

Public Document Pack

Tony Kershaw
Director of Law and Assurance

If calling please ask for:

Rob Castle on 033 022 22546
Email: rob.castle@westsussex.gov.uk

www.westsussex.gov.uk

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



15 June 2021

Health and Adult Social Care Scrutiny Committee

A meeting of the committee will be held at **11.15 am** on **Wednesday, 23 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

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

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

Agenda

1. Committee Membership

The Committee to note the County Council appointments to the Committee as follows: -

Cllr Atkins, Cllr Bence, Cllr A Cooper, Cllr B Cooper, Cllr Forbes, Cllr McGregor, Cllr Nagel, Cllr O'Kelly, Cllr Patel, Cllr Pudaloff, Cllr Wall, Cllr Walsh

and approve the co-opted membership of the Committee as follows: -

Cllr Bridges (Adur District Council), Cllr Pendleton (Arun District Council), Cllr Bangert (Chichester District Council), Cllr Burgess (Crawley Borough Council), Cllr Noel (Horsham District Council), Cllr Peacock (Mid Sussex District Council). The Worthing Borough Council position is currently vacant.

N.B. The Healthwatch West Sussex representative, Ms Broadhill, is an ongoing appointment.

2. **Election of Chairman and Vice Chairman**

(a) **Election of Chairman**

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

(b) **Election of Vice Chairman**

The Committee to elect its Vice Chairman. If the election is contested, a secret ballot will be held in accordance with Standing Order 2.15B.

3. **Declarations of Interest**

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.

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.

5. **Terms of Reference** (Pages 5 - 8)

The Committee is asked to note its terms of reference.

6. **Minutes of the last meeting of the Committee** (Pages 9 - 12)

The Committee is asked to agree the minutes of the meeting held on 24 February 2021 (attached, cream paper).

7. **Appointment of the Committee's Business Planning Group** (Pages 13 - 14)

The Committee is asked to appoint five of its members to its Business Planning Group, to include the Chairman and Vice Chairman of the Committee, with two of the five being minority party members.

8. **Work Programme Planning and Possible Items for Future Scrutiny**

The Committee is asked to review its current draft work programme taking into account the Forward Plan of Key Decisions and any suggestions from its members for possible items for future scrutiny.

If any member puts forward such an item, the Committee's role at this meeting is just to assess, briefly, whether to refer the matter to its Business Planning Group to consider in detail.

(a) **Forward Plan of Key Decisions** (Pages 15 - 22)

Extract from the Forward Plan dated 11 June 2021 – attached.

An extract from any Forward Plan published between the date of despatch of the agenda and the date of the meeting will be tabled at the meeting.

The Committee is asked to consider whether it wishes to enquire into any of the forthcoming decisions within its portfolio.

(b) **Work Programme** (Pages 23 - 28)

The Committee to review its draft work programme for the year ahead taking into consideration the checklist at Appendix A.

9. **Requests for Call-in**

There have been no requests for call-in to the Select 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.

10. **Date of Next Meeting**

The next meeting of the Committee will be held on 15 September at 10.30am.

Any member wishing to place an item on the agenda for the meeting must notify the Director of Law and Assurance by 31 August 2021.

To all members of the Health and Adult Social Care Scrutiny Committee

Webcasting

Please note: this meeting may be filmed for live or subsequent broadcast via the County Council's website on the internet - at the start of the meeting the Chairman will confirm if all or part of the meeting is to be filmed. 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.

Health and Adult Social Care Scrutiny Committee Terms of Reference

(aligned to 'independence for later life' area of influence)

Constitution

12 members of the County Council and seven members comprising one from each of the borough and district councils (voting) and one Local HealthWatch representative (non-voting).

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 later life.
3. To discharge the Health Scrutiny functions (including power of referral) on behalf of the County Council (see also paragraphs 18 to 26 below).
4. To undertake the scrutiny of the performance of the Council's services against the outcomes objectives and measures set through a relevant commissioning process.
5. To review decisions of the Executive.
6. 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).
7. To review the manner in which non-Executive committees take decisions.
8. To consider matters referred to the Scrutiny Committee by the Executive.
9. 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.
10. 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.
11. 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.
12. To refer any matter arising within these terms of reference to a County Local Committee for consideration.

13. To receive and consider a referral from a County Local Committee made in accordance with the procedures for a Councillor Call for Action.
14. To consider any relevant local government matter raised by any member.
15. To consider a petition in accordance with the Petitions Scheme in accordance with Standing Order 10(1).
16. To consider a request for a review of the County Council's response to a petition in accordance with the Petitions Scheme.
17. 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.
18. To review and scrutinise any matter relating to the planning, provision and operation of health services in the geographical area covered by West Sussex County Council, the health of the people of West Sussex and matters of general concern affecting the determinants of health for the community of the West Sussex area.
19. To set up appropriate procedures in accordance with the relevant statutory framework to facilitate the conduct of health review and scrutiny in West Sussex, in consultation with the district and borough councils in West Sussex and with the local NHS bodies.
20. To make reports and recommendations to local NHS bodies and to West Sussex County Council or any borough or district council in West Sussex on any health matter reviewed or scrutinised by it.
21. To respond to consultation by any local NHS body with reference to any proposal for a substantial development of the health service in the area of West Sussex or for a substantial variation in the provision of such service with the exception of urgent proposals as defined in Regulation 23 (2) of the Local Authority (Public health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 and to make comments by the due date specified by the local NHS body referring the matter.
22. To delegate health scrutiny powers to, appoint members to and agree terms of reference of a joint committee when there is an intention by a local NHS body to consult on a substantial variation or development to health services that extends beyond West Sussex.
23. To report to the NHS body(ies) or to the Secretary of State in writing in any case where the Committee is not satisfied that
 - a) consultation on any proposal has been adequate in relation to content or time allowed; or
 - b) that the reasons given by the local NHS body for failing to consult because of urgency are not adequate.

24. To report to the Secretary of State in writing on any such proposals as are referred to above which it considers would not be in the interests of the health service in the area of West Sussex.
25. To take such other steps as may be appropriate including requiring the attendance of officers of local NHS bodies and other relevant people to attend the Committee and take steps to obtain appropriate information and explanations as may be appropriate to enable the Committee to discharge its functions effectively.
26. To delegate health scrutiny powers to one or more West Sussex borough and district councils whether or not they are acting jointly with the County Council when exercising its health scrutiny powers or to another county or unitary, borough or district council. To agree the terms of reference for any delegation and, in the case of any joint committee, to appoint members from the Committee.
27. To make such recommendations to the County Council as it sees fit as to the constitution of the Committee within the statutory framework.
28. To encourage members to lead on specific topics within the Committee's remit, as agreed by the Committee.

Note:

A local NHS body is any body or organisation which provides, or arranges for the provision of, or performs any management function in relation to, NHS services to persons residing within West Sussex.

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Health and Adult Social Care Scrutiny Committee

24 February 2021 – At a meeting of the Health and Adult Social Care Scrutiny Committee held at 10.30 am at Virtual meeting with restricted public access.

Present: Cllr Turner (Chairman)

Cllr Walsh	Cllr M Jones	Cllr Burgess
Cllr Arculus	Cllr Markwell	Cllr Loader
Cllr Atkins	Cllr O'Kelly	Cllr Noel
Cllr Boram	Cllr Pendleton	Cllr Peacock
Cllr Bridges	Cllr Wickremaratchi	
Cllr A Jones	Katrina Broadhill	

Apologies were received from Cllr Bangert, Cllr Bennett and Cllr Harman

Also in attendance: Cllr A Jupp

28. Declarations of Interest

28.1 No interests were declared.

29. Minutes of the last meeting of the Committee

29.1 Resolved – that the minutes of the meeting held on 13 January 2021 are approved as a correct record and are signed by the Chairman.

30. Outstanding Responses to Recommendations

30.1 Resolved – That the responses to recommendations made at the 11 November 2021 meeting and by the Covid-19 Task & Finish Group are noted.

31. Improving mental health services for adults and older people in West Sussex

31.1 The Committee considered a report and presentation by Sussex NHS Commissioners, NHS East Sussex Clinical Commissioning Group and Sussex Partnership NHS Foundation Trust.

31.2 Summary of responses to committee members' comments and questions: -

- The consultation had been as comprehensive as possible with face to face sessions reaching over 500 people across West Sussex, including staff and Healthwatch. A dedicated website, social media and news media were used. 200 questionnaires were returned and NHS England was assured by the process

- Based on consultation responses, there was wide support for wards that allowed different sexes to mix in shared living spaces, but zoning would ensure safety and privacy with all bedrooms being single sex and having locks
- Community services would be developed in taking into account people's wishes
- The Committee raised concerns over the closure of Orchard ward in Chichester before all alternative options had been explored and was told that only a small number of people in Orchard ward were from Chichester and that this was the best solution that could be delivered within resources the available
- People were already travelling to facilities, but talks were underway with the County Council over what potential transport solutions could be put in place
- Help with travel costs would be at the point of transfer only
- Parking at the Swandean site in Worthing was being reviewed
- Crisis cafes are only one example of services available to those in crisis so aren't necessary in every town
- The Chairman concluded by the debate by recommending that the Committee support the proposals as informed by the public consultation

31.3 Resolved – the Committee is assured that responses to the consultation have been taken into account in the revised proposals and supports the development of a centre of excellence as set out in the Decision-Making Business Case, including the rationale for the continuation of mixed sex wards in some cases. However, some concern was expressed relating to the provision of services for older people with mental health problems in the west of the county and asks that the Committee consider the mitigations for this particular part of the proposals further, before Orchard Ward is relocated in October 2021, as well as an opportunity to consider the development of mitigations identified, regarding transport issues to ensure that they are sufficiently robust.

32. Forward Plan of Key Decisions

32.1 Resolved - the Committee notes the Forward Plan of Key Decisions.

33. Possible Items for Future Scrutiny

33.1 The following suggestions were made: -

- The effect of Covid-19 on community networks
- The award of block contracts for residential care and support services
- Dentistry

33.2 Resolved – that: -

- i. The effect of Covid-19 on community networks be referred to the Environment and Communities Scrutiny Committee for consideration for future scrutiny

- ii. The award of block contracts for residential care and support services and dentistry be considered for inclusion in the committee's work programme by its Business Planning group

34. Date of Next Meeting

- 34.1 The next meeting of the Committee will take place at 10.30 on 23 June 2021.

The meeting ended at 12.18 pm

Chairman

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Health and Adult Social Care Scrutiny Committee

23 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 23 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)
 - Monitoring service performance

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.

Agenda Item 7

Tony Kershaw

Executive Director Law and Assurance

Contact: Helena Cox, Senior Advisor, 03302 222533



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. 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:

Decision	A summary of the proposal.
Decision By	Who will take the decision - if the Cabinet, it will be taken at a Cabinet meeting in public.
Date added	The date the proposed decision was added to the Forward Plan.
Month	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.
Consultation/ Representations	How views and representations about the proposal will be considered or the proposal scrutinised, including dates of Scrutiny Committee meetings.
Background Documents	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.
Author	The contact details of the decision report author
Contact	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.

Published: 11 June 2021

Forward Plan Summary

Summary of all forthcoming executive decisions in Cabinet Member portfolio order

Decision Maker	Subject Matter	Date
Executive Director Adults and Health	Supported Living Services (Adults with Lifelong Disability, Autism, Mental Health) Contracts Award	June 2021
Cabinet Member for Adults Services	Highwood Mill Extra Care Scheme Procurement	June 2021
Cabinet	Residential based in-house services, Marjory Cobby House, Selsey	July 2021
Cabinet	Shaw Healthcare Day Services Review	November 2021
Executive Director Adults and Health	Highwood Mill Extra Care Scheme Award of Contract	November 2021

Adults Services

Executive Director Adults and Health

Supported Living Services (Adults with Lifelong Disability, Autism, Mental Health) Contracts Award

In August 2020 the decision [Report ref: AH08 \(20/21\)](#) was made to commence a procurement to commission supported living services. The decision included delegation of the authority to award contracts to the Interim Executive Director Adults and Health now the Executive Director of Adults and Health (DASS).

The proposal included commissioning services which would lead to a reduced number of people in hospital, residential beds and placed out of county; increased number of people in settled and 'most suitable' accommodation; and to avoid disruption for existing supported living customers.

The procurement has been delayed because of the pandemic, and a decision [Report ref: OKD42 20/21](#) was subsequently taken in November 2020 to extend the current contract arrangements for 4 months until 31st July 2021 and revise the procurement timetable with anticipated commencement for the new commissioning arrangements from 1st August 2021.

In accordance with both decisions, the procurement has been undertaken and the Executive Director of Adults and Health will be asked to award the contracts to successful bidders in July 2021 prior to the commencement on 1st August 2021 of the new commissioned Framework Agreement for the provision of Supported Living Services (Mental Health, Autism or a Lifelong Disability).

Decision by	Keith Hinkley - Executive Director Adults and Health
Date added	23 April 2021
Month	June 2021
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Lisa Loveman Tel: 033 022 23430
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Adults Services**Highwood Mill Extra Care Scheme Procurement**

Highwood Mill is an Extra Care Housing Scheme in Horsham which opened in 2016. This is currently the largest extra care scheme in West Sussex that Adult Social Care can nominate to. It has a mix tenure of 70 affordable rented properties as well as 35 privately owned apartments, of which Adult Social Care on behalf of Horsham District Council has nomination rights to 50 units. The care and support within the extra care scheme was originally procured by the landlord, Saxon Weald Housing Association, and the current contract is due to end January 2022.

Saxon Weald Housing Association originally developed the extra care scheme using their own investment and so procured the care contract for the social care support provided within it. Saxon Weald have asked if West Sussex County Council can take over the procurement of the care contract and future contract management at Highwood Mill for two reasons:

- To develop the service in line with the other commissioned care contracts they hold within West Sussex.
- To ensure consistent and successful contract management of the onsite provider

A cost benefit analysis has been undertaken resulting in recommendation that West Sussex County Council take on the ongoing contract management of the scheme to bring it in line with other extra care schemes and allowing access to the existing care and support framework applied in extra care.

The Cabinet Member for Adults Services will be asked to approve;

- (1) the commencement of a procurement of the Care Contract within Highwood Mill Extra Care Scheme, to commence in June 2021 within the current Dynamic Purchasing System (DPS) Framework; and
- (2) delegated authority for the award of contract and any subsequent awards, within the agreed DPS Framework, to the Executive Director of Adults and Health. The care contract will commence in January 2022.

Decision by	Cllr A Jupp - Cabinet Member for Adults Services
Date added	26 March 2021
Month	June 2021
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Carrie Anderson Tel: 0330 022 22996
Contact	Erica Keegan Tel: 033 022 26050

Cabinet**Residential based in-house services, Marjory Cobby House, Selsey**

In 2018 the 'Choices for the Future' transformation programme for inhouse services was approved by the Cabinet Member for Adults and Health. Within the programme there was a commitment to review the in-house residential services.

Marjory Cobby House in Selsey is an in house residential resource centre, providing Discharge to Assess with Reablement beds and interim beds primarily for people coming out of hospital and in particular St Richards hospital in Chichester.

The demand for residential Discharge to Assess beds has been and is likely to further be impacted by the increase of capacity to support people on a 'Home First' pathway, the commissioning of alternative models of care during the pandemic and the increase in provision of the Community Reablement Service. Supporting people in their own home and maximising opportunities for independence remains the priority as outlined in the Adult Social Care vision and strategy.

Proposed Savings were presented to the Health and Adults Social Care Scrutiny Committee on the 13th January 2021 and then at Cabinet on the 22nd January 2021, which included £640k in savings related to in house services and identifying in particular Marjory Cobby House. At the scrutiny committee it was identified that this will involve a 12 weeks consultation and an Equalities Impact Assessment which will be presented back to Cabinet once completed. Following this, Cabinet will be asked to take a decision on the future of Marjory Cobby and the provision of residential based in-house services at this setting.

Decision by	Cllr Crow, Cllr N Jupp, Cllr Urquhart, Cllr Hunt, Cllr Russell, Cllr Waight, Cllr A Jupp, Cllr J Dennis, Cllr Lanzer, Cllr Marshall - Cabinet
Date added	1 March 2021
Month	July 2021
Consultation/ Representations	Health and Adult Social Care Scrutiny Committee on 13 January 2021 Full consultation to undertaken prior to decision Representations concerning this proposed decision can be made via the officer contact by the beginning of the month in which the decision is due to be taken
Background Documents (via website)	None
Author	Juliette Garrett Tel: 033 022 23748
Contact	Erica Keegan Tel: 033 022 26050

Cabinet**Shaw Healthcare Day Services Review**

Shaw Healthcare Ltd hold a contract with West Sussex County Council to provide 12 Residential Care and Nursing Homes across West Sussex. Six of these services also have a Day Service offer. In May 2018, a Cabinet decision ([Report Ref: AH2 2018/19](#)) was taken which confirmed a three phased approach to making investment in the Shaw Healthcare Ltd contract, the third phase being the review of day services. In November 2020, as part of the Council's savings plans, the intention was confirmed to extend the review to assess whether all of the day services are required, whether they provide best use of public money and if not, what should change in order to deliver better outcomes for people. ([Report Ref: CAB 11 20/21](#))

As part of the review of this provision, the County Council will now undertake a 6-week public consultation on the future of the services, with consideration of the outcomes of the review to date and the identification of savings. The process of consultation will be completed by the end of July 2021. The outcomes of the review, responses from the consultation and considerations of the Equalities Impact Assessment will then be presented to Cabinet to inform the decision on the future of the day service offer within the Shaw Healthcare Ltd services.

Decision by	Cllr A Jupp, Cllr Russell, Cllr J Dennis, Cllr Hunt, Cllr Lanzer, Cllr Marshall, Cllr Crow, Cllr Urquhart, Cllr Waight, Cllr N Jupp - Cabinet
Date added	10 June 2021
Month	November 2021
Consultation/ Representations	<p>Pre-engagement of customers and carers of services potentially affected. Full consultation to be undertaken prior to decision Health and Adult Social Care Scrutiny Committee to consider the outcome of the consultation.</p> <p>Representations concerning this proposed decision can be made via the officer contact by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Juliette Garrett Tel: 033 022 23748
Contact	Erica Keegan Tel: 033 022 26050

Executive Director Adults and Health**Highwood Mill Extra Care Scheme Award of Contract**

Highwood Mill is an Extra Care Housing Scheme in Horsham which opened in 2016. This is currently the largest extra care scheme in West Sussex that Adult Social Care can nominate to. It has a mix tenure of 70 affordable rented properties as well as 35 privately owned apartments, of which Adult Social Care on behalf of Horsham District Council has nomination rights to 50 units. The care and support within the extra care scheme was originally procured by the landlord, Saxon Weald Housing Association, and the current contract is due to end January 2022.

Following the Procurement of the Care Contract within Highwood Mill Extra Care Scheme, within the council's current Dynamic Purchasing System (DPS) Framework, the Executive Director Adults and Health will be asked to award the contract to the successful bidder.

Decision by	Keith Hinkley - Executive Director Adults and Health
Date added	26 March 2021
Month	November 2021
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Carrie Anderson Tel: 0330 022 22996
Contact	Erica Keegan Tel: 033 022 26050

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Health and Adult Social Care Scrutiny Committee Work Programme 2021/22

Topic (including focus for scrutiny & focus)	Priorities		
	Corporate or Service Priority	Performance, Outcome or Budget	Timing
Committee Meetings			
Stroke Services <ul style="list-style-type: none"> To review the pre-engagement phase and consider plans for full consultation 	NHS	Outcome	Sep 21
Shaw Healthcare Contract <ul style="list-style-type: none"> To review performance against planned outcomes for the main contract for the provision of residential care and consider the impact of the contract variation one year on. 	Service	Performance	Sep 21
Working Age Adult Social Care Financial Assessments <ul style="list-style-type: none"> To consider the outcome of discussions between West Sussex County Council and Healthwatch West Sussex regarding their concerns paper regarding financial assessments for working age adults in receipt of Adult Social Care. 	Service	Outcome	Sep 21
Performance Monitoring (quarterly) <ul style="list-style-type: none"> Delivery of Key Performance Indicators (KPI) set out in our Council Plan, which are relevant to the committee. 	Service	Performance	Sep 21
Self-Harm <ul style="list-style-type: none"> Timing and focus for scrutiny to be determined by the BPG further to consideration of discussions at previous HASC meetings 	Service	Outcome	TBC
Provision of services for older people with mental health problems in the west of the county <ul style="list-style-type: none"> Consider the mitigations for this particular part of the proposals further, before Orchard Ward is relocated in October 2021 (likely to be written briefing in first instance rather than agenda item) 	NHS	NHS	TBC
Informal information sharing sessions			
<ul style="list-style-type: none"> Stroke (ahead of formal scrutiny) 	NHS	-	July 21
<ul style="list-style-type: none"> The overarching plan of how social care fits into the Integrated Care System (All Member Session) 	Service	-	Nov 21
Task and Finish Groups (TFGs)			
Adults and Health Strategic Budget Savings 2021/22 <ul style="list-style-type: none"> To consider the proposed Adults and Health strategic savings 2021/22 prior to a final decision, receiving information about those 	Service	Outcomes	Prior to Nov 2021

Topic <i>(including focus for scrutiny & focus)</i>	Priorities		
	Corporate or Service Priority	Performance, Outcome or Budget	Timing
services which are receiving investment such as technology and reablement services, also considering points made by the Committee on 13 January 2021, in forming its terms of reference. To include decisions published in the Forward Plan regarding residential based in-house services, Marjory Cobby House, Selsey and Shaw Healthcare Day Services Reviews.			
Business Planning Group			
Work Programme Planning <ul style="list-style-type: none"> To consider updates from the services and stakeholders and consider whether any issues should be subject to formal scrutiny by HASC. 	-	-	Sept 21
Adults and Health Directorate Plan 2020/21 <ul style="list-style-type: none"> To consider how elements of the Adults and Health Directorate Plan and the development possible additional KPIs i.e. the importance of value for money, mid-life health and obesity, Black, Asian, and Minority Ethnic life expectancy, staff retention should be considered by the formal committee 	Service	Performance	Sept 21
Items raised by the committee in the previous council term <ul style="list-style-type: none"> Long Covid - To investigate the impact/treatment of long Covid The award of block contracts for residential care and support services 	-	-	Sept 21
Dentistry (To monitor – discuss when required) <ul style="list-style-type: none"> To review dental services in West Sussex – BPG to consider focus pending national lobby by Healthwatch England – Healthwatch West Sussex to provide update when available 	NHSE	Outcomes	TBC
Low Vision Services (To monitor – discuss when required) <ul style="list-style-type: none"> To consider the outcome of the consultation and confirm whether the item should be subject to further formal scrutiny by HASC, following a Joint Strategic Needs Assessment of services 	-	Outcome	TBC

Appendix A - Checklist

Scrutiny Business Planning Guide and Checklist

1. Principles

- (a) Scrutiny should improve outcomes for West Sussex by providing:
 - Robust challenge to the executive and service performance; and
 - Timely opportunities to influence budget and policy planning
- (b) Scrutiny holds the executive to account and should be objective, evidence-based, transparent and constructive
- (c) It acts as a critical friend to the decision maker to enable the most effective delivery of the Council's priorities.
- (d) It takes a strategic perspective, focussing on the wider community needs and outcomes for all residents and service users
- (e) It should aim for consensus and avoid party politics.

2. Business Planning

Each Committee's Business Planning Group (BPG) plans the Committee's business and considers what to scrutinise. Business emerges from sources including:

- The Forward Plan or items referred by a Cabinet Member
- Member requests for an item to be considered.
- Performance issues identified from the Total Performance Monitor or other sources
- A proposed decision being 'called in'.
- The annual process of developing budget and corporate priorities.

BPG members should have a good understanding of the budget and performance issues for their portfolio. A BPG should prioritise business to ensure time for detailed scrutiny of the most important issues within the resources available, using the checklist at paragraph 5.

Select Committees should have a **clear focus on the objectives and desired outcomes** for their work. This should inform work prioritisation, planning agendas and the approach to managing meetings. The BPG should do so by use of the checklist set out below which should focus on key lines of enquiry.

All Select Committee members should have the opportunity to contribute to and influence the work programme. To help this, the agenda for and notes from BPG meetings should be shared at the earliest opportunity with all members of the committee.

Performance and Finance Select Committee (PFSC) should ensure all scrutiny arrangements are effective and are dealing with the most important issues for the Council. It may do so by receiving and considering select committee work programmes from time to time. An annual report for PFSC allows it to monitor the scrutiny work programme and developments and to highlight best practice and training needs. As set out in Standing Orders, paragraph 8.12), the scrutiny work programme should be reviewed by the end of May each year by PFSC and then by County Council County Council.

3. **Agenda Planning**

A pre-agenda meeting (PrAM) is held two weeks before the formal meeting attended by the chairman and vice-chairman, Democratic Services officers, and the officers preparing reports. It is a brief session of no more than one hour to:

- Ensure the agenda and approach meet the needs of the committee
- Agree scrutiny aims or outcomes from each item
- Plan the management of the meeting (timing, presentations, witnesses)
- Decide whether a pre-meeting would be helpful
- Discuss what information members may need for effective scrutiny

The pre-agenda meeting should identify the key lines of enquiry for scrutiny of the subject and ensure that the report covers what is required for the scrutiny focus. Its role is not to review draft reports.

Agendas should be short to allow time and focus to produce meaningful outcomes. Items for information only must not be taken. Information gathering and questions of detail should be dealt with outside formal meetings.

4. **BPG Tasks**

Task	Objective
Programme setting	<ul style="list-style-type: none"> • Agree outline committee work programme
Programme planning	<ul style="list-style-type: none"> • Prioritisation of business • Prepare a balanced work programme to ensure priority items have sufficient time • Consider the best and most timely approach
Performance and Budget	<ul style="list-style-type: none"> • Review the Performance Monitor quarterly to identify issues for the committee.
Agenda planning	<ul style="list-style-type: none"> • Defining the scrutiny aims of agenda items • Identification of witnesses and evidence
Project Work	<ul style="list-style-type: none"> • Set up Scrutiny Task and Finish Groups (TFGs) • Identify other ways to carry out work
Publicity	<ul style="list-style-type: none"> • Identify how best to promote the work of the committee and how to engage the public

5. **Business Planning Checklist**

Priorities - Is the topic

- a corporate or service priority? In what way?
- an area where performance, outcomes or budget is a concern? How?
- one that matters most to residents? Why?

What is being scrutinised and Why?

- What should the scrutiny focus be?
- Where can the committee add value?
- What is the desired outcome from scrutiny?

When and how to scrutinise?

- When can the committee have most influence?
- What is the best approach - committee, TFG, one-off small group?
- What research, visits or other activities are needed?
- Would scrutiny benefit from external witnesses or evidence?

Is the work programme focused and achievable?

- Have priorities changed – should any work be stopped or put back?
- Can there be fewer items for more in-depth consideration?
- Has sufficient capacity been retained for future work?

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