets****Award of contract for Delivery of Phase 1 works - Change of status of The Forest Boys' School, Horsham**

The Forest School, Horsham, is currently a single-sex boys' school. In October 2020, following a public consultation, the proposal to alter The Forest School to become a co-educational school from September 2021 entry was confirmed ([Decision Reference ES08\(20/21\)](#)). Capital investment will be required to enable the necessary building adjustments to take place so that girls can attend the school.

As part of a separate key decision process the Cabinet Member for Education and Skills approved the allocation of capital funding to enable the first phase of the project to enable the school to welcome girls to proceed (decision [ES18\(20/21\)](#) refers. As part of this decision the Cabinet Member also delegated authority to the Director of property and Assets to award the contract for the first phase of the project.

The Director of Property and Assets will be asked to approve the award of contract for the proposed project at The Forest School.

<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>Date added</b>	11 January 2021
<b>Month</b>	June 2021
<b>Consultation/ Representations</b>	Legal Finance Procurement  Representations concerning this proposed decision can be made to the Director of Property and Assets, via the contact officer, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	Cabinet Member Decision Report ES18(20/21)
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

**Cabinet Member for Learning and Skills****Slinfold CE Primary School - Funding for Replacement of Modular Teaching Accommodation**

The County Council has a statutory duty to provide sufficient primary and secondary school places for all children who need a place. Slinfold CE Primary School is a 5 class Primary School with a broad range of buildings including a double modular unit which was installed on the site in excess of 30 years ago. The modular unit has significant suitability issues and requires replacement with new teaching accommodation that meets current required standards for construction.

The Cabinet Member for Learning and Skills will be asked to approve the allocation of capital funding from Section 106 contributions and a procurement exercise to undertake a project to replace the modular classrooms with new purpose built classrooms.

<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	8 July 2020
<b>Month</b>	June 2021
<b>Consultation/ Representations</b>	School  Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

#### Director of Property and Assets

<b>Award of contract for installation of Modular Teaching Unit at Oak Grove College, Worthing</b>	
<p>Oak Grove College in Worthing caters for wide range of Special Education Needs, for children aged between 11 and 19. Following a review of current numbers on roll, projected needs and the existing accommodation at Oak Grove College in Worthing the need for the provision of 4 additional classrooms has been identified, to enable an increase in planned places from 256 in September 2020 to 271 in September 2021.</p> <p>As part of a separate key decision process the Cabinet Member for Education and Skills approved the allocation of capital funding to provide additional accommodation at Oak Grove College (<a href="#">decision reference ES17(20/21)</a> refers. As part of the decision the Cabinet Member also delegated authority to the Director of Property and Assets to award the contract for the expansion project.</p> <p>On completion of the procurement process the Director of Property and Assets will be asked to approve the award of contract for the expansion of Oak Grove College.</p>	
<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>Date added</b>	26 January 2021
<b>Month</b>	June 2021
<b>Consultation/ Representations</b>	Procurement Legal Finance  Representations concerning this proposed decision can be made to the Director of Property and Assets via the officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b>	Cabinet Member decision ES17(20/21)

(via website)	
<b>Author</b>	Carol Bruce Tel: 033 022 23055
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### Cabinet Member for Learning and Skills

<b>Phase 2 Special Support Centre Programme - Edward Bryant Primary School, Bognor Regis - Allocation of Funding for Project Delivery</b>	
<p>There is a need to increase provision for children and young people with Special Educational Needs and Disabilities (SEND) through the creation of additional places in Specialist Support Centres that are attached to mainstream schools and academies. This will assist with the aim of enabling children to attend school locally.</p> <p>In December 2019 Cabinet approved the proposal to develop Phase two of the project for opening additional Special Support Centres in accordance with capital governance processes (decision reference <a href="#">CAB03(19/20)</a>). In October 2020 the Cabinet Member for Education and Skills approved the allocation of design fees to progress 6 of the Special Support Centres including Edward Bryant Primary School (<a href="#">Decision reference ES09(20/21)</a>)</p> <p>Since that approval further design work has been undertaken and costed in relation to the Special Support Centre at Edward Bryant Primary School in Bognor Regis.</p> <p>The Cabinet Member for Learning and Skills will be asked to approve the allocation of capital funding from the Capital Programme to enable the project to create a Special Support Centre at Edward Bryant Primary School to proceed.</p>	
<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	1 February 2021
<b>Month</b>	June 2021
<b>Consultation/Representations</b>	Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills via the author or officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	Cabinet Member Decision ES09(20/21)
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### Cabinet Member for Learning and Skills

<b>Phase 2 Special Support Centre Programme - Felpham Community College, Bognor Regis - Allocation of Funding for Project Delivery</b>	
<p>There is a need to increase provision for children and young people with Special Educational Needs and Disabilities (SEND) through the creation of additional places in Specialist Support Centres that are attached to mainstream schools and academies. This will assist with the aim of enabling children to attend school locally.</p> <p>In December 2019 Cabinet approved the proposal to develop Phase two of the project for opening additional Special Support Centres in accordance with capital governance processes (decision reference <a href="#">CAB03(19/20)</a>). In October 2020 the Cabinet Member for Education and Skills approved the allocation of design fees to progress 6 of the Special Support Centres including Felpham Community College (<a href="#">Decision reference ES09 (20/21)</a>)</p> <p>Since that approval further design work has been undertaken and costed in relation to the Special Support Centre at Felpham Community College in Bognor Regis.</p> <p>The Cabinet Member for Learning and Skills will be asked to approve the allocation of capital funding from the Capital Programme to enable the project to create a Special Support Centre at Felpham Community College to proceed.</p>	
<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	1 February 2021
<b>Month</b>	June 2021
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	Cabinet Member Decision ES09(20/21)
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### Cabinet Member for Learning and Skills

<b>Phase 2 Special Support Centre Programme - St Margaret's CE Primary School, Angmering - Allocation of Funding</b>	
<p>There is a need to increase provision for children and young people with Special Educational Needs and Disabilities (SEND) through the creation of additional places in Specialist Support Centres that are attached to mainstream schools and academies. This will assist with the aim of enabling children to attend school locally.</p> <p>In December 2019 Cabinet approved the proposal to develop Phase two of the project for opening additional Special Support Centres in accordance with capital governance processes (decision reference <a href="#">CAB03(19/20)</a>). In October 2020 the Cabinet Member for Education and Skills approved the allocation of design fees to progress 6 of the Special</p>	

Support Centres including St Margaret's CE Primary School ([Decision reference ES09 \(20/21\)](#))

Since that approval further design work has been undertaken and costed in relation to the Special Support Centre at St Margaret's CE Primary School.

The Cabinet Member for Learning and Skills will be asked to approve the allocation of capital funding from the Capital Programme to enable the project to create a Special Support Centre at St Margaret's CE Primary School to proceed.

<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	1 December 2020
<b>Month</b>	June 2021
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills via the author or officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	Cabinet Member Decision ES09(20/21)
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### Cabinet Member for Learning and Skills

<b>Phase 2 Special Support Centre Programme - West Park Primary School, Worthing - Allocation of Funding</b>	
<p>There is a need to increase provision for children and young people with Special Educational Needs and Disabilities (SEND) through the creation of additional places in Specialist Support Centres that are attached to mainstream schools and academies. This will assist with the aim of enabling children to attend school locally.</p> <p>In December 2019 Cabinet approved the proposal to develop Phase two of the project for opening additional Special Support Centres in accordance with capital governance processes (decision reference <a href="#">CAB03(19/20)</a>). In October 2020 the Cabinet Member for Education and Skills approved the allocation of design fees to progress 6 of the Special Support Centres including West Park Primary School (<a href="#">Decision reference ES09 (20/21)</a>)</p> <p>Since that approval further design work has been undertaken and costed in relation to the Special Support Centre at West Park Primary School in Worthing.</p> <p>The Cabinet Member for Learning and Skills will be asked to approve the allocation of capital funding from the Capital Programme to enable the project to create a Special Support Centre at West Park Primary School proceed.</p>	
<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	1 December 2020
<b>Month</b>	June 2021

<b>Consultation/Representations</b>	Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills via the author or officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	Cabinet Member Decision ES09(20/21)
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### Director of Property and Assets

<b>Award of Contract for the Woodlands Meed College New Build Project</b>	
<p>Woodlands Meed is a Special School and College for 2-19-year old pupils located in Burgess Hill.</p> <p>Due to suitability and condition issues of the existing accommodation at the College site, in May 2020 Cabinet agreed that funding was allocated to replace the College building on its existing site (<a href="#">Decision reference CAB03 (20/21)</a> refers). As part of the decision authority was delegated to the Director of Property and Assets that, subject to receipt of planning permission and statutory consents, a construction contract was entered into for rebuilding the College.</p> <p>The County Council together with the Councils Multi-Disciplinary Consultant have developed a formal proposal to rebuild Woodlands Meed College on its current site. A buildable design option that meets the gross budget of £20m has been agreed with the school and the County Council.</p> <p>A procurement has been undertaken and the Director of Property and Assets will be asked to approve the award of the construction contract to the preferred provider for the construction phase, of the project to replace Woodlands Meed College.</p>	
<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>Date added</b>	21 April 2021
<b>Month</b>	June 2021
<b>Consultation/Representations</b>	<p>Procurement Legal Finance Property and Assets</p> <p>Representations concerning this proposed decision can be made to the Director of Property and Assets, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	Cabinet Decision CAB03(20/21)

<b>Author</b>	Carol Bruce Tel: 033 022 23055
<b>Contact</b>	

### Director of Property and Assets

#### **Award of contract for construction of an All Weather Pitch at The Forest School, Horsham**

In July 2020 the Cabinet Member for Education and Skills approved the siting of additional accommodation for QEII School on some of the existing playing field at The Forest School (Decision reference [ES02\(20/21\)](#)). In order to mitigate the impact of the loss of the playing field an All Weather Pitch will be constructed at The Forest School.

The All-Weather pitch will enable pupils to undertake outside sport activities all year round whilst also providing the school the ability to generate additional income through letting.

As part of a separate key decision process the Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding from Section 106 contributions to undertake a project to provide an All Weather Pitch at The Forest School. The Cabinet Member will also be asked to delegate authority to the Director of property and Assets to award the contract for the project.

Subject to this delegation of authority from the Cabinet Member, the Director of Property and Assets will then be asked to approve the award of contract for the proposed project at The Forest School.

<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>Date added</b>	11 January 2021
<b>Month</b>	June 2021
<b>Consultation/ Representations</b>	Procurement Legal Finance  Representations concerning this proposed decision can be made to the Director of Property and Assets, via the contact officer, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Liam Hayward Tel: 033 022 22002
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### Director of Property and Assets

<b>Extension to the Pre-Construction Services Agreement for Woodlands Meed College New Build Project</b>	
<p>Woodlands Meed is a Special School and College for 2-19-year old pupils located in Burgess Hill.</p> <p>Due to suitability and condition issues of the existing accommodation at the College site, in May 2020 Cabinet agreed that funding was allocated to replace the College building on its existing site (Decision reference <a href="#">CAB03 (20/21)</a> refers). As part of the decision authority was delegated to the Director of Property and Assets that, subject to receipt of planning permission and statutory consents, a construction contract was entered into for rebuilding the College.</p> <p>A Pre-Construction Services Agreement was executed in February 2021 to appoint the contractor at Stage 4 of the project to ensure buildability and reduce risk; due to design changes this agreement requires extending. The Director of Property and Assets will be asked to approve the extension to the pre-construction services agreement.</p>	
<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>Date added</b>	29 April 2021
<b>Month</b>	June 2021
<b>Consultation/ Representations</b>	<p>College Governing Body</p> <p>Representations concerning this proposed decision can be made to the Director of Property and Assets via the author or officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	Cabinet Report CAB03(20/21)
<b>Author</b>	Carol Bruce Tel: 033 022 23055
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### Cabinet Member for Learning and Skills

<b>Burgess Hill Northern Arc - New Secondary School - Allocation of Capital Funding for Design Fees</b>
<p>Homes England has secured planning permission for a new 3500 home development on land known as the Northern Arc of Burgess Hill. As part of the overall plan, a site for a new Secondary School has been provided to ensure sufficient secondary school places to serve the development. In addition, a financial contribution of £18m has been secured through a Section 106 Agreement to contribute towards the construction costs of the new school.</p> <p>All Year 7 places at local Secondary Schools are full for September 2021. A new Secondary School is therefore required to provide for both the increasing population in the area and the additional need generated by the development.</p>



A feasibility study for building the new school has been commissioned through the County Council's Multi-Disciplinary Consultant (MDC), Faithful+Gould Ltd. The school is proposed to open in September 2024; therefore following the conclusion of the feasibility study the detailed design phase will need to follow without delay.

Following conclusion of the feasibility stage, the Cabinet Member for Learning and Skills will be asked to approve the allocation of the funds required to enable the project to be designed fully including the submission of a planning application.

<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	14 May 2021
<b>Month</b>	June 2021
<b>Consultation/ Representations</b>	Schools Parents and local residents Parish and District Councils  Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills via the author or officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	None
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### Director of Property and Assets

<b>Award of contract for the expansion of Palatine Primary School</b>	
<p>Palatine Primary School in Worthing caters for a wide range of Special Educational Needs for children aged between 2 and 11 with moderate, severe or profound learning needs.</p> <p>Following a review of existing and projected numbers on roll, the need for capital investment in the school was identified to meet an increase in pupils from 153 to 177. As part of a separate key decision process the Cabinet Member for Education and Skills approved the allocation of capital funding from the Basic Need Capital Programme to provide additional accommodation at Palatine Primary School. The Cabinet Member also delegated authority to the Director of Property and Assets to award the contract for the expansion project (decision <a href="#">ES13(20/21)</a> refers.</p> <p>Further to this delegation of authority from the Cabinet Member, the Director of Property and Assets will be asked to approve the award of contract for the expansion of Palatine Primary School.</p>	
<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>Date added</b>	4 January 2021
<b>Month</b>	July 2021

<b>Consultation/ Representations</b>	Procurement Legal Finance  Representations concerning this proposed decision can be made to the Director of Property and Assets, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Paul Hemming Tel: 033 022 23519
<b>Contact</b>	Wendy Saunders - Tel: 033 022 22553

### Director of Education and Skills

<b>Award of a Pseudo-Dynamic Purchasing System for Independent Alternative Provision for children with Special Educational Needs and Disabilities (SEND)</b>	
<p>In March 2021 the Cabinet Member for Education and Skills approved the commencement of a procurement process for a new Pseudo-Dynamic Purchasing System (P-DPS), to enable Independent Alternative Provision (IAP) which is non-regulated and supports the educational requirements of individual children with SEND to be commissioned.</p> <p>As part of the decision the Cabinet Member also delegated authority to the Director of Education and Skills to implement the P-DPS for the supply of IAP (decision <a href="#">ES16 (20/21)</a> refers).</p> <p>The procurement is being undertaken and, on conclusion, the Director of Education and Skills will be asked to award the contracts to providers that meet the criteria and standards required to join the P-DPS.</p>	
<b>Decision by</b>	Paul Wagstaff - Director of Education and Skills
<b>Date added</b>	28 May 2021
<b>Month</b>	July 2021
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Director of Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	Cabinet Member Decision ES16 (20/21)
<b>Author</b>	
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

**Cabinet Member for Learning and Skills****Allocation of Funding for Investment in Site Security and Fencing Improvements in West Sussex Maintained Schools**

The County Council's Lockdown Policy for schools was published in 2019 and provides guidance on managing the safety of staff and pupils during a potential security incident. As a result of individual school risk assessments, carried out to meet the requirements of the Policy, a number of schools have requested exceptional support with funding improvements to school sites which directly link with ensuring the safeguarding of the children in their care. These requests mainly relate to the need for improved boundary fencing to secure the school site. Current funding devolved to schools direct, i.e. devolved formula capital grant is not proving sufficient to fully fund these works.

The capital maintenance budget for the 2021/22 year is fully committed, therefore a specific capital allocation is sought to enable improvements to be carried out at a number of school sites to minimise the risk to pupils and staff of intruders and/or to ensure the site is sufficiently secure to ensure pupils are safe and secure whilst on site.

The Cabinet Member for Learning and Skills will be asked to approve the allocation of funding for these works to be financed from funds within the approved capital programme.

<b>Decision by</b>	Cllr N Jupp - Cabinet Member for Learning and Skills
<b>Date added</b>	18 June 2021
<b>Month</b>	July 2021
<b>Consultation/Representations</b>	Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

**Director of Property and Assets****Award of contract to provide permanent accommodation for the expansion of River Beach Primary School, Littlehampton**

River Beach Primary School is a 3 form of entry Academy located in Littlehampton. Due to increased pupil population in Littlehampton, the school currently accommodates an increased intake of 30 pupils by using a 35+ year old modular unit that has reached the end of its life.

In November 2020 the Cabinet Member for Education and Skills approved the allocation of Section 106 funding for education infrastructure capital projects, including the expansion of River Beach ([decision ES10 \(20/21\)](#) refers). As part of the decision the Cabinet Member also delegated authority to the Director of Property and Assets to

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undertake a procurement exercise and to enter into contracts for delivery of the projects. At the time of this decision it was not considered that an individual project would require an allocation in excess of £500,000; following a feasibility study the works required at River Beach are anticipated to exceed this value, meeting the criteria for an individual officer key decision.

The Director of Property and Assets will be asked to approve the award of contract for the expansion of River Beach Primary School.

<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>Date added</b>	18 June 2021
<b>Month</b>	August 2021
<b>Consultation/ Representations</b>	Procurement Legal Finance  Representations concerning this proposed decision can be made to the Director of Property and Assets via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	Cabinet Member Decision ES10(20/21)
<b>Author</b>	Paul Hemming Tel: 033 022 23519
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553