

Public Document Pack

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21 February 2023

Children and Young People's Services Scrutiny Committee

A meeting of the Committee will be held at **10.30 am** on **Wednesday, 1 March 2023** at **County Hall, Chichester, PO19 1RQ**.

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

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

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Agenda

- 10.31 am 1. **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.
- 10.33 am 2. **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.
- 10.38 am 3. **Minutes of the last meeting of the Committee** (Pages 5 - 12)
- The Committee is asked to agree the minutes of the meeting held on 18 January 2023 (cream paper).
- 10.43 am 4. **Responses to Recommendations** (Pages 13 - 20)
- The Committee is asked to note the responses to recommendations made at the previous meetings of the Committee.

- 10.48 am 5. **Review of primary age pupil provision across Worthing and Durrington Areas: Publication of Statutory Notices** (Pages 21 - 48)
- Report by Assistant Director Education and Skills
- The Committee is asked to carry out pre-decision scrutiny of the proposals to reduce surplus primary school places in the Worthing and Durrington area.
- 12.03 pm 6. **Support for Young Carers** (Pages 49 - 60)
- Report by Assistant Director Education and Skills.
- The Committee are asked to assess the County Council's responsibilities for young carers, the impact being a young carer has on young people and how these are being addressed.
- 1.03 pm 7. **Performance and Resources Report 2022-23 - Quarter 3 - October-December 2022** (To Follow)
- Report by Director of Finance and Support Services.
- The Committee is asked to examine the Council's corporate performance, finance, savings delivery and business performance for the services within the remit of this Committee for the period October to December 2022.
- 1.33 pm 8. **Work Programme Planning and Possible Items for Future Scrutiny** (Pages 61 - 86)
- The Committee is asked to agree its draft work programme (Appendix A) in accordance with the scrutiny checklist attached (Appendix B) and highlight any further possible items for future scrutiny.
- The Committee is also asked to review the Forward Plan entries relevant to its remit (Appendix C) and consider whether it wishes to enquire about any of the forthcoming decisions within its portfolio.
- 1.38 pm 9. **Requests for Call-In**
- There have been no requests for call-in to the Scrutiny Committee 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.

1.40 pm 10. **Date of Next Meeting**

The next meeting of the Committee will be held on 7 June 2023 at 10.30 am at County Hall, Chichester. Probable agenda items include:

- Early Help Service – review of new model
- Performance and Resources Report 2022-23 – Quarter 4

Any member wishing to place an item on the agenda for the meeting must notify the Director of Law and Assurance by 24 May 2023.

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

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Children and Young People's Services Scrutiny Committee

18 January 2023 – At a meeting of the Children and Young People's Services Scrutiny Committee held at 10.30 am at County Hall, Chichester, PO19 1RQ.

Present: Cllr Linehan (Chairman)

Cllr Baldwin	Cllr Mercer	Mr Cristin, Joined
Cllr Burgess	Cllr Payne	11.12am
Cllr Cherry	Cllr Smith	Cllr Evans
Cllr Cornell	Cllr Sparkes	Cllr Nagel

Apologies were received from Cllr Duncton, Cllr Hall, Cllr McGregor and Mrs Oldroyd

Also in attendance: Cllr N Jupp and Cllr Russell

34. Declarations of Interests

34.1 In accordance with the County Council's code of conduct the following declarations were made:

34.2 Cllr Mercer declared a personal interest as the chair of the Orchard Hill Academy Trust under agenda item 5.

34.3 Cllr Linehan declared a personal interest as a parent of a child with an EHCP under agenda item 5.

34.4 Cllr Smith declared a personal interest as the parent of a child with an EHCP under agenda item 5.

35. Urgent Matters

35.1 The Chairman asked the Cabinet Member for Learning and Skills to update the Scrutiny Committee on how the County Council was reacting to planned industrial action by members of the National Education Union.

35.2 On behalf of the Cabinet Member, Mr Wagstaff, Assistant Director Education and Skills, advised the Committee that the Department for Education (DfE) had produced guidance for schools on how to manage the impact of the strike action with priority to be given to vulnerable children. Union members did not have to inform the school in advance of any industrial action they planned to take but it was hoped they would do so to enable headteachers to plan. There could be some impact on learning, but it was hoped that work could be set for home learning as it had been in the pandemic period.

36. Minutes of the last meeting of the Committee

36.1 Resolved – that the minutes of the meeting held on 16 November 2022 be approved as a correct record and signed by the Chairman.

37. Responses to Recommendations

37.1 The Committee noted the responses to the recommendations provided from recent meetings.

37.2 The Chairman thanked Cllr Mercer for volunteering to be the scrutiny committee's representative on the SEND Strategy Board and agreed to find out the details of the next meeting.

38. Education and Learning Strategy 2023-2025

38.1 The Cabinet Member for Learning and Skills, Cllr N Jupp, introduced the report highlighting that this was an exciting piece of work which would impact on the future prospects of all children. Cllr Jupp welcomed the recommendations made by the CYPSSC Task and Finish Group, which had looked at the draft strategy and made some recommendations. During the last year the lack of Government definitive policy guidance meant that the strategy would be a dynamic on-line document which could be reviewed and updated in the light of any future changes and areas could come back to the Committee for comment and discussion as required.

38.2 Members of the Committee thanked officers for the work done and made comments and asked questions, a summary of those questions and answers follows.

38.3 It was recognised that the word 'upon' needed adding to the end of the sentence in paragraph 25 of the Strategy and that the strategies referred to in paragraph 26 of the Strategy (both on page 43 of the agenda pack) would be in the Children's First Strategy Plan.

38.4 There was no mental health strategy, but the service did have action plans as well as a mental health team. Additionally, all social workers received mental health training. The inaugural meeting of a Mental Health and Emotional Wellbeing Board, which had recently been set up across schools, and involving health partners, would take place in March 2023.

Theme 1

38.5 Aspirations on the performance of all young people were built into the plan but also via the Key Performance Indicators (KPIs) in the Council Plan. The County Council's performance was in line with statistical neighbours which Members were pleased to hear but did not feel was reflected in the report.

38.6 **Workstream 2** - During the Covid pandemic some **early years** settings were open to Key Stages 1 and 2 pupils. A number of independent early years settings had since either failed Ofsted inspections or ceased trading due to financial pressures. A peer review of early years had been undertaken by the Local Government Association and the findings report was awaited. The outcome of the review would help shape the early years strategy and the support of early years provision,

recognising this as a priority area of focus. The wording of the workstream would be expanded, including the addition of metrics and KPIs, to reflect this with more detail. **Action:** The Assistant Director agreed to provide the figures of the number of early years settings in the county both before and after the pandemic.

38.7 The workstream monitoring reports would be reviewed on a quarterly basis by the Education and Learning Strategy Partnership Board. **Action:** The Assistant Director (Education and Skills) agreed to share quarterly monitoring reports with the Committee.

38.8 **Workstream 3** – Work would be undertaken on ensuring smooth transitions with some investment in early years staff to offer support, but also for transitions from Key Stage 2 to Key Stage 3 and from Key Stage 4 to post-16 provision.

38.9 Committee Members were keen to know if there were any up-to-date figures for **school readiness** and how they might have informed the strategy and so that the Committee could know what the starting point was for children. **Action:** The Assistant Director (Education and Skills) confirmed that the most recent figures available were from Summer 2022 and agreed to share them with Members.

38.10 **Workstream 4** – Committee Members asked that the wording be expanded to include reference to **differentiation and adaptive teaching** within both the workstream and KPI.

Theme 2

38.11 **Workstream 1** – Research had been undertaken on primary school outcomes on how disadvantaged pupils were doing and it had shown some anomalies. It was possible to raise attainment for disadvantaged young people but often a gap remained as other pupil attainment also rose. It was important that disadvantaged pupils reached thresholds which allowed them to take advantage of other opportunities. **Action:** More information be provided to Committee Members on the current position and the barriers to improvement.

38.12 **Workstream 2** – The metrics for this workstream is based on the information already available on young people **not in education, employment or training (NEET)**. Work would need to be done on how to gather information on the other groups of children mentioned, where there is no existing national data mechanism.

38.13 **Workstream 3** – The numbers of parents electing to **home educate** their children had risen in West Sussex as it had nationally. West Sussex also had 21 children return to schools in the Autumn term. Where officers are concerned with the arrangements for the most challenging of cases, they could transfer pupils to the Children Missing Education Register (CMER) where the local authority had more statutory powers to help.

Theme 3

38.14 **Workstream 2** – Members raised concern that the performance target for the number of EHCPs delivered within 20 weeks was at 49% when this was a statutory duty. It was acknowledged that in 2019 the County Council had been achieving 70% of assessments in time (compared to the national average of 60%). Since then, there had been a 70% increase in the requests for EHCPs in West Sussex, which combined with difficulties securing educational psychologists to undertake the assessments and pressures on the NHS delaying health assessments, had caused outstanding cases numbers to rise. However, the average time taken to complete an assessment had reduced. Resources such as advice lines were being put in place to help parents before an EHCP assessment might be needed. It was agreed that the target could be set at the highest level but there would need to be a set of milestones to be achieved over a period of time to achieve that level.

Theme 4

38.15 Under item 40 that the word 'pedagogies' be replaced with 'teaching and learning approaches'.

Theme 5

38.16 **Workstream 1** – Committee Members asked that the wish to use potential surplus primary places to support the requirement for increased special needs places be reflected into this workstream.

38.17 The Cabinet Member for Learning and Skills, Cllr N Jupp, thanked the Committee for their compliments about the report and for the points made.

38.18 Resolved – That the Committee:

1. Thanks officers for the huge amount of work undertaken in producing a comprehensive and thorough Strategy and welcomes that the comments from the CYPSSC Task and Finish Group have been incorporated.
2. Recognises that KPIs and targets for all workstreams will be added to the workstream delivery document as work progresses and that this is important so the performance and delivery of the strategy can be monitored.
3. Asks that the service ensures that the KPIs and targets in the workstream delivery document are ambitious enough to meet the aspirations as set out in the strategy. In particular, the workstream for EHCP timelessness and asks that milestones are included.
4. Asks that the quarterly performance of the Strategy delivery is shared with the Committee through the Business Planning Group.
5. Would welcome exploration of further measures and targets for raising attainment for other groups of children and young people.

6. Requests that Workstream 4 in Theme 1 is amended to include reference to adaptive teaching.
7. Asks officers to consider including in Theme 5 the aspiration to create more SEND places in mainstream schools.
8. Requests to see the current figures around school readiness to assess if there any areas for future scrutiny.

39. Commissioning of an Adult Community Education Service

39.1 The Cabinet Member for Learning and Skills, Cllr N Jupp, introduced the pre-decision report highlighting that it was good timing following the previous contractor having recently ceased trading.

39.2 The Assistant Director Education and Skills informed the Committee that it had always been the intention to look at the next phase of commissioning for community learning and it made sense to look at alongside the Multiply Maths project for adults to make the best use of grants available. The decision report for the Cabinet Member for Learning and Skills, Cllr Jupp, is the beginning of procurement process and the mission statement included Annex 1 was the key driver for what the service wanted for the future.

39.3 Members of the committee asked questions and a summary of those questions and answers follows.

39.4 A member asked about information that had previously been requested on the number of people in West Sussex who could not read. It was reported that it had been difficult to get accurate data as the most recent study was dated 2011, so work had taken place on the exit data of pupils at Key Stages 4 and 5. It was felt it was relevant to collate this data anyway as it could feed into skills agenda and give the opportunity to control future provision to offer a curriculum. A briefing would be shared with Committee members as soon as possible.

39.5 Members challenged how the County Council could increase participation in adult community education. Officers reported it was hoped that the model proposed would give the ability to respond to specific localised areas of learning, to target communities that needed support and to be able to target curriculums to specific groups of learners.

39.6 To ensure all providers gave the same high-quality service there would be a rigorous procurement process which included a quality assurance framework. Community learning would be subject to Ofsted inspections and the County Council's quality assurance framework would enable the opportunity to support providers who did not meet the service standard. There would be a contract provision that failing to meet the required standards could result in contracts being stopped and learners moved, along with their funding, to other providers.

39.7 Members asked if there would be sufficient providers in the market? Soft market testing in 2020 had shown there was a range of providers in

the market. At this stage there would be no engagement with employers as there was a desire to align learning for work with the skills agenda.

39.8 Members questioned the use of zero-hour contracts given the current challenging employment market and suggested that their use be minimalised. Officers reported that these would be used as a way of building an inhouse team quickly, with flexibility and that many tutors welcomed that option of employment.

39.9 Members asked why in the breakdown of resources allocated some 20% were not accounted for. Officers reported that if all the funding were allocated out to providers for training, then the County Council would have to retain the management of the contracts.

39.10 The proposed model would allow providers to give the right learning environment for the learner. That may not be a traditional classroom scenario but a mix of learning where there could also be family or community-based learning.

39.11 Officers reassured that those learners who had had their training stopped due to the previous provider ceasing trading, were being worked with through the administrators to keep the learning flowing. Unfortunately, at this point, funding could not be transferred. It was hoped to get all 70 learners back on track under the new procurement by September 2023. Members asked for assurances that those learners impacted would not be disadvantaged and officers agreed to check the technicalities and confirm the position with the Committee.

39.12 Resolved – That the Committee:

1. Supports the proposed new delivery model as outlined in the draft decision report, recognising the advantage of the service designing the curriculum to increase learner take up and the use of a multi-provider model.
2. Recognises that the quality and effectiveness of learning by providers is key and welcomes the mechanisms proposed within the procurement process for this.
3. Raises concern on the proposal for zero-hour contracts for tutors and suggests that these are only used when absolutely necessary.
4. Welcomes that there is flexibility on the split across different learning and skills areas so that it can be adapted to meet the needs of residents.
5. Asks that an outline of the previous split of the adult education budget is shared with the Committee.
6. Asks for clarification that learners who were unable to complete courses will be able to access funding to complete their courses.

40. Work Programme Planning and Possible Items for Future Scrutiny

40.1 The Chairman agreed to review with the Business Planning Group and officers how the consultation into the review of primary aged pupil provision in Worthing could be reviewed by the Scrutiny Committee.

41. Requests for Call-In

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

42. Date of Next Meeting

42.1 The next meeting would be held on 1 March 2023 at 10.30am.

The meeting ended at 12.43 pm

Chairman

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CYPSSC Action and recommendations tracker 2022-23 – February 2023 Update

The recommendations tracker allows scrutiny committees to monitor responses, actions and outcomes against their recommendations or requests for further action. The tracker is updated following each meeting. Once an action has been completed, it will be removed from the tracker at the next meeting.

Recommendations –

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
Education and Learning Strategy	18 January 2023	Asks that the service ensures the KPIs and targets in the workstream delivery document are ambitious enough to meet the aspirations set out in the strategy. In particular, the workstream for EHCP timeliness and asks that milestones are included.	Assistant Director (Education and Skills) Paul Wagstaff	-	February 2023: Data drawn from the Council Plan has been used to provide measurable and phased outcome measures to put WSCC at least in line with statutory neighbours and also recognising ambition. The timeliness of EHCPs has a plan in place with milestone dates to increase the proportion of plans completed within the deadline.	Complete
Education and Learning Strategy	18 January 2023	Would welcome exploration of further measures and targets for raising attainment for other groups of children and young people.	Assistant Director (Education and Skills) Paul Wagstaff	-	February 2023: Workstream plans are being defined and with KPIs linked to deliverables and outcomes. For some	Complete

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
					groups of children, there are no national benchmarks for comparative data and therefore work is being done to identify appropriate targets and current baselines.	
Education and Learning Strategy	18 January 2023	Requests that Workstream 4 in Theme 1 is amended to include reference to adaptive teaching	Assistant Director (Education and Skills) Paul Wagstaff	-	February 2023: This has been amended.	Complete
Education and Learning Strategy	18 January 2023	Asks officers to consider including in Theme 5 the aim to create more SEND places in mainstream schools.	Assistant Director (Education and Skills) Paul Wagstaff	-	February 2023: The SEND Capital programme addresses this and a reference is to be included here.	Complete
Adult Community Education	18 January 2023	Raised concern on the proposal for zero-hour contracts for tutors and suggested that these are only used when absolutely necessary.	Assistant Director (Education and Skills) Paul Wagstaff	-	February 2023: The use of sessional tutors is a short-term operational response to ensuring a rapid increase in capacity to meet a current need. Future capacity is yet to be confirmed. However,	Complete

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
					in some specialist tutoring areas, some tutors prefer the flexibility that this approach provides. Any staffing model will be constructed according to demand and capacity.	
Adult Community Education	18 January 2023	Asks that an outline of the previous split of the adult education budget is shared with the Committee	Assistant Director (Education and Skills) Paul Wagstaff	June 2023	February 2023: The figures are being put together and will be shared in due course.	In Progress
Adult Community Education	18 January 2023	Asks for clarification that learners who were unable to complete courses will be able to access funding to complete them in the future.	Assistant Director (Education and Skills) Paul Wagstaff	June 2023	February 2023: This is being tested with the ESFA who provide the grant funding for the adult community learning and the results will be shared.	In Progress
Children First Improvement Programme	16 November 2022	It is paramount that the pace and consistency of the improvement journey continues beyond the forthcoming Ofsted inspection to ensure that	Director of Children, Education and Learning, Lucy Butler	-	February 2023: Following the full Ofsted Inspection of Local Authority Children's Services (ILACS) which is expected by the end of	Complete

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
		improvement is sustained, in particular around quality of practice			March, the Director of Children Young People and Learning will report the outcome and ongoing improvement plans to the Committee through its continued scrutiny of the Children's First Improvement Programme. This is included on the Committee's work programme to be scheduled in at the appropriate time once the timeline for the ILACS is known.	
Children First Improvement Journey	16 November 2022	Recognises the impact of the national issue of recruitment and retention on the pace of the improvement journey and supports the continued focus on recruiting permanent staff	Assistant Director (Transformation) Vince Clark	April 2023	January 2023: The Service continues to focus on recruitment and retention activity. A review of the activity and its impact for 2021/22 is being undertaken, and the findings will be shared with Committee Members in April 2023	In Progress

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
Performance and Resources Report – Quarter 2 (22/23)	16 November 2022	Raises concern on the high number of children we care for in external residential placements and ask that the placement sufficiency strategy is shared with the Committee.	Assistant Director (Corporate Parenting) Dan Ruaux	March 2023	February 2023: A briefing summarising the sufficiency strategy and action plan is being prepared and will be circulated to Committee Members.	In Progress
Performance and Resources Report – Quarter 2 (22/23)	16 November 2022	Highlighted the additional spending on the learning and skills capital projects and the pressure that this could cause on the capital budget, and ask to have sight of all the schemes within the Learning and Skills Capital Programme to see how they are progressing.	Assistant Director (Education and Skills) Paul Wagstaff	-	February 2023: A list of all the capital schemes within Learning and Skills portfolio has been circulated to members.	Complete
SEND and Inclusion Strategy 2019 - 2024	28 September 2022	Agrees that open lines of communication with SEND families and schools are key to ensure they are aware of the journey and support available and ask that consideration is given to how this can be improved, including a single point of access for advice for schools	Assistant Director (Education and Skills) Paul Wagstaff	March 2023	November 2022: As part of our SEND & Inclusion Strategy, we are about to begin a piece of work with an external organisation, IMPOWER, to draw together the different advice lines running for parents and professionals to bring	In Progress

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
		and dedicated communication support for families.			about greater consistency in responding to requests for help and being able to better signpost towards the range of support services available.	
SEND and Inclusion Strategy 2019 - 2024	28 September 2022	Asks that Adults Services and CYPSSC representation on the SEND Strategy Board is explored.	Assistant Director (Education and Skills) Paul Wagstaff	March 2023	February 2023: Representation is currently being sought from Adult Services and it is hoped to have such representation in place for the next Strategy Board. Cllr Jay Mercer put his name forward for the CYPSSC representative on the Board.	In progress
SEND and Inclusion Strategy 2019 - 2024 - EHCPs	28 September 2022	Raises concern over the number of EHCPs being completed within the statutory deadline and that the increase in number of requests for assessments is exacerbating this. Early identification of Children and addressing their needs early	Cllr Nigel Jupp -Cabinet Member for Learning and Skills	March 2023	November 2022: This is acknowledged and work is being undertaken to provide early support in the Early Years sector to de-escalate demand for EHCNAs through improving provision and access to appropriate	In progress

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
		is key and asks that this is focused on moving forward			resources. Recruitment of additional Education Psychologists is ongoing.	
SEND and Inclusion Strategy 2019 – 2024 – SEND capital	28 September 2022	Requests that the Cabinet Member makes every effort to accelerate the provision of additional SEND placements, including securing an additional capital commitment to fund this where possible.	Cllr Nigel Jupp – Cabinet Member for Learning and Skills	March 2023	November 2022: The Cabinet have agreed funding to create an additional 317 specialist places (235 Special School and 82 SSC places). Bids for two new SEND Free schools have been submitted to the DfE for an additional 260 places in total. A submission has been made for a new Alternative Provision Free School in the north of the County. Further business cases are being constructed for funding to create an additional 140 additional specialist places.	In progress

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Report to Children and Young People's Services Scrutiny Committee

1 March 2023

Review of primary age pupil provision across Worthing and Durrington Area: Publication of Statutory Notices – Focus for Scrutiny

Report by Director of Law and Assurance

Summary

In November 2022 the Cabinet Member for Learning and Skills approved the launch of a public consultation on proposed solutions to reduce the number of surplus primary school places across the Worthing and Durrington area ([Decision LS08\(22/23\)](#) refers).

The consultation ran from 28 November 2022 to 20 January 2023 inviting comments from interested parties to assist in further shaping the proposals.

Following the review of the consultation feedback, the Cabinet Member for Learning and Skills proposes to take a decision to approve the progression of proposals to reduce the surplus places in the Worthing and Durrington area, as set out in the attached draft decision report.

Focus for scrutiny

The Committee is asked to carry out pre-decision scrutiny of the proposals to reduce surplus primary school places in the Worthing and Durrington area and provide any comments to the Cabinet Member for Learning and Skills for consideration as part of the decision-making.

Key lines of enquiry include:

- 1) The aims of the reduction in surplus places in Worthing and Durrington and how these will be met by the proposals
- 2) The consultation findings, how these have informed the proposals set out in the draft decision report and any lessons learnt for the future

The Chairman will summarise the debate for consideration by the Committee.

1. Background and context

- 1.1 The County Council has a statutory duty to ensure there are sufficient primary and secondary school places for all children. The number of places is reviewed annually and pupil projections for the Worthing and Durrington locality showed significant surplus provision of places at primary schools in

the borough. Following engagement with schools, a set of proposals were developed to reduce surplus places and a public consultation was carried out to seek views on these proposals. Part of these proposals were in regard to the re-organisation of three Worthing schools (Chesswood Junior School, Lyndhurst Infant School and Springfield Infant School). The outcomes of the consultation have been considered and an approach to reduce surplus places is being proposed.

- 1.3 The background and context to the service proposal are set out in the attached draft decision report together with an account of the information and considerations provided to support the proposed decision presented for the committee's scrutiny and comment.

Tony Kershaw

Director of Law and Assurance

Contact Officer

Katherine De La Mora, Senior Advisor (Democratic Services), 0330 22 22535

Appendices:

Appendix A: Draft Key Decision Report – Review of primary age pupil provision across Worthing and Durrington Area: Publication of Statutory Notices

Appendix to the decision report: Table of responses received to the online consultation.

Background Papers: None

Report to Cllr N Jupp, Cabinet Member for Learning and Skills

March 2023

Review of Primary Age Pupil Provision across Worthing and Durrington Area – Publication of Statutory Notices

Report by Mr P Wagstaff, Assistant Director of Education and Skills

Electoral divisions: Broadwater, Worthing East

Summary

Pupil projections for the Worthing and Durrington locality of schools show there is a significant surplus provision of places at primary schools in the borough. The local authority was asked by schools to lead a review across the locality due to declining pupil numbers and some uncertainty among schools on how this would impact them in the future. Therefore in November 2022 the Cabinet Member for Learning and Skills approved the launch of a public consultation on proposed solutions to reduce the number of primary school places across the area (decision [LS08 \(22/23\)](#) refers).

The consultation sought views on the proposed reduction in surplus places through a reduction in published admission numbers at certain schools and the reorganisation of provision across Chesswood Junior, Springfield Infants and Lyndhurst Infant schools. Details of the consultation process and the feedback received is set out in section 4.

Following assessment of the outcome of this consultation support was evident for proceeding with a number of proposed changes including the amalgamation of Lyndhurst Infant and Chesswood Junior schools onto one site to create an all-through primary school. It is not proposed to include Springfield Infant school as part of the proposed amalgamation, reflecting the majority of the feedback which indicated support to retain this as a standalone infant school. The Cabinet Member for Learning and Skills is now asked to approve the progression of the following proposals to reduce the number of surplus places in the Worthing and Durrington area.

Recommendations

The Cabinet Member for Learning and Skills is asked to approve:

- (1) The publication of formal statutory proposals for the closure of Lyndhurst Infant School and the significant change in character of Chesswood Junior School to allow the opening of a new all-through primary school for 60 Published Admission Number (PAN) Key Stage 1 pupils and 120 PAN Key Stage 2 pupils, together with a 21 place Special Support Centre, with effect from September 2024;
- (2) The delegation of authority to the Assistant Director (Education and Skills) to determine whether the changes set out in recommendation (1) should

proceed following consideration of any representations received during the statutory proposal period.

- (3) The plan for the phased removal of temporary accommodation from schools in the area and for officers to identify the required level of capital funding through the County Council's governance process for seeking capital funding to provide the necessary accommodation for Key Stage 1 pupils and a Specialist Support Centre on the Chesswood site;
 - (4) Further engagement with Schoolworks Multi-Academy Trust to progress plans for the development of an 8 place Special Support Centre on either the Downsbrook Primary or Whytemead Primary school site.
-

Proposal

1 Background and context

- 1.1 Local Authorities are legally responsible for making sure there are enough places for all children to attend good schools. The need for school places can change in response to population movements and birth rate variations. Increases in demand can lead to the creation of a new school or the expansion of existing schools by adding permanent or temporary accommodation. Conversely too many surplus places can negatively impact on the financial sustainability of schools and also the ability to plan for a consistently robust curriculum progression as the organisation of schools with significant surplus provision can change frequently. Therefore this leads to the need for the removal of surplus places which can be achieved through reduced admission arrangements or the rationalisation of school provision, including changes to existing catchment areas where appropriate.
- 1.2 Any review of school provision undertaken by the County Council (e.g. the opening, closing, federating, amalgamating, expanding or contracting of schools) will, in the large part, be led by forecast pupil numbers that are set out in the [Planning School Places Report 2022](#) and will be undertaken in accordance with Department for Education guidance. In the section of Planning School Places for the Worthing Borough Council area the projections show a continuing decline in primary pupil numbers for the next few years.
- 1.3 It should be noted that not all unfilled places in a school are surplus places; some margin of capacity is necessary to allow parents to exercise a preference, given that there will be volatility in preferences from one year to the next, and to allow for differences in the size of individual cohorts. The County Council's position is that a school should be considered as full when it has less than 5% of its places unfilled. This is also a figure recognised by the Department for Education (DfE) following a 2013 [National Audit Office Report](#) on capital funding for new school places. Furthermore, each year there are an increasing number of in-year admissions (typically some 8,000) which need to be catered for and present further challenges in predicting demand and managing placements.

- 1.4 The County Council's guiding principles for primary schools which have been previously set out in the School Effectiveness Strategy 2018-22 are that, wherever possible:
- all-through primary schools (ages 4-11 years) should be established;
 - primary schools should have a minimum of one form of entry (FE), 210 places and ideally a maximum of 3FE, 630 places, although recent guidance from the Department for Education suggests new primary schools ideally be no smaller than 2FE, 420 places;
 - the pattern of schools should ensure that a primary school is readily accessible to its pupils and, in urban areas, within walking distance of the homes of the majority of its children; and
 - opportunities to create additional mainstream provision which may include Specialist Support Centres (SSCs) for pupils with special education needs (SEND) should be explored whenever the opportunity arises and local demand supports this.
- 1.5 Following a steady decline in pupil numbers over several years across the Worthing and Durrington planning area, schools approached the local authority for help in resolving the surplus provision. Officers from the Education and Skills directorate worked closely with the headteachers and chairs of governing bodies of all the primary schools and academy trusts from the area between December 2021 to autumn 2022 to explore how best to reduce surplus provision. Proposals to reduce published admission numbers (PAN) were co-designed with headteachers and chairs of governors through individual school visits. The proposals included the removal of 953 surplus places through reduction in PANs, removal of surplus temporary accommodation on a phased basis between 2024-2027 along with the reorganisation of three schools.
- 1.6 Proposals to merge Chesswood Junior, Springfield Infants and Lyndhurst Infants schools into one all through primary school were co-designed by the chairs of governors of the three schools and officers through several discussions and meetings during the summer of 2022. There was a discussion on relocating Springfield and Lyndhurst schools on to the Chesswood Junior site as the preferred solution for a single all-through primary school. However, the Chesswood site proved not to be large enough. Therefore an alternative proposal was put forward for a single school over two sites with Lyndhurst Infant closing and children relocating into the Chesswood site, and with the Springfield site remaining as a Key Stage 1 provision only, with children naturally progressing into the Key Stage 2 provision at the Chesswood site.
- 1.7 Proposals were shared with schools in the summer of 2022 and were broadly supported although concerns at that time were expressed as to whether the proposals went far enough considering that the DfE still had plans at that point to open a new primary Free School in a housing development in the area which would create an additional 420 primary places. However, the DfE have subsequently confirmed proposals to open the school have been withdrawn.
- 1.8 Plans were in place to move to a formal consultation on the proposals during the autumn 2022. However, an alternative proposal was put forward by the governors of Springfield Infant School which needed exploring further. This alternative proposal sought to retain Springfield as a standalone infant school. County Council officers agreed that this option should be included in the final consultation to gain the public's views on this alternative. In addition the DfE changed guidance over the summer relating to academy orders being issued to

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schools that had two consecutive Ofsted rated Requires Improvement judgements; this directly affected two schools involved. The combination of these factors meant a need to adjust the consultation accordingly and did lead to a delay in beginning the consultation process from the timescale originally proposed.

- 1.9 In November 2022 the Cabinet Member for Learning and Skills approved the launch of the public consultation to seek views on the entire range of proposals (decision [LS08 \(22/23\)](#) refers).
- 1.10 One of the proposals was the reduction in pupil admission numbers across the following schools
- Durrington Infant School – 60 PAN (Sept 24) reduced from 90
 - Durrington Junior School – 60 PAN (Sept 27) reduced from 90
 - Field Place Infant School – 90 PAN (Sept 24) reduced from 120
 - Thomas A Becket Infant School – 150 PAN (Sept 24) reduced from 180
 - Thomas A Becket Junior School – 160 PAN (Sept 27) reduced from 192
 - Whytemead Primary School – 30 PAN (Sept 24) reduced from 45

Feedback from the 697 responses to the public consultation indicated that 241 responses supported a reduction in the PAN at Field Place Infants; 256 supported the reduction at Thomas A Becket Infant School; 260 supported the reduction at Thomas A Becket Junior School; 260 supported the reduction in PAN at Whytemead Primary; and 408 supported the reduction in PAN across Durrington Infant and Junior Schools. However, whilst 408 supported the reduction in PAN at Durrington Infant and Junior Schools, 384 did not support this reduction.

As part of the Cabinet Member decision LS08 (22/23) delegated authority was given to the Assistant Director (Education and Skills), in consultation with the Cabinet Member, to determine, following an analysis of the outcomes of the public consultation, whether the reduction in PAN at the above schools should proceed and to confirm the revised numbers to meet the statutory deadline of 31st January 2023 for implementation in September 2024. Following analysis of feedback from the consultation it was clear the majority of responses supported the proposed PAN reductions. Therefore, the reductions in PAN were approved on 31st January 2023 by the Assistant Director, in consultation with the Cabinet Member. The revised plans will be reflected in the Pupil Admission booklet to be produced in advance of the admission round for 2024.

- 1.11 The consultation also sought views on:-
- The phased removal of temporary accommodation across a number of schools including Durrington Infant and Junior Schools.
 - The creation of a new 120 PAN all-through primary school across two sites and incorporating the current Lyndhurst Infant School, Springfield Infant School and Chesswood Junior School as a single all-through primary school. As part of this option children who attended Springfield Infants would be guaranteed progression into Key Stage 2 provision on the Chesswood site;

or

- Creating a new all-through primary school on the Chesswood Junior School site incorporating a 60 PAN Key Stage 1 provision and 120 PAN Key Stage 2 provision. Lyndhurst Infant School would close and relocate on to the Key Stage 2 site. Springfield Infant school would remain a stand-alone Infant School. In this option parents would not be guaranteed progression into Key Stage 2 provision in the new all through primary on the Chesswood site; they would be required to apply for any available places that had not been filled from the new school's own Key Stage 1 provision or apply for a place at an alternative junior or primary school;
- Establishing a new 21 place Specialist Support Centre (SSC) for Social and Communication Needs for children in Key Stage 1 and 2 in the newly amalgamated primary school on the Chesswood site incorporating the current 9 places in Lyndhurst Infant School.
- The creation of an 8 place SSC on either Whytemead or Downsbrook Primary School sites for children with challenging additional educational needs.

2 Proposal details

- 2.1 On closure of the consultation a total of 697 responses had been received. Following analysis of the feedback in relation to removal of temporary accommodation, 326 were in favour of removing the temporary accommodation, 186 did not wish to have the accommodation removed and 185 had no opinion. These comments were mostly associated with accommodation at Durrington Infant and Junior Schools where the majority of temporary accommodation is sited. Therefore, it is proposed to progress with the phased removal of temporary accommodation, in accordance with the consultation outcomes, to be implemented from 2024 in liaison with the schools and the gradual reduction in pupil admission numbers.
- 2.2 With respect of responses to the proposals surrounding the three schools of Chesswood, Lyndhurst and Springfield, 112 were in favour of Chesswood becoming an all-through primary school across 2 sites and for Lyndhurst to merge with Chesswood; 507 were against the proposal of all three schools merging together and 78 had no preference. This reflected a desire for Springfield Infants to remain a stand-alone Infant School. This view was confirmed through the response to a particular question and proposal to retain Springfield as a separate Infant school, where 436 were in favour with 160 against and 101 indicating no preference.
- 2.3 Throughout the period of public consultation, it should be noted that an extensive campaign was organised to promote the wishes of the local school community of Springfield Infant School as a stand-alone infant school and not to amalgamate with Chesswood Junior & Lyndhurst Infants. However, the campaign was based on some information that was factually inaccurate. The Governing Body were made aware of this and the County Council relied on them to make parents aware.
- 2.4 The opposition to the County Council Officers' proposal to include Springfield Infant in the all-through primary proposal is not unexpected and is often the case where a school or local school community want to protect the status quo. Whilst the support to the school from the local community is applauded, there is concern that the full implications of the decision to retain Springfield Infant

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School as a separate school and the fact that this will mean parents will not receive the guarantee of a key stage 2 place at the all-through primary school may not have been fully understood.

- 2.5 In response to the question in the consultation regarding the creation of a new 21 place Primary Specialist Support Centre for Social Communication Needs, on the Chesswood Road site, incorporating the 9 places currently available at Lyndhurst Infant school, 292 respondents were in support, 101 objected to the proposal and 304 had no preference.
- 2.6 Following the consultation process, whilst there is support for the amalgamation of Lyndhurst Infant School and Chesswood Junior School to merge into a new all-through primary school with a PAN of 60 at Key Stage 1 and 120 at Key Stage 2, there is not the support for Springfield Infant School to be part of this merger. Key Stage 2 capacity in the new primary school will reduce from the current 720 at Chesswood Junior to 480 Key Stage 2 places in the new all-through primary school. The number of Key Stage 1 places will reduce from the current 90 at Lyndhurst Infant School to 60 in the new primary school.
- 2.7 It is therefore proposed to progress with the amalgamation of Lyndhurst and Chesswood to become an all-through primary school across 2 sites and incorporating a new 21 place SSC. In accordance with [DfE Guidance on Making Significant Changes \('prescribed alterations'\) to Maintained Schools](#), this requires the County Council to move to the next stage in the consultation process, to issue statutory proposals that set out the proposed changes. . This consists of a 6 week period where the public can make further representations by letter or email. However, it should be noted that these representations cannot be a repeat of the evidence already provided but offers the opportunity to highlight new information to the decision maker. The following will be subject to statutory proposals:
- The closure of Lyndhurst Infant School and the significant change in character of Chesswood Junior School to allow the opening of a new all-through primary school for 60 PAN Key Stage 1 and 120 PAN Key Stage 2 pupils, together with a 21 place Special Support Centre, with effect from September 2024.
- 2.8 To enable any decisions to take effect from September 2024, it is recommended that the statutory notices run from March – April 2023, followed by a decision on the proposals to enable communication before the summer holiday. There would then follow further discussions with the schools concerned, as appropriate, to ensure parents were clear on the arrangements for September 2024 entry.
- 2.9 As part of this decision at recommendation (2) approval is sought to delegate authority to the Assistant Director (Education and Skills) to determine whether the amalgamation should proceed following consideration of any representations received during the statutory proposals period. The outcome of this process will be the subject of a key decision by the Assistant Director.
- 2.10 Capital investment will be required to redesign part of the current Chesswood Junior School to accommodate Key Stage 1 pupils to create an all-through primary provision. Therefore, proposals for this redesign will be progressed in accordance with the County Council's approved capital governance process. Revenue funding will be needed to create the necessary accommodation for the

SSC provision to cater for 21 children with Language and Communication needs in Key Stage 1 and 2.

- 2.11 The local authority has responded to the consultation outcomes and listened to the views of the community with respect to Springfield Infant School. It is therefore proposed that the current Springfield Infant School remains a separate entity. Parents will therefore be required to apply for Key Stage 2 places on transition from Year 2 to the junior schools or primary schools in the area, including the new all-through primary school on the Chesswood site. Admission will be subject to availability of places and schools' admission procedures.
- 2.12 Children in Key Stage 1 in the new all-through primary school will benefit from the sites broad sporting and outdoor facility. Due to the nature of the Springfield Infant School site, similar access to such broad facilities will remain limited. To ensure that children in Key Stage 1 at Springfield Infant School have equality of access to outdoor and sporting activities to those in local primary schools, governors will be responsible for ensuring that the appropriate curriculum and arrangements are in place at the school.
- 2.13 With respect to the proposals for an 8 place SSC on either the Whytemead or Downsbrook Primary School sites for children with challenging additional educational needs. Responses to the proposal were slightly more in favour of the Downsbrook site (145 responses) being used than the Whytemead site (111 responses) although 517 responses stated no preference on site. Therefore, it is proposed that the local authority continue to engage further with Schoolsworks Multi Academy Trust to progress plans for the development of a small specialist support centre for children with challenging additional educational needs on either one of these sites.

3 Other options considered

- 3.1 The engagement of officers with each of the schools across Worthing & Durrington allowed the exploration of other options such as reducing the published admission numbers at a greater number of schools but this was discounted as there needs to be a reasonable level of surplus places; at least 5%, to ensure opportunities for parental preference and late applications to be managed. Other options such as closing schools to remove surplus places, rather than reducing published admission numbers, were quickly discounted due to the wish to ensure provision was adequately spread across the area. The proposals progressed were uniformly supported instead of alternative proposals.

4 Consultation, engagement and advice

- 4.1 The consultation launched on the 28 November 2022; copies of the public consultation document were distributed to the following:- Members of Parliament, Local members, District and Parish councillors, union representatives, neighbouring authorities, the parents/carers, staff and governors, early years providers, local libraries, the Diocese of Chichester and the Diocese of Arundel and Brighton and Independent Schools. The consultation was also published on the County Council website and the proposals received local press coverage. Local Members of the County Council had already been offered the opportunity to attend a briefing in October 2022 on the proposed consultation.

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- 4.2 All schools were notified in advance of the consultation and asked to support any families who might require additional help through language support or access to IT to enable them to complete the consultation. They were also provided with a draft letter to share with both staff and parents in advance of the consultation going live and providing guidance on how to access the online consultation process. The County Council relied on schools to distribute this information to parents and the wider community.
- 4.3 The consultation period ended on the 20 January 2023. The consultation period met the statutory timeframe and was extended from the required 6 weeks to an 8 week consultation to allow for the Christmas break.
- 4.4 Responses to the consultation were received via the online survey, the response form in the consultation booklet, by letter and by email. It should be noted that respondents to the consultation did not always provide answers to all questions and sometimes gave more than one answer to questions. There were no late responses received after the closing date. A total of 697 responses were received.
- 4.5 An online petition organised by Springfield Infants School and objecting to the proposals for Springfield Infant School to become part of one primary school across two sites was also received with 1106 signatures. As the online petition was set up by Springfield Infant School, the local authority is unable to verify addresses and names with regard to duplication, accuracy, or locality.
- 4.6 In addition to the online responses, 99 responses stating their objection to the proposals for Springfield Infant School to become part of one primary school across two sites were received by way of email and/or letter. The majority followed a standard template response. In addition 152 letters were received by post and typically followed a template written response stating their objection to the proposals for Springfield Infant School to become part of one primary school across two sites. Within these responses it was identified that some 20-25 were duplicates. Of the 99 responses received, only 2 were clear in supporting the County Council Officers' proposals to include Springfield Infants as part of a new primary schools across two sites.
- 4.7 Springfield Infant School also provided 55 pictures/letters from pupils at the school following a standard template stating their objection to the proposals for Springfield Infant School to become part of one primary school across two sites.
- 4.8 A representation by Tim Loughton, the local MP for the area within which Springfield Infant School sits, expressed support for Springfield Infants remaining as a separate school.
- 4.9 Whilst it is clear an extensive campaign was organised to present the wishes of many in the school community to retain Springfield Infant School as a separate school, it is suggested from schools that the views of other stakeholders appear to have focused only on the school they were directly involved with. The majority of schools in the area were facing no change. It therefore should be noted that most of the responses to the consultation were drawn from a minority of schools who were directly affected and not more broadly from the wider community of schools across the Worthing and Durrington area.

- 4.10 A summary of the online responses received for the schools affected by the consultation are included as appendix. The full set of responses have been discussed with the Cabinet Member.

5 Finance

5.1 Revenue consequences

- 5.2 The proposed removal of surplus provision through reduced pupil numbers will require a phased approach by schools to manage any staff reduction or changes. With natural staff turnover, it is expected that schools will ensure staff retention, wherever possible, is achieved.

- 5.3 Furthermore, the opportunity to secure agreement with governing bodies from across Worthing & Durrington to implement a 'Staffing Protocol', as in previous reorganisations, should help to reduce the need and costs of potential redundancies and enable any surplus staff arising through phased reduction in pupil numbers in some schools and the reorganisation to be considered for redeployment within the area.

- 5.4 The particular proposals for reorganisation across Lyndhurst Infant and Chesswood Junior are expected to require consideration about staff redeployment. It would be appropriate that only one headteacher would be required and a similar assumption would be made for other key staff, therefore revenue costs of potential redundancy would need to be calculated when decisions are made about the organisation of those schools. Funding for this would be provided from the Dedicated Schools Grant (DSG) redundancy budget held centrally.

- 5.5 In terms of revenue funding for the Special Support Centres (SSC), funding would be provided as follows when setting the budget:
£10,000 per place for any vacant places
£6,000 per place for any occupied place
The current top up for Lyndhurst is £7,700 per occupied place (as at 2022/23) and it is planned to be the same for the additional places at the newly amalgamated school.

- 5.6 Funding for the SSCs would be provided from the High Needs Dedicated Schools Grant. (HNDSG)

5.7 Capital consequences

	Current Year 2022/23 £m	Year 2 2023/24 £m	Year 3 2024/25 £m	Year 4 2025/26 £m
Capital budget		1	1.2	0.88

Name of School	Works required	Estimated Capital Costs*
Durrington Infant	Phased removal of surplus hatted classrooms	£900,000
Durrington Junior	Phased removal of surplus hatted classrooms	
Downsbrook Academy* * Site to be agreed between Whytemead or Downsbrook	Internal remodelling to create a 8 place SSC facility in existing accommodation (NB. Subject to further agreement with the MAT)	£680,000
Lyndhurst Infant	No capital works expected. Potential for a capital receipt	N/A
Chesswood Junior	Refurbishment of surplus junior accommodation to provide infant (KS1) accommodation	£1.5m

***Capital costs subject to feasibility studies**

5.8 The effect of the proposal:

(a) **How the cost represents good value**

Capital investment to create all-through primary provision on one site with access to a greater range of educational provision ensures pupils and staff can benefit from a more targeted investment of public funds.

(b) **Future savings/efficiencies being delivered**

The reduced Published Admission Numbers will enable more schools to organise staffing and resources more effectively within the finances they receive based on pupil numbers. The phased removal of temporary classroom units will reduce the level of ongoing maintenance and capital investment needed by both schools and the County Council to keep the accommodation useable.

(c) **Human Resources, IT and Assets Impact**

1.1HR Issues - A new Governing board for the new all-through primary school will be established if the proposal goes forward. They would be responsible for designing a new structure and understanding the workforce changes that may be required. There is the potential for some duplication of roles as a result of consolidation into one school. Such changes could lead to some risk of redundancy. However, collaboratively the aim is to ensure that changes that affect staff are managed fairly and sensitively and full consultation with trade unions takes place. All governing boards in the wider area will be asked to adopt our "Protocol for Managing School Reorganisations in West Sussex". This is designed to ensure both the

efficient management of change for all staff, whilst maintaining a high-quality education for the pupils, and for setting out the procedures to be followed in order to support the redeployment of staff wherever possible. The Protocol has been previously developed following consultation with teacher associations and UNISON and has been used successfully in many other school reorganisations within the County. We will ensure that the appropriate support and guidance is available to all staff throughout the reorganisation process.

6 Risk implications and mitigations

Risk	Mitigating Action (in place or planned)
Insufficient Capital to implement changes under consideration	Most of the capital works can be phased over time e.g. hut removals. Some capital receipts may be achieved. All capital proposals will require separate business case submission and consideration against priorities and value for money
If Springfield Infants School remains a separate entity as proposed, parents/carers will need to apply, in accordance with the published admissions policy, for places at Year 3 entry. There may not be sufficient places remaining which could mean some pupils will need to be placed at other schools rather than all transferring together which would be the case if the 3 schools were combined.	The governing body of Springfield Infants has been made aware of this risk. They recognise that there may be a risk but they feel it is likely to be small, if at all, and once the new school only admits 60 pupils at Year R, a further 60 places should be available at Year 3 entry for all the Springfield pupils. This situation will need to be closely monitored but all Springfield pupils will be offered a Year 3 place at a school in the area.

7 Policy alignment and compliance

7.1 Our Council Plan

Investment in educational provision to ensure children and young people achieve their potential and get the best start in life is a key strand of the [Council's plan](#) for its residents.

7.2 Legal Implications

No significant implications.

7.3 Equality Duty and Human Rights Assessment

There are positive implications of the proposed changes with respect of supporting more local SEND and Alternative Provision to meet the needs of some pupils within their community which currently are not being met.

The consideration of the equality duty was applied both to the process of undertaking the consultation and the analysis of feedback to ensure that due consideration was given to the needs of persons with protected characteristics and the requirements of the public sector equality duty.

7.4 **Climate Change**

The contribution of some changes including the phased removal of some temporary accommodation will support the Council's policy on carbon reduction. Any capital investment in education provision will be made in consideration of how to best meet the [Council's Climate Change Strategy](#) and will meet current building control requirements as part of the planning process.

7.5 **Crime and Disorder**

No significant implications.

7.6 **Public Health**

No significant implications. Opportunities for children to walk or cycle to local school provision will be encouraged.

7.7 **Social Value**

The social value of the changes and their impact on local communities forms part of the consideration of proposals in light of the outcome of the consultation.

Paul Wagstaff

Assistant Director of Education and Skills

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Appendix - Table of responses received to the online consultation.

Background papers - None



Survey

SURVEY RESPONSE REPORT

28 November 2022 - 20 January 2023

PROJECT NAME:

Review of Primary Education Provision across Worthing Borough

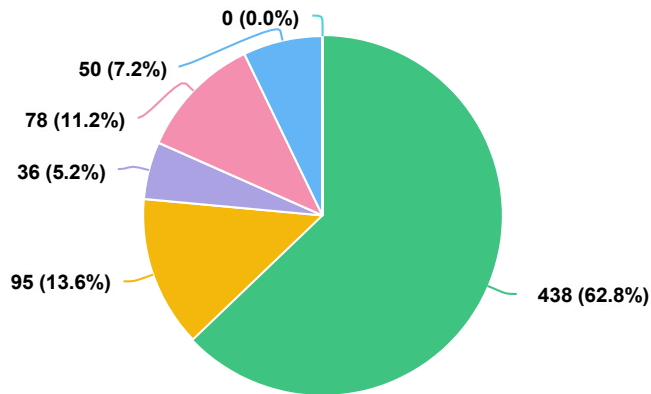
FILTER BY:

Do you believe the principle of all-through primary schools (i.e. aged 4-11 years) should be the preferred model of schooling across Worthing and Durrington

Answered : Yes , No , No-Opinion

SURVEY QUESTIONS

Q1 Which of the following best describes you



Question options

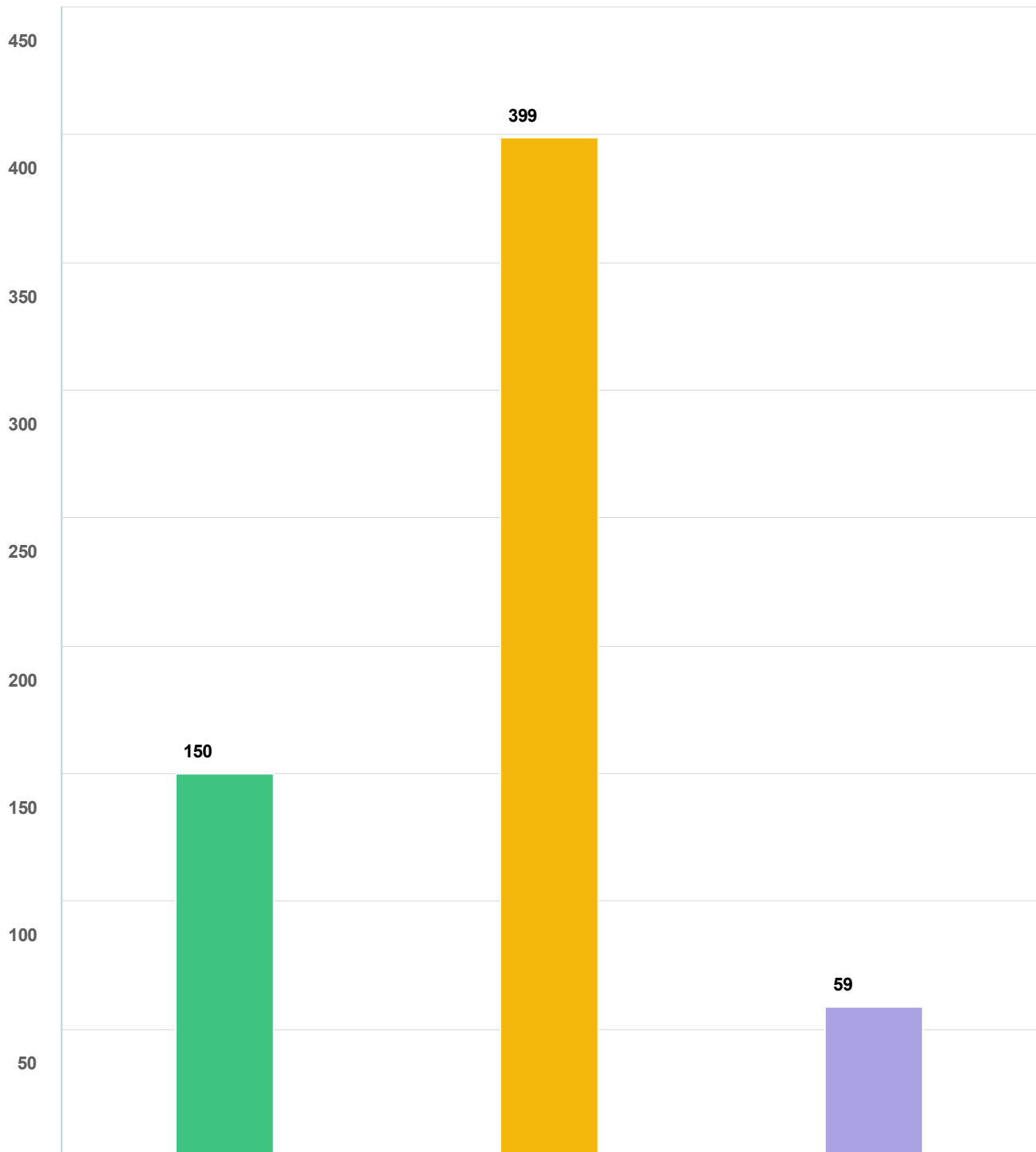
- Parent/Carer
- School Staff
- Governor
- Local Resident
- Other
- Student

Mandatory Question (697 response(s))

Question type: Dropdown Question

Filtering by: Do you believe the principle of all-through primary schools (i.e. aged 4-11 years) should be the preferred model of schooling across Worthing and Durrington Yes , No , No-Opinion

Q2 If you are a parent/carer, how old are your children?



Question options

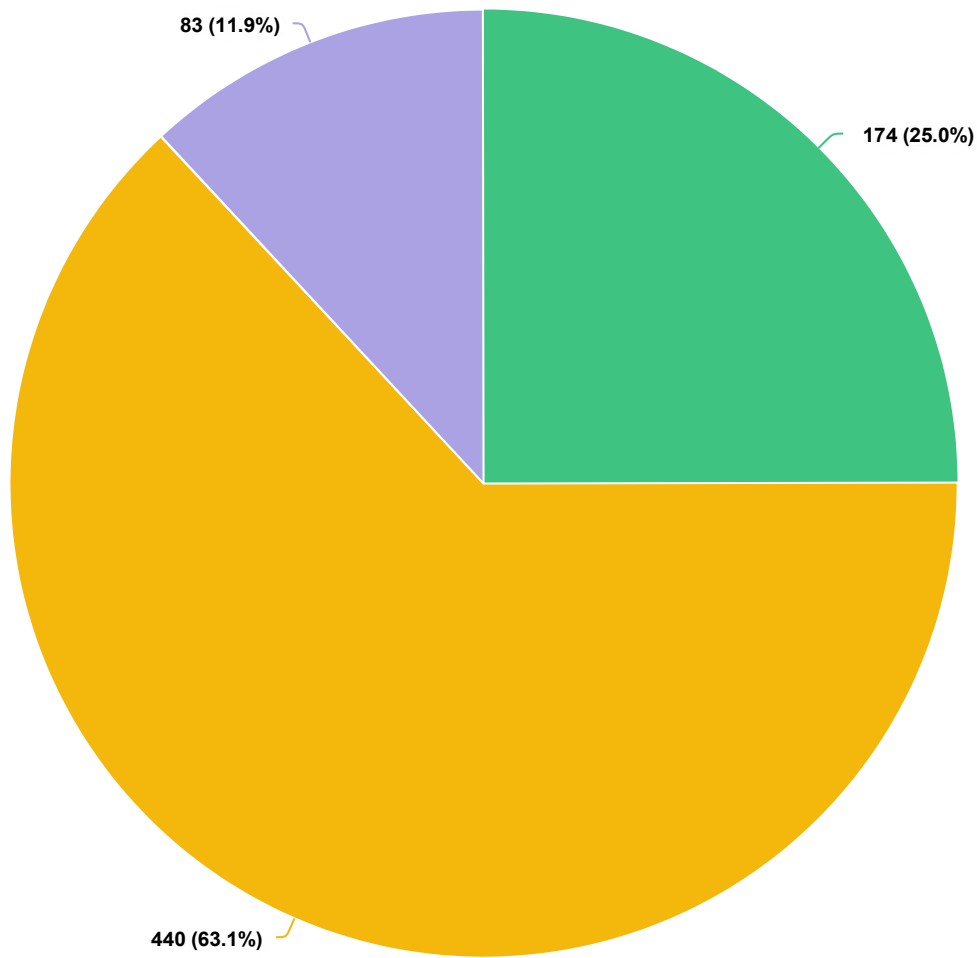
- Preschool (ages 0 to 4)
- Primary (ages 4 to 11)
- Secondary (ages 11 to 18+)

Mandatory Question (438 response(s))

Question type: Checkbox Question

Filtering by: Do you believe the principle of all-through primary schools (i.e. aged 4-11 years) should be the preferred model of schooling across Worthing and Durrington Yes , No , No-Opinion

Q3 Do you believe the principle of all-through primary schools (i.e. aged 4-11 years) should be the preferred model of schooling across Worthing and Durrington



Question options

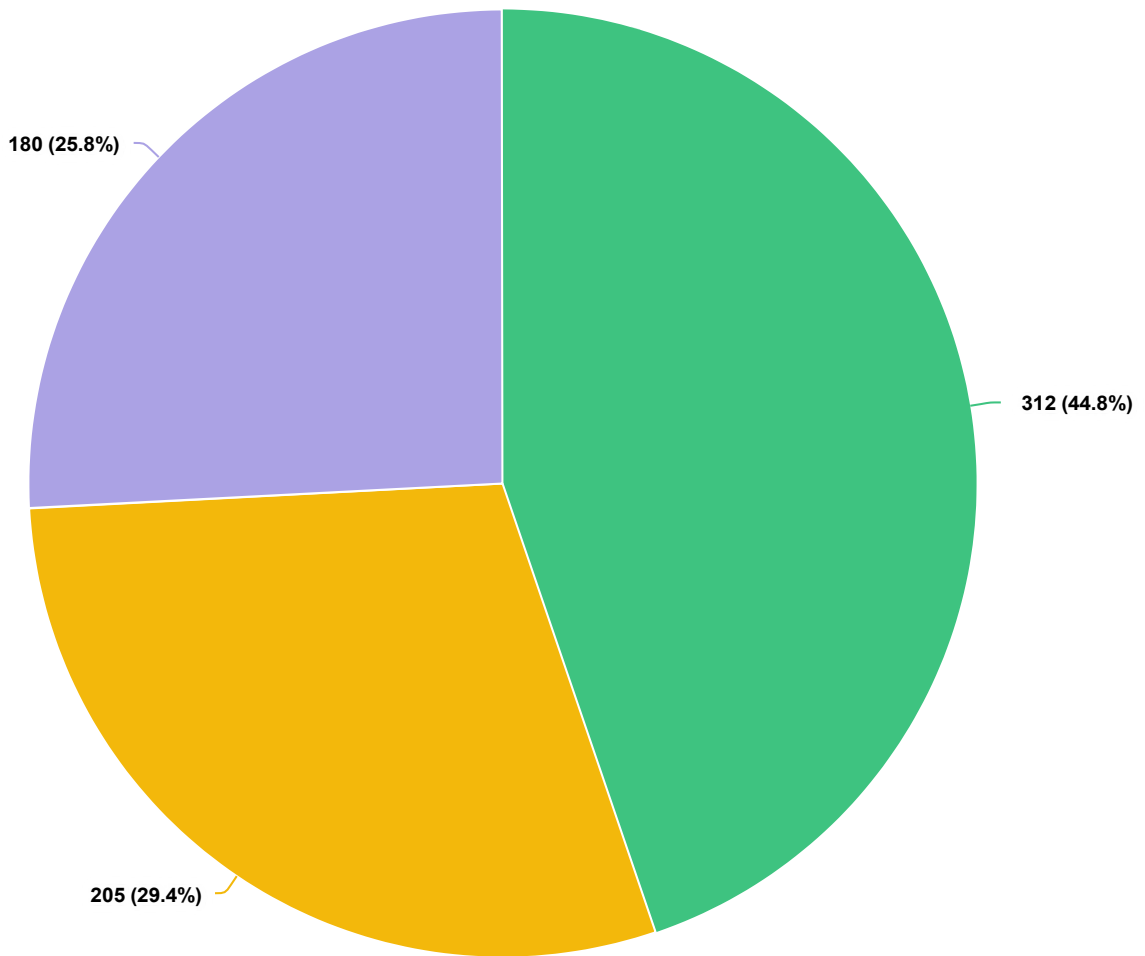
- Yes
- No
- No Opinion

Mandatory Question (697 response(s))

Question type: Radio Button Question

Filtering by: Do you believe the principle of all-through primary schools (i.e. aged 4-11 years) should be the preferred model of schooling across Worthing and Durrington Yes , No , No-Opinion

Q4 Do you support or object to the principle of reducing surplus places and enabling schools to organise provision to meet the needs of pupils and within finances available?



Question options

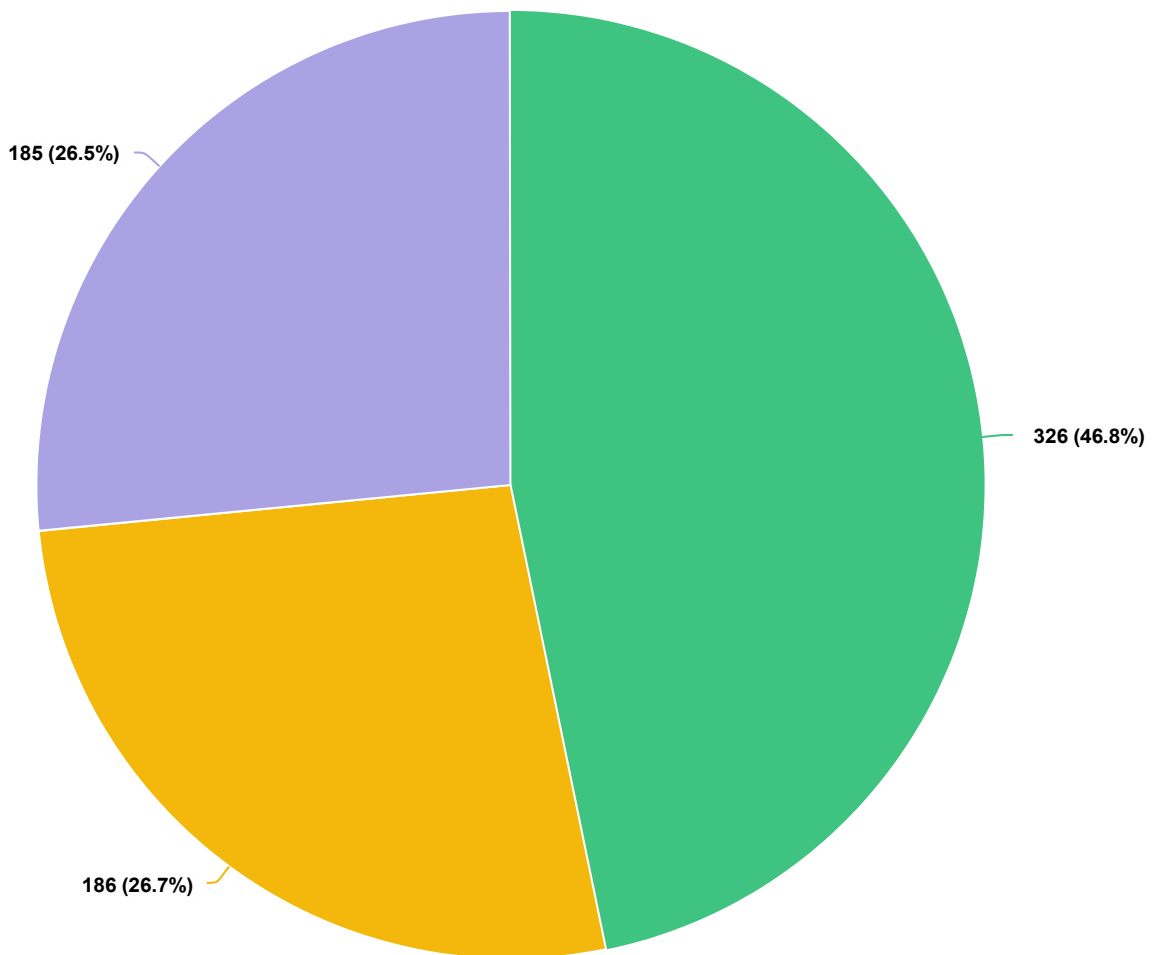
- Support the principles of reducing surplus places
- Object to the principles for reducing surplus places
- Neither Support or Object to the principles for reducing surplus places

Mandatory Question (697 response(s))

Question type: Radio Button Question

Filtering by: Do you believe the principle of all-through primary schools (i.e. aged 4-11 years) should be the preferred model of schooling across Worthing and Durrington Yes , No , No-Opinion

Q5 Do you support or object to the principle of removing temporary classrooms from school sites over a phased period?



Question options

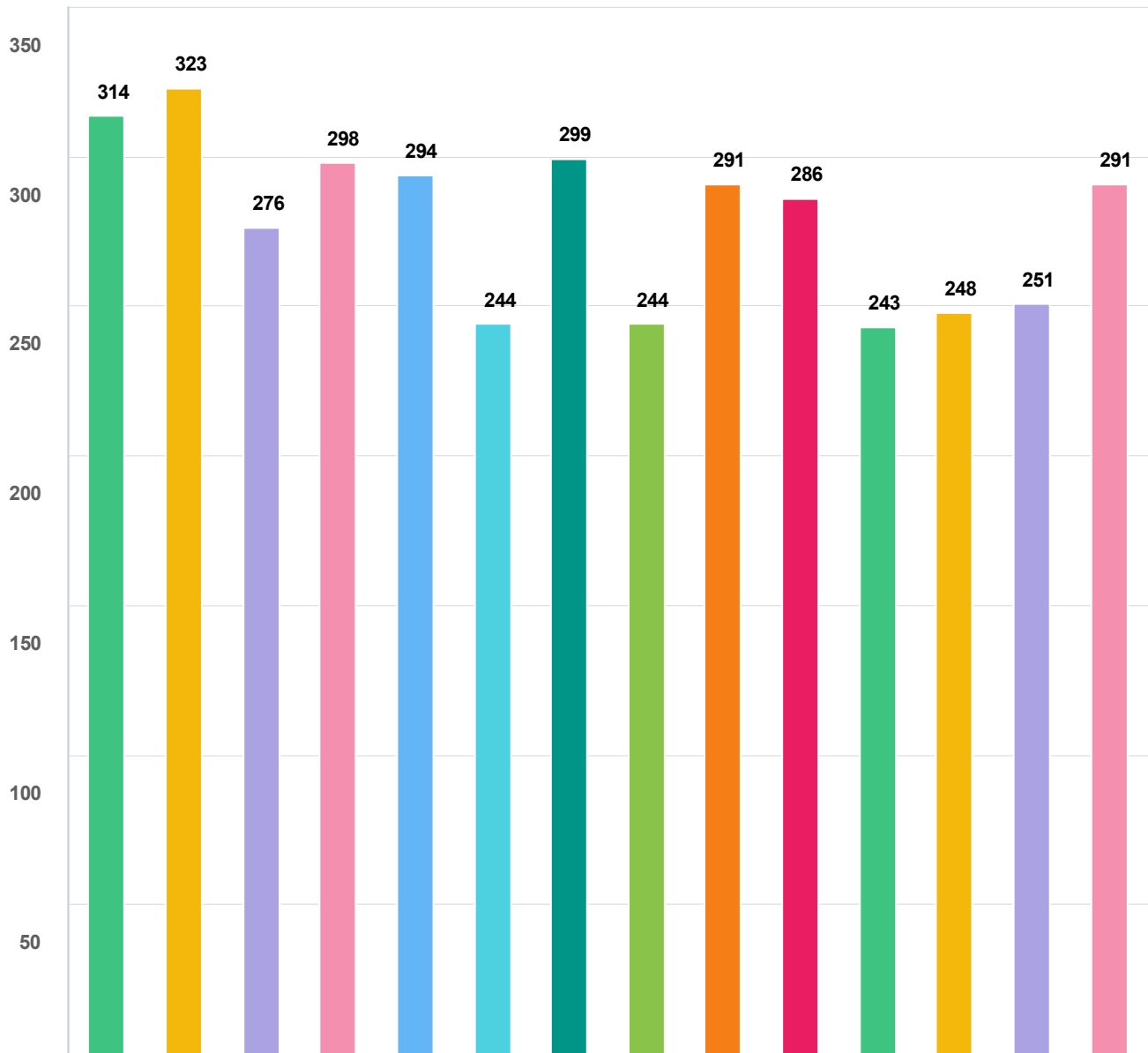
- Support the principle of removing temporary classrooms over a phased period
- Object to the principle of removing temporary classrooms over a phased period
- Neither Support or Object to removing temporary classrooms over a phased period

Mandatory Question (697 response(s))

Question type: Radio Button Question

Filtering by: Do you believe the principle of all-through primary schools (i.e. aged 4-11 years) should be the preferred model of schooling across Worthing and Durrington Yes , No , No-Opinion

Q6 Do you support or object to the retention of the current Published Admission Numbers at the following schools? Please tick all those you are in support of.



Question options

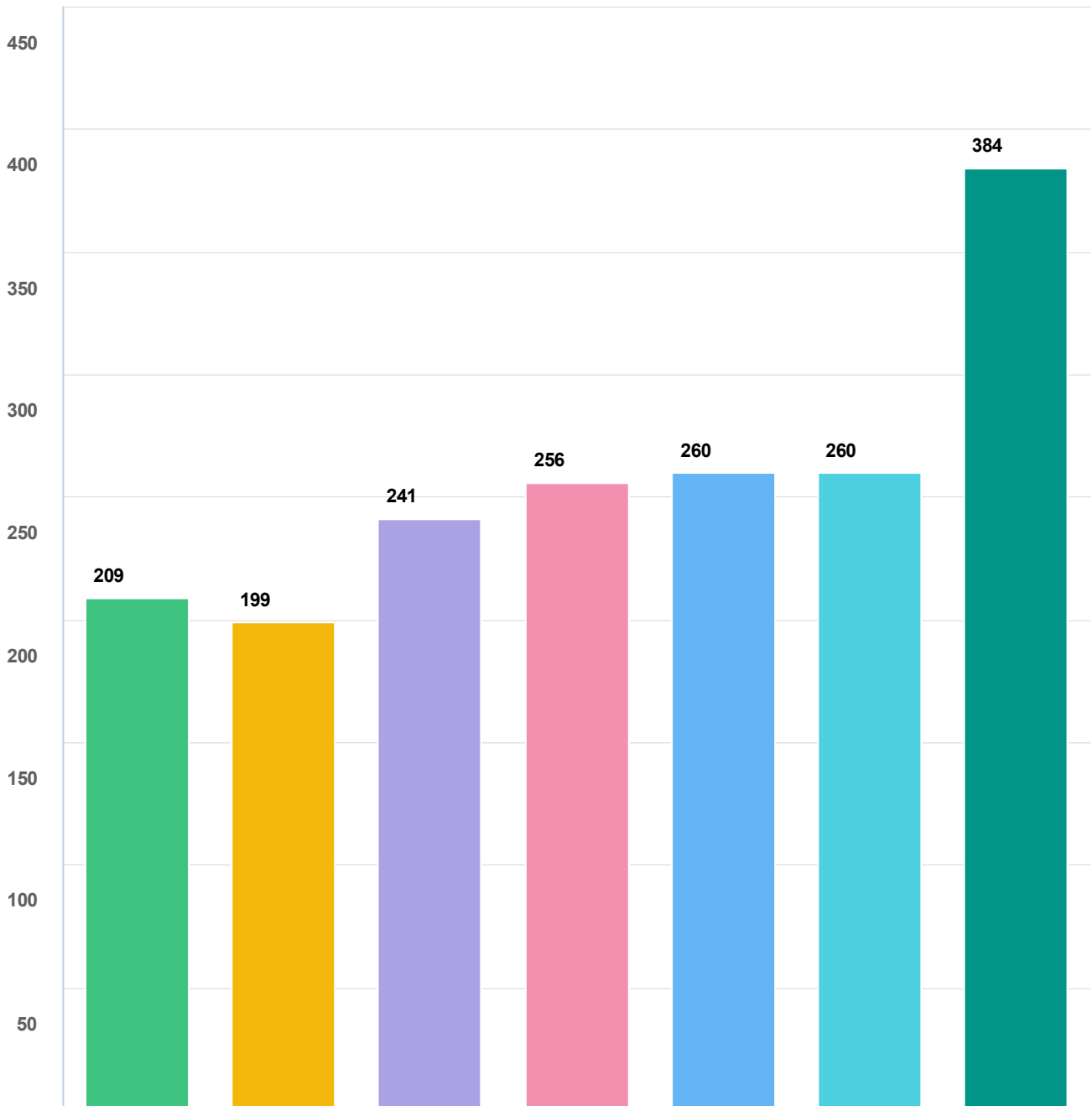
- Bramber Primary School PAN 30
- Broadwater C of E Primary School PAN 60
- Downsbrook Primary Academy PAN 60
- Elm Grove Primary School PAN 30
- English Martyrs Catholic Primary School PAN 30
- Hawthorns Primary School PAN 30
- Heene CofE Primary School PAN 60
- St Mary's Catholic Primary School PAN 30
- Orchards Junior School PAN 150
- Goring-By-Sea CofE (Aided) Primary School PAN 60
- The Laurels Primary School PAN 30
- Vale School, Worthing PAN 90
- West Park CofE Primary (Controlled) School PAN 120
- If you are not in support the proposals, please give your reasons below

Mandatory Question (697 response(s))

Question type: Checkbox Question

Filtering by: Do you believe the principle of all-through primary schools (i.e. aged 4-11 years) should be the preferred model of schooling across Worthing and Durrington Yes , No , No-Opinion

Q7 Do you support or object to the proposed reduction to the Published Admission Numbers at the following schools? Please tick all those you are in support of.



Question options

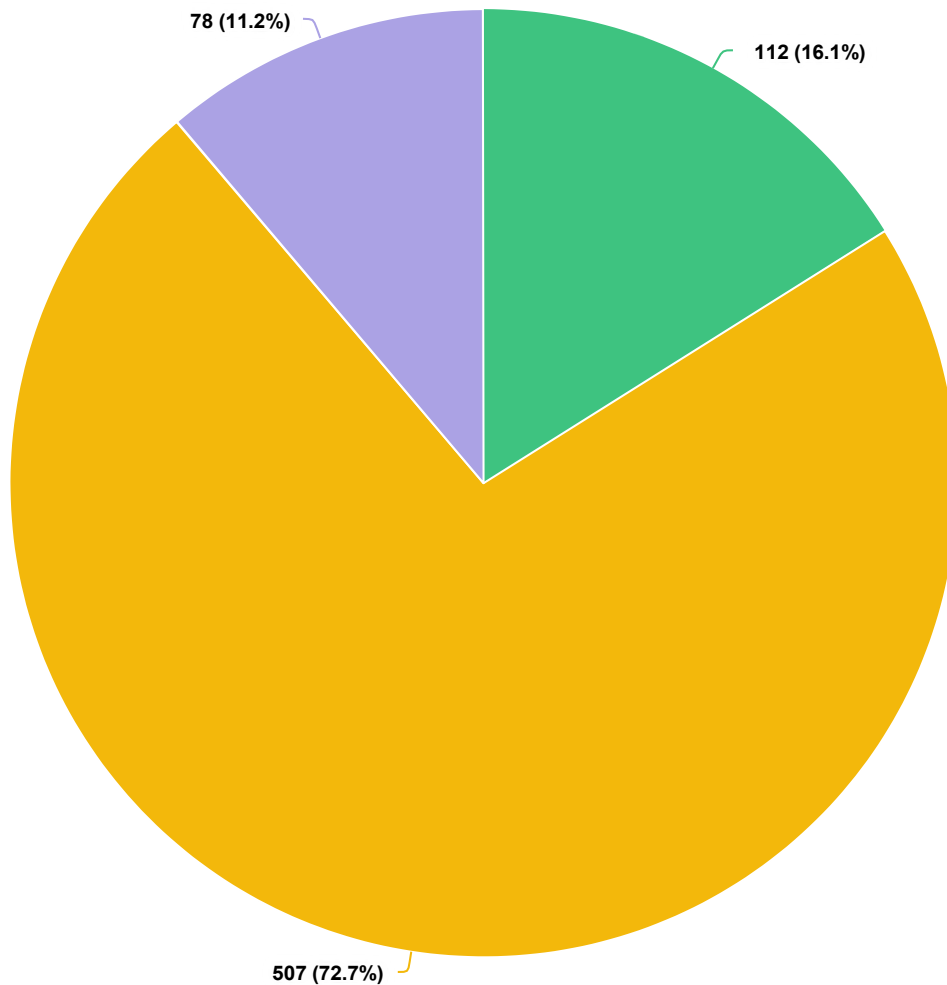
- Durrington Infant School reducing from 90 to 60
- Durrington Junior School reducing from 90 to 60
- Field Place Infant School reducing from 120 to 90
- Thomas A Becket Infant School reducing from 180 to 150
- Thomas A Becket Junior School reducing from 192 to 160
- Whytemead Primary School reducing from 45 to 30
- If you are not in support of the proposals, please give your reasons below

Mandatory Question (697 response(s))

Question type: Checkbox Question

Filtering by: Do you believe the principle of all-through primary schools (i.e. aged 4-11 years) should be the preferred model of schooling across Worthing and Durrington Yes , No , No-Opinion

Q8 Do you support or object to the proposal to create a single 4FE primary school under a single governing body (120 children in each year group) spread across two sites i.e. the Chesswood Road site currently occupied by Chesswood Junior School, and t...



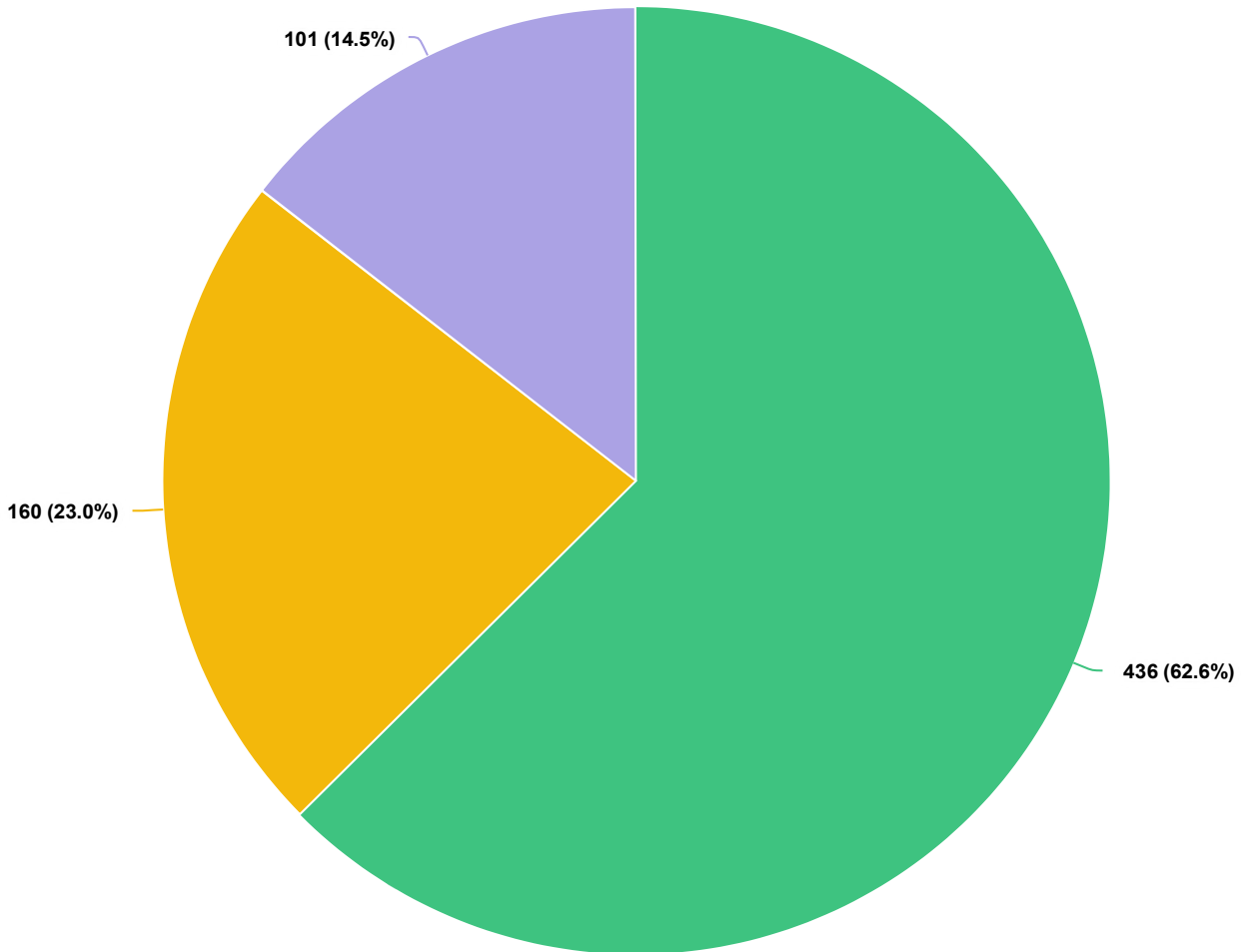
Question options

- Support the proposal to create an all through primary school on the current Chesswood Junior School site, plus infant places at Springfield
- Object to the proposal to create an all through primary school on the current Chesswood Junior School site plus infant places at Springfield
- Neither support or object to the proposal to create an all through primary school on the current Chesswood Junior School site plus infant places at Springfield

Mandatory Question (697 response(s)) Question type: Radio Button Question

Filtering by: Do you believe the principle of all-through primary schools (i.e. aged 4-11 years) should be the preferred model of schooling across Worthing and Durrington Yes , No , No-Opinion

Q9 Do you support or object to the proposal to create a 2 FE Key Stage 1 (60 children in each year group) primary school on the Chesswood Road site growing to a 4FE KS2 provision (120 children in each year group) to accommodate children who would curr...



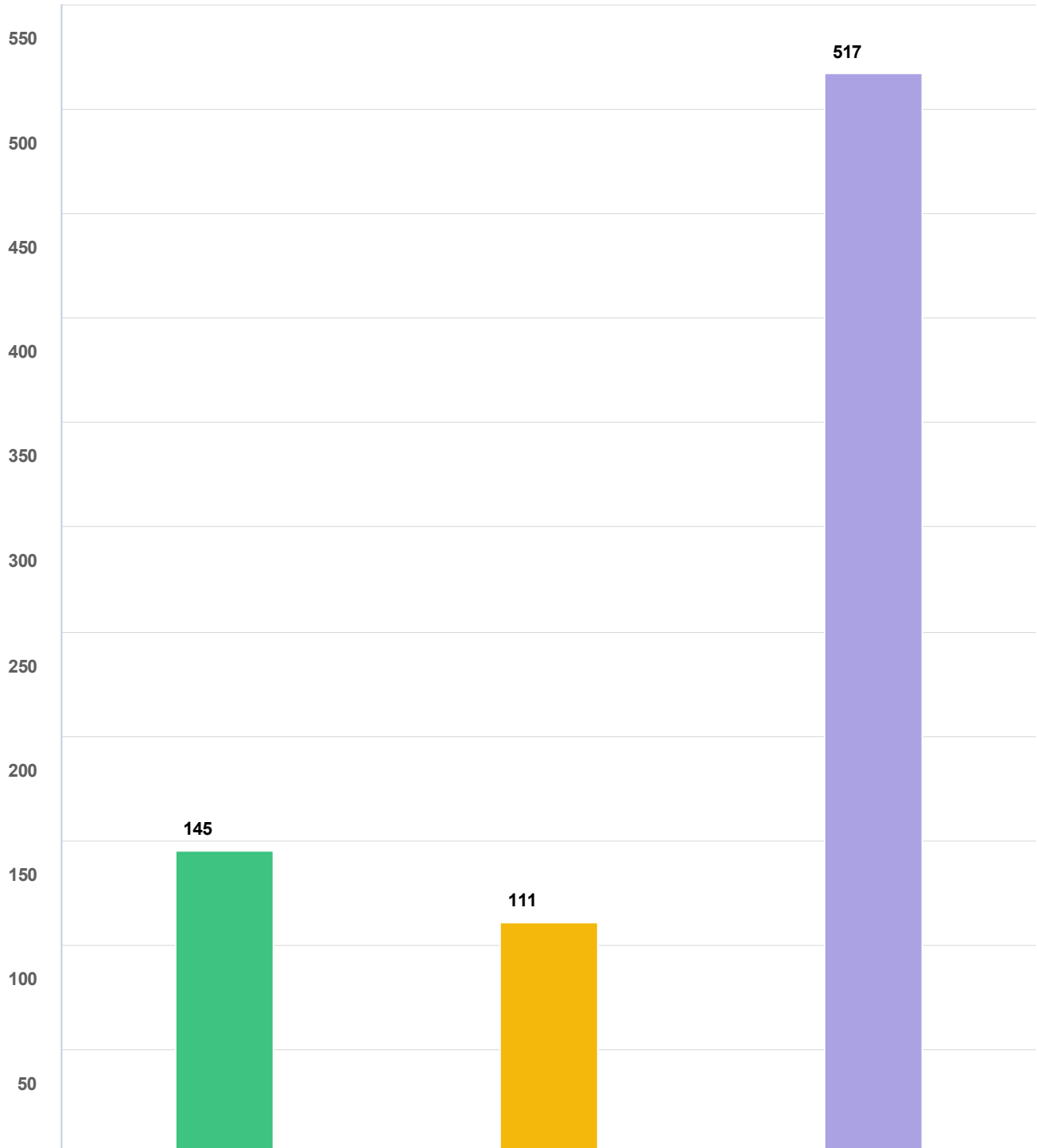
Question options

- Support the proposal to create a primary school on the Chesswood roadsite and leave Springfield Infant School as a separate school.
- Object to the proposal to create a primary school on the Chesswood road site and leave Springfield Infant School as a separate school.
- Neither support or object to the proposal to create a primary school on the Chesswood road site and leave Springfield Infant School as a separate school.

Mandatory Question (697 response(s)) Question type: Radio Button Question

Filtering by: Do you believe the principle of all-through primary schools (i.e. aged 4-11 years) should be the preferred model of schooling across Worthing and Durrington Yes , No , No-Opinion

Q10 Establish a new 8 place Specialist Support Centre, on either the Whytemead or Downsbrook Primary School sites to support those pupils with challenging additional educational needs.



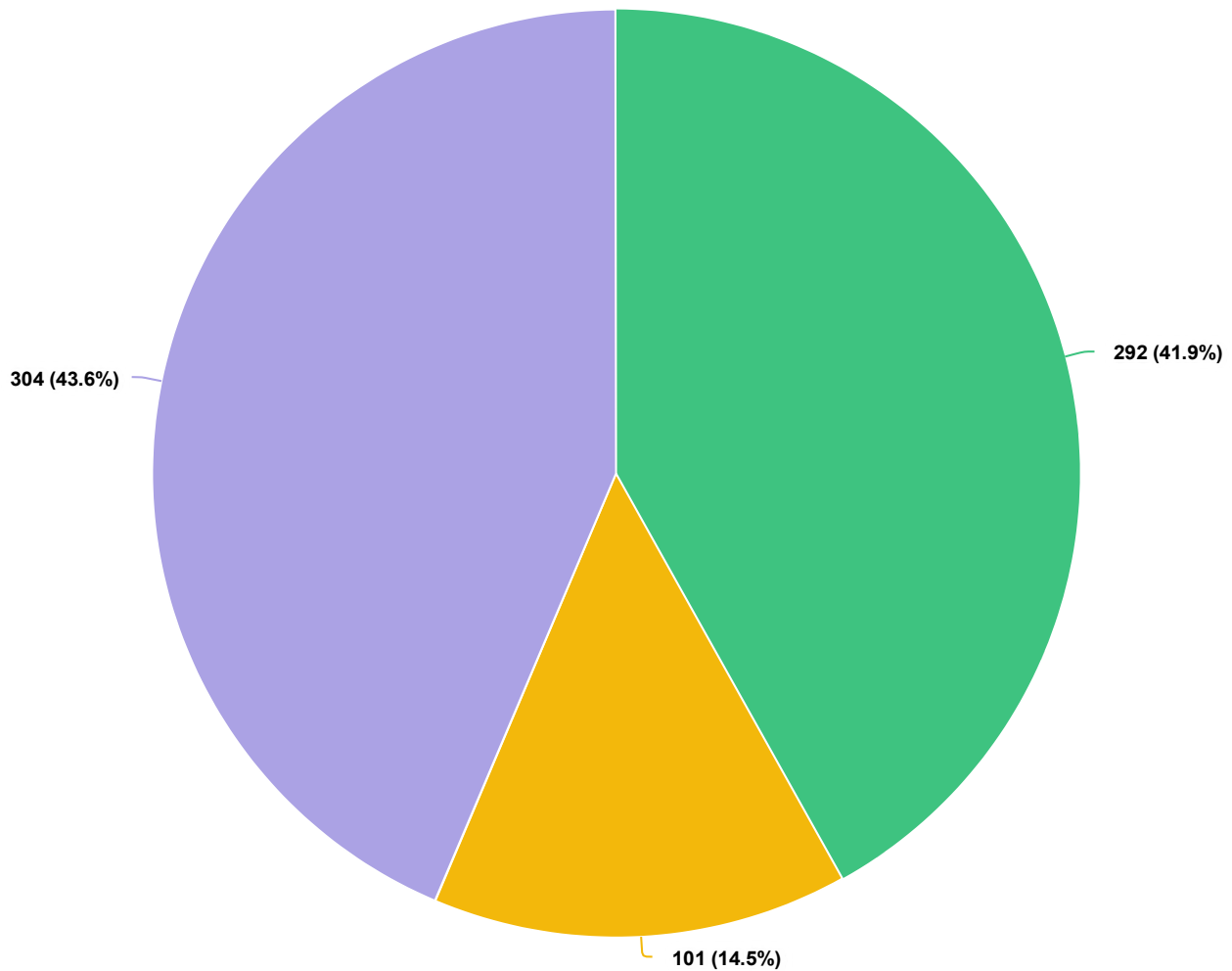
Question options

- Downsbrook Primary Academy
- Whytemead Primary School
- No Preference

Mandatory Question (697 response(s)) Question type: Checkbox Question

Filtering by: Do you believe the principle of all-through primary schools (i.e. aged 4-11 years) should be the preferred model of schooling across Worthing and Durrington Yes , No , No-Opinion

Q11 Do you support or object to the creation of a new 21 place Primary Special Support Centre for Social Communication Needs, on the Chesswood Junior School site, this will incorporate the 9 places currently available at Lyndhurst Primary School?



Question options

- Support the proposal to create a special support centre for social communication needs on the Chesswood Junior School site
- Object to the proposal to create a special support centre for social communication needs on the Chesswood Junior School site
- Neither support or object to the proposal to create a special support centre for social communication needs on the Chesswood Junior School site

Mandatory Question (697 response(s)) Question type: Radio Button Question

Filtering by: Do you believe the principle of all-through primary schools (i.e. aged 4-11 years) should be the preferred model of schooling across Worthing and Durrington Yes , No , No-Opinion

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Children and Young People's Services Scrutiny Committee

1 March 2023

Support for Young Carers

Report by Assistant Director of Education & Skills

Summary

Young Carers is a small and distinct service, previously managed through Early Help but located in Education and Skills, within the Children, Young People and Learning Directorate since the summer 2022. It is a service whose importance is becoming increasingly recognised, and this is a welcome opportunity to present Young Carers formally to the Committee for the first time. The local authority has statutory responsibilities for Young Carers as laid out in the Children and Families Act 2014. It is thought that there are around 6,000 young carers in West Sussex, less than half of whom are currently known to the service. There is currently no formal mechanism for identifying young carers other than through direct referrals. Young carers fulfil a crucial function within their family and community and, in many cases provide essential care that might otherwise have to be delivered through professionals. It is right therefore that they are supported within this role and assisted in their own journey to adulthood. There is now a growing multi-agency understanding and shared awareness between the County Council, schools and other agencies in support of young carers and their needs.

The report covers the following areas:

- The County Council's statutory responsibility for young carers.
- The arrangements for identification, assessment and support for young carers, including transition to young adult carers.
- The plans in place for an increasing number of identified carers.
- The impact on educational outcomes for young carers and how these are addressed.
- Areas of future development.

Focus for Scrutiny

The Committee is asked to assess the support provided to Young Carers in West Sussex to ensure Young Carers are reaching their potential.

Key lines of enquiry include:

- 1) To consider whether the arrangements outlined in this report for the identification, assessment and support for young carers are sufficient to meet the needs of young carers currently known to the service.

- 2) The plans in place to manage the increasing number of identified carers.
- 3) The impact of caring responsibilities on educational outcomes for young carers and how these are addressed.
- 4) The efficacy of arrangements within the service and with other agencies to identify and work with other young carers currently outside of the service.

The Chairman will summarise the output of the debate for consideration by the Committee.

1. Background and context: understanding the County Council's statutory responsibility for young carers

1.1 A young carer is a young person under the age of 18 whose life is affected by the care needs of another person, who may have any disability or long-term illness. This could be anybody with a physical or learning disability, debilitating chronic physical illness, mental health problem, someone who misuses drugs or alcohol, or is elderly and frail.

1.2 Young carers provide or help to provide a level of care and support to that person and take on a level of responsibility that is usually associated with an adult. The person they care for is usually someone they live with and could be a parent, sibling, grandparent or other relative. The statutory role of local authorities is prescribed by the Children Act 2004 and the Children and Families Act 2014. Section 17 Children Act (1989) places a duty on local authorities to assess whether a young carer in their area needs support and what those needs are if:

- it appears to the local authority that a young carer may need additional help;
- the local authority receive a request from a young carer or a parent of a young carer to assess the young carer's need for support; or
- an assessment has been carried out, but the circumstances of the young person or person being cared for has changed.

The local authority can refuse to carry out an assessment if:

- the young carer does not appear to have any support needs;
- an assessment has already been conducted and the circumstances have not changed.

1.3 In 2014, an amended Children Act 2014 Section 17 and Care Act of the same year clarified the duties linked to assessment of young carers and adults of young carers. Their combined direction indicates a duty to:

- assess on the first appearance of need;
- to identify Young Carers and decide if they are "Children in Need";
- ensure that the assessment of the young carer and the person they look after addresses any questions of "inappropriate care";

- take a whole-family approach to assessment and casework;
 - proactively identify young carers in the community (e.g.in school);
 - ensure that Young Carers are not left with inappropriate levels of care themselves, with this being reflected in the support given to the adult;
 - consider eligibility criteria for adult social care with respect to any parenting responsibilities;
 - ensure that Young Carers and are supported in their transition into adulthood.
- 1.4 Whilst Councils are under a legal duty to identify young carers and carry out assessments on the impact on the child and whole family, finding young carers is challenging as they are often isolated and hidden from view. The last census puts the official figure for young carers at nearly 170,000, however, research by the BBC and Nottingham University in 2018 suggested the true figure may be four times higher than official estimates claim.
- 1.5 The Young Carers (Family) Team within the Children, Young People and Learning Directorate is a specialist service and has 3 fundamental aims:
- To undertake assessments of young carers and to reduce caring levels where this is a concern.
 - To build resilience in Young Carers and their families.
 - To raise awareness of Young Carers.
- 2. The arrangements for identification, assessment, and support for young carers**
- 2.1 The identification of children who may be young carers is the responsibility of all who have contact with them. The service receives referrals for assessment from schools, Early Help, Children’s Social Care, through the Integrated Front Door, and directly from families. The current system of identifying Young Carers is through direct referrals as the School Census returns have not, until now, asked for the identification of Young Carers. However, the current Census return does seek information on Young Carers and, moving forward, this is likely to significantly increase local knowledge and the number of Young Carers known to the service.
- 2.2 Currently, the Young Carers team have 410 Young Carers registered and allocated to a case worker. At the beginning of January there were a further 177 awaiting allocation and 47 currently undergoing assessment. This figure has reduced by over 30 in February with the support of additional temporary capacity until permanent appointments are in place. A process is being put together with timelines to ensure that all those unallocated or awaiting assessment are triaged and assessed over the coming weeks. All referrals are triaged within 7 days of receipt to assess the level of risk and allow any immediate action to be identified where required. Additional temporary capacity has helped allow the team to maintain telephone contact with all families awaiting assessment and to progress any emerging actions. Once an assessment is undertaken, the level of engagement will depend on the level

of need. In 2022, the County Council’s data indicated the number of Young Carers under the age of 18 was 2258. Not all these Young Carers were subject to formal engagement with the Young Carers team, but several local groups are providing support for those who wish to engage.

- 2.3 The number of referrals is increasing and in January 2023, the team received 29 new referrals from a range of partners, analysed as follows:

Source of referral	No. of referrals
Children’s Social Care	5
Schools	11
MASH/Integrated Front Door	1
Self-referral	4
Community Nurse	1
CAMHS	1
Early Help	5
Carers’ support	1

- 2.3 The referrals are triaged by the team to establish the appropriateness for assessment and to identify any urgent action that may be required. Once allocated, the family assessment is undertaken by a member of the dedicated team. This assessment looks at all aspects of the family to determine the level of care being undertaken by the young person, the impact of their caring responsibilities on their life, and the roles of all others in the family and wider support network.
- 2.4 There is a wider package of support offered to young carers in West Sussex through a network of clubs, activities, and bespoke packages including access to counselling and the Breaks fund. Through the Breaks fund we have provided access to gyms, driving lessons and make financial contributions to school trips where appropriate. The clubs and activities are delivered in partnership with Carers Support West Sussex and Sussex Clubs for Young People. Further details of the clubs can be found in Annex A.
- 2.5 To support transition to young adult carers, the service offers all young carers aged 15- 18 a transition assessment which is designed to re-evaluate their caring role and to identify the support they will need as they move into being a young adult carer.
- 2.6 To further support our young carers’ transition into adulthood, the service offers access to ‘My Futures’. This is a monthly group run in conjunction with Carers Support West Sussex and provides an introduction and link to adult carer services.
- 2.7 The Young Carers team work closely with children’s and adult’s social care to ensure that appropriate assessment and support is in place. This can include

providing consultation support to allocated workers, making direct referrals to the integrated front door, and supporting families to access any appropriate interventions available.

3. Assurance that the service understands and has plans in place for an increasing number of identified carers

3.1 The Children's Society estimates that there are 800,000 young carers in the UK and many of these are not identified or receiving support. We anticipate that there are 6,000 young carers in West Sussex and currently only 2,400 are known to the Young Carers team.

3.2 The Children's Commissioner's survey '[The Big Ask](#)' (2021) shone a light on young carers and, for the first time, schools have been asked to identify those children shown as young carers within the annual school census. This has created an increased awareness of, and interest in young carers within schools and has led to a rise in referrals being made for assessment and support. The team have seen a 44% increase in referrals made by education settings and partners in the Autumn term of 2022/23:

Source	Autumn term 2021/22	Autumn term 2022/23
Primary	28	41
Secondary	10	13
Sixth form/college	1	4
School nurse	2	1

3.3 The Young Carers' team comprises of:

- 1 FTE – team manager
- 1 FTE – Partnership lead
- 7 FTE – key workers
- 0.5 FTE – Duty and referrals support

In response to this increase in demand, additional funding has been secured to further increase capacity within the team. This expansion will include the recruitment of a Referrals Lead who will be responsible for triage, case allocation and monitoring workflow. Additional caseworkers will provide capacity an increased number of assessments and provide a wider group offer to Young Carers. However, capacity will need to be kept under review in light of potential growth in demand following changes in Census capture.

3.4 The team have developed links with the University of Chichester and are providing placements within the team for two additional social work students. The students will support direct work with families and initial assessments of need.

3.5 A complete review is currently underway of working practices by the newly appointed team manager, giving specific focus to the criteria and thresholds

for assessment, timescales for assessment, and the team's interface with other frontline services.

4. The impact on educational outcomes for young carers, and how these are addressed.

- 4.1 As there has never been a nationwide count or identification of young carers, there is limited pupil-level data available relating to their educational outcomes. However, from 'The Big Ask' and other research projects we are aware that 27% of 11-15 years olds identified as young carers regularly miss school, and that 30% of young carers were not known as such to their school. The data collected from the school census will, over time, allow a better understanding of young carers' attendance and attainment, and drive change in policy and practice.
- 4.2 In the government's statutory guidance for schools and colleges on safeguarding children, '[Keeping children safe in education](#)', there is a responsibility for safeguarding leads to be aware of and to be alert to the needs of young carers. However, support, training and awareness raising to all of our schools and teachers is required to ensure all young carers are encouraged and supported to attend school regularly and to achieve their potential. The current development of an Attendance Strategy will include a specific focus on Young Carers and any patterns of absence will be picked up by then Early Help Dedicated Schools Teams in their termly conversations with schools.
- 4.3 The Education and Learning Strategy 2023–2025 outlines the County Council's commitment to improving the educational experience and outcomes for all children and also specifically for those deemed to be vulnerable. This includes recognition of those children and young people who face additional challenges and barriers to accessing school and learning. The service will work alongside all partners to influence change and improvements to secure better outcomes for specific groups, including young carers; (Theme 2, Workstream 2). This will include raising awareness with schools, along with specific actions and professional development for schools on improving outcomes for Young Carers.
- 4.4 The Young Carers Action Day (15 March 2023) has a theme of 'Make time for young carers' and is asking schools to consider how they provide time and support for their young carers as they proceed with their education. The Young Carers team will be providing a resource pack for schools, support in identifying children with caring responsibilities and access to additional training where required.
- 4.5 It is recognised that current data capture and the integration of data systems to ensure that Young Carer details are captured and linked with assessments are an area in need of development. IT development of integrated systems within the Department is part of a transformation project. To establish a West Sussex database, the team are working with colleagues from the Data and Performance team to move all data onto a single system. This will allow the team to cross-reference identified children with existing education data, and to track the attendance and outcomes for this group more closely.

5. Areas for future development

5.1 The team have identified the following areas for development in the next year.

- Further develop links with adult social care to ensure wider family concerns are addressed in a timely manner.
- To develop a robust data system to track identified young carers through education and into adulthood and to assess the impact of caring on educational outcomes.
- Work closely with schools across West Sussex to develop an understanding of young carers, the impact of caring on educational outcomes and to encourage the development of best practice within schools for identification and support.
- Maintain current capacity in the team under review to ensure that the team capacity is sufficient to meet any significant increase in referrals arising from changes in the School Census.

6. Risk implications and mitigations

Risk	Mitigating Action (in place or planned)
As noted at para 3.1 of this report, it is highly likely that the true number of young carers in the county considerably exceeds those currently known to the service and its partner agencies; therefore some young carers will inevitably be missing out on the support available to improve their personal and family circumstances.	As explained in this report, awareness-raising throughout the caring sector is being conducted, and there is now much greater evidence of inter-agency co-operation and information-sharing towards identifying young carers and meeting their needs; alongside, the management of data is becoming more efficient. In Social Care, the Council's adoption of the Family Safeguarding model offers more and better opportunities to gain insights into the whole family, the interaction of its members and their needs. The greater emphasis on mental health in settings such as schools also gives encouragement that more young carers needing support will be identified.
As more young carers and their needs are progressively identified, there will be a corresponding pressure on the service to expand its capacity, with attendant resource requirements.	As explained in this report at para 3.2, resources have been secured to respond to the recent growth in identified need. This situation will need to be kept under review. It should be noted that young carers fulfil a need that in some cases might otherwise escalate to require higher-level support from Early Help, Social Care or Health; therefore there is an economic as well as a social case to continue to address the need arising.

Policy alignment and compliance

7. Social Value

- 7.1 The service provision for Young Carers discussed in this report directly supports 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 service will also respect sustainability principles in accordance with the County Council's strategic policies.

8. Equality Duty

- 8.1 The service recognises the primary importance of the role of young carers, 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.
- 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 Council's Children First agenda.

9. Crime and Disorder Implications

- 9.1 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 activity discussed in this report.

10. Human Rights Implications

- 10.1 The County Council has an overriding duty to safeguard the Human Rights of children and young persons in its area, and this has been recognised in the design of services. 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.
- 10.2 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 service design principle. The Council will continue to ensure it fulfils all its statutory duties regarding meeting the needs of children and young persons in its area.

Paul Wagstaff
Assistant Director Education and Skills

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Annex A: Overview of Support available for Young Carers

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**YC Positive Activity Days
8-11 year olds**

The Group Programme for 8-11s is organised and delivered in-house by the Young Carers Family

A day of activities are run each school holiday in 3 areas of county

NB Summer Residentials are now entirely dependent on fundraising

Assessment and Direct Work 0-18 year olds

Statutory YC Assessments including Statutory Transition assessments for 16/17 year olds

Direct family work to reduce inappropriate or excessive caring roles

Direct work to build the resilience of YC or family Families at Level 2, 3 and 4 on continuum of need

**Young Carers
Discount Card**

Discounts available with local businesses

Consultation

Offer to WSCC Early Help Workers and some WSCC SW to advise and ensure that they are addressing the caring role in their work

**Local YC Groups
11-15 year olds**

The Young Carers (Family) Team (YCT) jointly run weekly groups in partnership with Carers Support West Sussex (CSWx) and Sussex Clubs for Young People (SCYP) These groups will be part funded by YCT and part funded by fundraising

NB Summer Residential/Young Carers Festival are now entirely dependent on fundraising

Groups - co-ordinated by YCT and planned and delivered by Youth Worker lead



**West Sussex Young Carers
(Family) Team**

YC Team Manager (FT)
YC Partnerships and Volunteer Lead (FT)
Referrals and allocations lead (FT) from 1.4.23
YC Duty & Referral Co-ordinator (0.5)
YC key workers (6.8 FTE) to 8.8 FTE as of 1.4.23

Breaks Fund

Flexible Fund aimed at providing respite particularly for Under 8 year olds
YC's not suitable for group programme
YC's in most need of additional activities

Raising Awareness

Training and Information
Creating Specific YC Resources
Events
Online Training Course

Future Transition Programme 16 -25

Partnership arrangement with Carers Support West Sussex

3 area groups meet monthly in Worthing, Crawley and Chichester organised planned and delivered jointly by workers from both YCT & CSWx.

PLUS Residential (Funding Dependent)

Volunteer Projects

Volunteer Mentor Project – positive role models in the community help YC's to work towards specific goals
Volunteer Transport Project - enabling YC's in most need to access YC local groups
Group Programme Volunteer Project – enabling additional support on respite activities

Counselling

Commissioned partnership with Your Space Therapies (YST)
Up to 10 sessions funded to take place in school

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Children and Young People's Services Scrutiny Committee Work Programme

Topic/Issue	Purpose of scrutinising this issue & Source	Timing/ Approach
Forthcoming Committee Meetings		
Early Help Service – review of new model	Performance Monitoring – to assess the impact of the first year of implementation of the new Early Help Model (implemented January 2022). What is working well, is it achieving what it set out to do and any areas for improvement. To also include a review of the financial impact (revenue and capital). (<i>Source: CYPSSC July 2021</i>)	7 June 2023
Performance and Resources Report - Q4 2022-23	Performance Monitoring: To assess the performance indicators relating to Children and Young People's Services in Our Council Plan (to be done quarterly).	7 June 2023
Family Safeguarding Model	Performance Monitoring: To assess the impact and performance of the first year of implementation of the Family Safeguarding Model (implemented February 2022)	13 September 2023
Performance and Resources Report – Q1 2023-24	Performance Monitoring: To assess the performance indicators relating to Children and Young People's Services in Our Council Plan (to be done quarterly).	13 September 2023
Performance and Resources Report – Q2 2023-24	Performance Monitoring: To assess the performance indicators relating to Children and Young People's Services in Our Council Plan (to be done quarterly).	15 November 2023
TBC		17 January 2024
Performance and Resources Report – Q3 2023-24	Performance Monitoring: To assess the performance indicators relating to Children and Young People's Services in Our Council Plan (to be done quarterly).	28 February 2024

Topic/Issue	Purpose of scrutinising this issue & Source	Timing/ Approach
Items for timetabling		
Children First Improvement Programme – Outcome of ILACS and next steps	Performance Monitoring: To scrutinise the outcome of the Full Ofsted Inspection (ILACS) and next steps (<i>Source: BPG 9 May 2022</i>).	TBC – awaiting Ofsted inspection date to be confirmed.
Children’s Social Care Quality Assurance	Performance Monitoring: To assess and seek assurance that the quality of practice is improving and providing better outcomes for children and young people. (<i>Source: CYPSSC 16 November 2022</i>)	Date TBC
Early Years	Performance Monitoring - to assess the ongoing work in Early Years, including improving school readiness to ensure children are reaching their full potential (<i>Source: CYPSSC 12 January 2022</i>)	TBC – awaiting development of workstream in Education & Learning Strategy to consider appropriate time for scrutiny.
Business Planning Group – items for BPG to consider for Scrutiny (including those raised by Committee Members under ‘Items for Future Scrutiny’).		
Care Leavers	Performance Monitoring – To assess the support and provision provided for Care Leavers. (<i>Source: CYPSSC on 28 September 2022</i>)	BPG obtaining further information to establish if this is an item for scrutiny.
West Sussex Safeguarding Children Partnership Annual Report 2021-22	Performance Monitoring – to consider the successes and areas of improvement for the partnership and to identify any areas for future scrutiny.	Annual Report has been circulated to Committee members. BPG to consider if there are any areas within the report where scrutiny could add value on 12 May meeting.
MASH/Integrated Front Door	Performance Monitoring – To consider the performance of the MASH and impact of the introduction of the Integrated Front Door. (<i>Source: BPG 18 October 2022</i>)	BPG to consider in more detail on if this item requires scrutiny.

Topic/Issue	Purpose of scrutinising this issue & Source	Timing/ Approach
Lessons Learnt from inquests	Performance Monitoring – To scrutinise the lessons learnt and action plans following recent inquests, including if services are configured appropriately and if response to actions are sufficient to address any identified issues. This could include a focus on transitions. <i>(Source: CYPSSC 28 September 2022)</i>	BPG to have an update once inquests are complete to consider any potential areas for scrutiny (expected Autumn 2023).
Sufficiency of Placements for Children we Care For	Policy Development: To assess the mix and numbers for placements and the policies the County Council is working to; and whether the right strategies are in place to provide the best outcomes for children we care for.	Sufficiency action plan to be shared with Committee- BPG to consider on 12 May.
Business Planning Group – to monitor		
School Placements	Policy Development: To monitor the impact of any reduced birth rates on demand for school places, particularly small schools or rural areas and the impact this has on secondary schools <i>(Source: BPG 9 May 2022)</i> .	BPG to be kept updated on specific proposals and to consider if there are any areas that require scrutiny.
Social Worker Recruitment and retention	Performance Monitoring - To monitor the impact of the recruitment and retention initiatives in increasing the permanent social worker workforce <i>(Source: CYPSSC on 8 June 2022)</i> .	BPG will continue to monitor progress to identify if there is anything to add to the work Programme. Impact of initiatives to be shared with Committee in April 2023.
SEND and Inclusion Strategy updates.	Policy Development – To scrutinise any proposed changes or amendments to the SEND and Inclusion Strategy as a result of the outcomes of the SEND Green Paper <i>(Source: CYPSSC 12 July 2022)</i> .	BPG to monitor this and schedule scrutiny should any changes be proposed.
Elective Home Education (EHE)	Performance Monitoring – to assess the County Council’s approach to elective home education. Impact of Covid-19 on EHE also to be considered as well as the implications of the Schools White Paper (currently paused for Policy Review).	BPG to monitor as part of the implementation of Education and Learning Strategy.

Topic/Issue	Purpose of scrutinising this issue & Source	Timing/ Approach
Skills Strategy	Policy Development – to input and influence the development of a Skills Strategy. (<i>Source: BPG & Work Programme Planning member session Spring 2022</i>). An Executive TFG is being established as agreed at Full Council on 16 December 2022. Members will be kept updated on the progress of this, including any opportunities for involvement. Any scrutiny of the Strategy will be considered at the appropriate time.	TBC
Youth Justice Action Plan	Performance Monitoring: To consider the progress made on the Youth Justice Action plan that was implemented following the Inspection of the service in Spring 2022 with a particular focus on the 6 recommendations from Ofsted (<i>Source: Full Council 15 July 2022</i>).	An update on progress will be provided to BPG in Spring 2023.
CYPSSC Task and Finish Groups		
Mental Health and Emotional Wellbeing of Children and Young People	Service Development – to assess the provisions and plans in place to support young people’s mental health and emotional wellbeing and any areas of influence. An TFG is being set up (led by HASC) and will include representation from CYPSSC. The work will commence with an evidence gathering session to which CYPSSC and HASC members will be invited.	In Development - date for evidence gathering session being finalised.
Needs Assessments and EHCPs –Process, Practice and Delivery	Service Development – To explore the process, criteria and practice of Education Health and Care Needs Assessments and Education and Health Care Plans. To review whether the County Council is providing a consistent approach and delivery to West Sussex Children and Families and to identify any potential areas of improvement. (<i>Source: CYPSSC BPG</i>)	On Hold – BPG to monitor through PRR and Education and Learning Strategy development to assess any future scrutiny requirements.
Visits/Briefings to support scrutiny		
Briefing: Children’s Residential Homes	All member briefing on Children’s Residential Homes and Placement challenges (<i>Source: CYPSSC 28 September 2022</i>)	Complete - 7 December 2022 1.30pm – 3pm

Scrutiny Business Planning Checklist

Priorities	<p>Is the topic:</p> <ul style="list-style-type: none"> • a corporate or service priority? In what way? • an area where performance, outcomes or budget are a concern? How? • one that matters to residents? Why? • key decision preview, policy development or performance?
What is being scrutinised and why?	<ul style="list-style-type: none"> • What should the scrutiny focus be? What key lines of enquiry should be covered? • Where can the committee add value, what impact can scrutiny have? • What is the desired outcome from scrutiny?
When and how to scrutinise?	<ul style="list-style-type: none"> • When can the committee have most influence? (Is the committee getting involved at the right time, or the earliest opportunity?) • What is the best approach - committee, TFG, one-off small group, informal briefing or written update? • What research, visits or other activities could complement the scrutiny? • Would scrutiny benefit from external witnesses or evidence?
Is the work programme focused and achievable?	<ul style="list-style-type: none"> • Have priorities changed – should any work be brought forward, stopped or put back? • Can there be fewer items for more in-depth consideration? • Is there a balance between policy development, performance monitoring and key decision preview? • Has sufficient capacity been retained for future work?

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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 sitting in public. The meetings are also 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 and Property 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 Katherine De La Mora on 033 022 22535, email katherine.delamora@westsussex.gov.uk.

Published: 13 February 2023

Children and Young People

Commissioning of specialist support staff to assist delivery of the Family Safeguarding Model for Children and Young People (Rolling Entry)

As part of the redesign of Children’s Services the Council is implementing a Family Safeguarding Model of practice which requires specialist staff to deliver services to support adults in families open to Children’s Social Care.

Whilst the County Council and Health provides some of these services, the Family Safeguarding Model is an integrated approach with co-located teams made up of all the services required to provide an effective intervention. Therefore, it will be necessary to work with partner service providers to contribute to delivering elements of the wrap-around support for families, particularly those facing issues with mental health, domestic abuse and substance misuse.

The partner service providers will be those already delivering mental health support (Sussex Partnership Foundation Trust and/or Sussex Community Foundation Trust), substance misuse support (Change, Grow, Live), and domestic abuse support (the Probation Service), in line with nationally recognised best practice.

In August 2022 the Director for Children, Young People and Learning approved the award of contracts to Change, Grow, Live and The Probation Service for the provision of specialist staff ([decision OKD24 \(22/23\)](#) refers).

The Director for Children, Young People and Learning will be asked to approve the direct award of contracts to Sussex Partnership Foundation Trust and/or Sussex Community Foundation Trust to source the provision of mental health support staff to support delivery of the Family Safeguarding Model.

Decision by	Director of Children, Young People and Learning (Lucy Butler)
Date added	3 May 2022
Month	Between July 2022 and March 2023
Consultation/ Representations	No consultees currently identified. Representations concerning this proposed decision can be made to the decision-maker, via the report author, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	
Author	Stephen Humphries
Contact	Wendy Saunders Tel: 033 022 22553

Award of contract for refurbishment of Contact Centre at Orchard House Children's Home

Orchard House children’s home in Cuckfield is part of the County Council’s Residential Service. The buildings at the site provide a range of services including court-ordered supervised contact between children and families.

The Cabinet Member for Children and Young People approved the allocation of funding for remodelling the wider Orchard House site and the launch of two separate procurement processes to undertake the works, with the refurbishment of the contact centre being one of these tender opportunities (decision [CYP04\(21/22\)](#) refers)

The Cabinet Member also delegated authority for the award of the contracts to carry out the works. Therefore, on completion of the procurement process the Director of Children, Young People and Learning will be requested to approve the award of a contract to carry out the refurbishment of the contact centre to the successful provider.

Decision by	Director of Children, Young People and Learning (Lucy Butler)
Date added	13 April 2022
Month	February 2023
Consultation/ Representations	Finance Legal Procurement Representations concerning this proposed decision can be made to the Director of Children, Young People and Learning, via the contact officer, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	Cabinet Member Decision CYP04(21/22)
Author	Thomas Strivens Tel: 033 022 22082
Contact	Wendy Saunders Tel: 033 022 22553

Learning and Skills

Award of contracts for the expansion project to accommodate bulge classes at Downlands Community School, Hassocks (Rolling Entry)

Following a review of pupil projections for starting secondary school in Mid Sussex, and particularly in Hassocks, due to increasing pupil numbers it is necessary to provide for a bulge class of 30 pupils at Downlands School in September 2022 and September 2023, creating a total of 60 additional places. To accommodate this temporary increase in pupil numbers a project will be delivered to invest in teaching and non-teaching areas at the school.

In September 2022, the Assistant Director (Property and Assets) approved the allocation of £2.3m of received S106 contributions to fund the expansion and to procure the delivery of works as set out in Decision [ODK26 \(22/23\)](#).

Procurement processes are being undertaken to secure contractors for the delivery of the necessary works to expand the school, requiring two separate decision processes. For each decision the Assistant Director (Property and Assets) will be asked to approve the award of a contract to the preferred provider to enable the expansion project at Downlands Community School to proceed.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
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Date added	27 October 2022
Month	Between January 2023 and May 2023
Consultation/ Representations	No consultees currently identified. Representations concerning this proposed decision can be made to the decision maker 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	Matthew Wakefield Tel: 07597 528007
Contact	Wendy Saunders Tel: 033 022 22553

Proposed Expansion of Yapton CE Primary School - Allocation of Design Fees

The County Council has a statutory duty to ensure there are sufficient primary and secondary school places for all children who need a place. The Basic Need requirements are reviewed annually to identify the next tranches of projects and to ensure planned projects are still required following review of projection data of pupil numbers. The requirements across the county are set out in the annual update of the [Planning School Places document](#).

Pupil projections for the Barnham/Westergate planning area are indicating there are insufficient places for children starting school which is in part due to the significant house building across the area. The County Council are often unable to offer local places to movers into the area outside of the annual admissions round as all schools are full. It is therefore proposed that Yapton CE Primary School is expanded from 1.5 form entry (FE) (315 places) to 2FE (420 places) to meet the current demand for places. Additional land has been secured through a S106 Agreement to support the expansion of the school.

Following conclusion of a feasibility study to consider how best to expand the school to meet Department for Education (DfE) and West Sussex guidelines for school accommodation, further design work is now required to develop an expansion project that will meet the overall programme for delivery of places by 2024.

The Cabinet Member for Learning and Skills will be asked to approve the allocation of funds to enable the design work to commence.

Decision by	Cabinet Member for Learning and Skills (Cllr Nigel Jupp)
Date added	24 November 2021
Month	February 2023
Consultation/ Representations	School 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

Background documents (via website)	None
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Allocation of S106 Funding to create provision for accommodating bulge classes at Sir Robert Woodard Academy, Lancing

Following a review of pupil projections for starting secondary school in Shoreham and Lancing in 2022, it is necessary to provide for two bulge classes of 30 pupils at Sir Robert Woodard Academy to ensure sufficient places are available for those starting secondary school.

The project will provide additional general teaching accommodation in modular accommodation and external dining facilities, enabling the school to accommodate a temporary increase in pupil numbers. This will be funded by monies from S106 funds which have been received specifically for creating additional secondary aged capacity within the planning area at Sir Robert Woodard Academy.

The Assistant Director (Property and Assets) will be asked to approve the budget required for delivering the expansion project at Sir Robert Woodard Academy in Lancing.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	13 April 2022
Month	February 2023
Consultation/ Representations	Representations concerning this proposed decision can be made to the Assistant Director (Property and Assets), 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	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Allocation of Funding for Expansion of QEII Silver Jubilee School, Horsham

The [Special Educational Needs and Disability \(SEND\) Strategy 2019-2024](#) aims to provide high quality local education provision for children and young people with SEND and optimise value for money from the High Needs Block of the Dedicated Schools Grant. As part of the development of the SEND Strategy, the County Council has identified an increased demand for extra provision in Special Schools across West Sussex to meet increasing needs.

Following a review of current numbers on roll, projected needs and the existing accommodation at QEII School in Horsham the need for further additional

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accommodation has been identified, to enable the school to accommodate up to 65 additional young people in a phased approach. The school caters for 2 to 19 year olds with Special Educational Needs.

It is proposed that the additional provision is provided on a satellite site in Horsham, to be leased by the County Council. Refurbishment work will be required to ensure the accommodation at the satellite site is appropriate for the pupils who will be located there. The additional physical space created through this work will enable QEII School to accommodate the most complex young people with SEND.

The feasibility work for the project to accommodate the pupils has been commissioned. Following detailed design and associated cost estimates the Cabinet Member for Learning and Skills will be asked to approve the allocation of the funds required to enable the project to proceed.

Decision by	Cabinet Member for Learning and Skills (Cllr Nigel Jupp)
Date added	28 June 2022
Month	February 2023
Consultation/ Representations	Representations concerning this proposed decision can be made to the decision maker 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	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Allocation of Funding for Schools Access Initiative

The County Council encourages the inclusion, where appropriate, of all pupils with disabilities in mainstream schools. To assist in enabling this it is proposed that additional funds are approved for the Schools Access Initiative budget to fund adaptations and improvements to school buildings to ensure their accessibility to pupils where reasonably practicable. This will improve the educational and social outcomes for children and their families and reduce the requirement for more costly specialist Special Educational Needs and Disabilities (SEND) provision. Works funded by the budget could include installing hygiene facilities, ramps and making acoustic improvements.

In February 2022 the County Council approved an allocation of £250,000 for the Schools Access Initiative for the 2022/23 financial year. The Cabinet Member for Learning and Skills will be asked to approve the allocation of additional funding from Basic Need Capital Provision to provide a School Access Initiative budget for 2023/24 to 2026/27.

Decision by	Cabinet Member for Learning and Skills (Cllr Nigel Jupp)
Date added	26 July 2022
Month	February 2023

Consultation/ Representations	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.
Background documents (via website)	None
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

**Phase 2 Special Support Centre Programme - Warden Park Secondary Academy
- Allocation of Additional Funding for Project Delivery**

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.

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 CAB03\(19/20\)](#)). In October 2020 the Cabinet Member for Education and Skills approved the allocation of design fees to progress 6 of the Special Support Centres (SSC) including expanding the SSC at Warden Park Academy to create additional places ([Decision reference ES09 \(20/21\)](#)).

In November 2020 the Cabinet Member for Education and Skills approved the allocation of Section 106 funding for education infrastructure capital projects, including education infrastructure at Warden Park Secondary Academy (decision [ES10 \(20/21\)](#) refers).

Since that approval further design work has been undertaken and costed in relation to expanding the SSC at Warden Park Academy. This indicates that additional funding will be required over and above the S106 allocation to deliver the works required.

The Cabinet Member for Learning and Skills will be asked to approve the allocation of additional capital funding from the Capital Programme to enable the project to create additional places at the Special Support Centre at Warden Park Academy to proceed.

Decision by	Cabinet Member for Learning and Skills (Cllr Nigel Jupp)
Date added	26 July 2022
Month	February 2023
Consultation/ Representations	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
Background documents (via website)	None

Author	Leigh Hunnikin Tel: 033 022 23051
Contact	

Allocation of funding for creation of a Satellite Site for Fordwater School, Chichester

The [Special Educational Needs and Disability \(SEND\) Strategy 2019-2024](#) aims to provide high quality local education provision for children and young people with SEND and optimise value for money from the High Needs Block of the Dedicated Schools Grant. As part of the development of the SEND Strategy, the County Council has identified an increased demand for extra provision in Special Schools across West Sussex to meet increasing needs.

Fordwater School in Chichester caters for 144 pupils aged 2 to 19 with severe and complex learning difficulties. To assist in managing the growing demand for places additional accommodation to enable the school to expand is required. In August 2022 a decision was taken by the Cabinet Member for Finance and Property (decision [FP06 \(22/23\)](#) refers) to lease a building at Chichester High School to create a satellite site for Fordwater School which will offer provision for secondary aged pupils. This will enable Fordwater's capacity to increase from 144 to 184 places in total in a phased approach.

Remodelling work will be required to ensure the accommodation at the satellite site is appropriate for the pupils who will be located there.

The Cabinet Member for Learning and Skills will be asked to approve the allocation of the funds required to enable a contractor to be appointed to undertake the remodelling works required.

Decision by	Cabinet Member for Learning and Skills (Cllr Nigel Jupp)
Date added	24 August 2022
Month	February 2023
Consultation/ Representations	No consultees currently identified. Representations concerning this proposed decision can be made to the decision maker via the report author by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Allocation of S106 funding to enable expansion of St Wilfrid's Catholic School, Crawley

St Wilfrid's Catholic School in Crawley is currently a 5 form entry (5FE) 11-16 Secondary School. The school has grown in recent years to meet the demand for places, taking bulge classes of 30 pupils in each of the last three years. This has led to the requirement for additional accommodation to enable the school to become a 6FE 11-16 Secondary School in all year groups.

It is proposed that a new teaching block incorporating 6 classrooms, office space, toilets and storage is provided. The intention is to fund the expansion project using received Section 106 funds which must be spent on additional secondary educational infrastructure and/or equipment in Crawley.

It is intended that the expansion is delivered as a school managed project. Therefore, following detailed design and associated cost estimates provided by the school, the Assistant Director (Property and Assets) will be asked to approve the allocation of the S106 funds to the school to enable the project to proceed.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	12 August 2022
Month	February 2023
Consultation/ Representations	Cabinet Member for Learning and Skills Representations concerning this proposed decision can be made to the Assistant Director (Property and Assets) via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Allocation of S106 funding to enable expansion of The Holy Trinity CE Secondary School, Crawley

The Holy Trinity CE Secondary School in Crawley is currently a 7 form entry (7FE) 11-18 Secondary School. To meet the increased need for pupil places in Crawley and the wider area, it is necessary to accommodate a bulge class of 30 pupils at the school in September 2022. Projections indicate an ongoing demand for additional Secondary places and therefore it is proposed that the school be expanded from 7FE to 8FE (210 to 240 per year) to meet the demand. Additional accommodation is required to enable the school to become an 8FE 11-18 Secondary School in all year groups.

It is proposed that a new teaching block incorporating 6 classrooms, office space, toilets and storage is provided. The intention is to fund the expansion project using received Section 106 funds which must be spent on additional secondary educational infrastructure and/or equipment in Crawley.

It is intended that the expansion is delivered as a school managed project. Therefore, following detailed design and associated cost estimates provided by the school, the Assistant Director (Property and Assets) will be asked to approve the allocation of the S106 funds to the school to enable the project to proceed.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	12 August 2022
Month	February 2023

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

Award of contract for the replacement of modular teaching accommodation at Slinfold CE Primary School

Slinfold CE Primary School is a 140 place Primary School for 4-11-year-olds incorporating five classrooms and a pre-school on site. Two of the five classrooms are in 30-year-old modular classrooms, which have significant suitability and condition issues due to the age of the buildings, and are nearing the end of their life.

In December 2021, the Cabinet Member for Learning and Skills approved the allocation of £1.158m funding to replace the modular classrooms with a two class extension and delegated authority to the then Director of Property and Assets to award the contract ([Decision LS12 \(21/22\)](#) refers).

A procurement has been undertaken and the Assistant Director (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 the classrooms at Slinfold CE Primary School.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	27 October 2022
Month	February 2023
Consultation/ Representations	No consultees currently identified. Representations concerning this proposed decision can be made to the decision maker, 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	Matthew Wakefield Tel: 07597 528007
Contact	Wendy Saunders Tel: 033 022 22553

Commissioning of an Adult Community Education Service

Adult learning is a non-statutory provision, externally funded via the Department for Education through the Education Skills Funding Agency (ESFA). The County Council

receive an Adult Education Budget each year from the ESFA which funds the provision of learning for adults to obtain skills or qualifications and/or enhance their wellbeing.

The County Council currently provides adult education through a subcontracting model and the term of the current contract is due to expire during 2023. Future options for the delivery model for Adult Learning are therefore being considered to align with a new approach for Adult Community Education that is being developed to respond to the current context.

The Cabinet Member for Learning and Skills will be asked to approve the new approach to Adult Community Education and the launch of a procurement exercise for the delivery of Adult Learning in readiness for the new curriculum in 2023. The Cabinet Member will also be asked to approve the delegation of authority to the Assistant Director (Education and Skills) to award the contract/s to the successful provider/s working across the authority and with multiple stakeholders.

Decision by	Cabinet Member for Learning and Skills (Cllr Nigel Jupp)
Date added	1 August 2022
Month	February 2023
Consultation/ Representations	Adult Education Providers Children and Young People's Services Scrutiny Committee – 18 January 2023 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.
Background documents (via website)	None
Author	Derry Richardson Tel: 033022 27652
Contact	Wendy Saunders Tel: 033 022 22553

Education and Learning Strategy 2023 - 2025

The [School Effectiveness Strategy](#), agreed in 2018, set out the vision for Education in West Sussex until 2022. Implementing this strategy has led to the highest proportion of schools achieving Ofsted Good or Outstanding and improvements in pupil outcomes, but there is still much more to do.

The strategy expires this year and it is proposed to implement a new Education and Learning Strategy that determines key priorities to support education and learning in West Sussex for the next three years. The aim is for the new strategy to be closely linked with the Council's Strategic Corporate Plan, the commitment to tackling climate change and other key plans in place to support children.

Engagement with key stakeholders has been undertaken to develop the new strategy. The combination of the feedback from this and detailed analysis of the County Council's performance data relating to education and learning has been fundamental to informing and shaping the final Strategy.

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The Cabinet Member for Learning and Skills will be asked to approve the Education and Learning Strategy 2023 – 2025 and the implementation timeline for embedding the key themes and workstreams into practice.	
Decision by	Cabinet Member for Learning and Skills (Cllr Nigel Jupp)
Date added	23 November 2022
Month	February 2023
Consultation/ Representations	Schools Parents Church of England and Catholic Dioceses Children and Young People’s Services Scrutiny Committee (CYPSSC) Task and Finish Group - 6th October 2022. CYPSSC meeting – 18 January 2023 Representations concerning this proposed decision can be made to the decision maker 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	Derry Richardson Tel: 033022 27652
Contact	Wendy Saunders Tel: 033 022 22553

School Funding 2023/24

West Sussex County Council is required, under national funding regulations, to consult schools and the Schools Forum on proposed changes to funding arrangements affecting mainstream school budgets.

Since much of the West Sussex local funding formula is now at the National Funding Formula factor values, and given the strong steer from schools in the responses to the 2022/23 schools funding consultation, with Schools Forum’s approval no consultation document was sent out to mainstream schools for 2023/24. Feedback from Schools Forum has been taken into account in the development of the local funding formula for mainstream schools in 2023/24.

Despite continuing pressures within the High Needs Dedicated Schools Grant (DSG) block a one-off transfer from the Schools DSG block to help reduce the DSG deficit is not being considered for 2023/24.

Following consideration of the feedback from Schools Forum the Cabinet Member for Learning and Skills will be asked to approve the 2023/24 local funding formula for all mainstream schools in the county.

Decision by	Cabinet Member for Learning and Skills (Cllr Nigel Jupp)
Date added	23 November 2022
Month	February 2023

Consultation/ Representations	Schools Forum – 24 November 2022 Representations concerning this proposed decision can be made to the decision maker 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	Andy Thorne Tel: 03302223349
Contact	Wendy Saunders - Tel: 033 022 22553

Procurement for delivery of years 2 and 3 of the Multiply adult numeracy programme

West Sussex County Council (WSCC) has been awarded an allocation of £3,689,038 by the Department for Education (DfE) to deliver "Multiply". Funding is phased over 3-years, up to 31 March 2025.

[Multiply](#) is for those aged 19+ who do not have a level 2 maths qualification (GCSE 4-9 / A*-C). It aims to help people improve their ability to understand and use maths in daily life, home, and work - whether that be improving household finances, helping children with homework, making more sense of the facts in the media, or improving numeracy skills specific to a line of work.

In year 1, following a competitive expression of interest commissioning process, grants were awarded to a range of organisations to deliver a raft of new and innovative interventions to engage adults and support them to improve their numeracy. (Key Decision [OKD35 \(22/23\)](#) refers, October 2022).

It is now proposed to proceed with commissioning provision for years 2 and 3 of the Multiply Programme.

The Cabinet Member for Learning and Skills will be asked to approve the launch of a procurement process to enable delivery of the Multiply Programme for the period April 2023 to March 2025. The Cabinet Member will also be asked to delegate authority to the Assistant Director (Education and Skills) to approve the award of contracts to successful providers.

Decision by	Cabinet Member for Learning and Skills (Cllr Nigel Jupp)
Date added	15 December 2022
Month	February 2023
Consultation/ Representations	Providers Representations concerning this proposed decision can be made to the decision maker, 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	Andrew Bishop Tel: 033 022 25399
Contact	Wendy Saunders Tel: 033 022 22553

Award of contract to deliver years 2 and 3 of the Multiply adult numeracy programme

West Sussex County Council (WSCC) has been awarded an allocation of £3,689,038 by the Department for Education (DfE) to deliver "Multiply". [Multiply](#) aims to help people improve their ability to understand and use maths in daily life. Funding is phased over 3-years, up to 31 March 2025, and grants have been awarded to a range of organisations to deliver the first year of the programme (decision [OKD35 \(22/23\)](#) refers).

As part of a separate decision process the Cabinet Member for Learning and Skills will be asked to approve the launch of a procurement process to commission provision for years 2 and 3 of the Multiply Programme. The Cabinet Member will also be asked to approve the delegation of authority to the Assistant Director (Education and Skills) to award the contracts.

On conclusion of the procurement process the Assistant Director (Education and Skills) will be asked to approve the award of contracts to the successful organisations to deliver the Multiply Programme for the period April 2023 to March 2025.

Decision by	Assistant Director (Education and Skills) (Paul Wagstaff)
Date added	15 December 2022
Month	February 2023
Consultation/ Representations	Representations concerning this proposed decision can be made to the decision maker 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	Andrew Bishop Tel: 033 022 25399
Contact	Wendy Saunders - Tel: 033 022 22553

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 Learning and Skills approved the allocation of capital funding from Section 106 contributions to undertake a

project to provide an All Weather Pitch at The Forest School ([Decision LS05\(21/22\)](#) refers). The Cabinet Member also delegated authority to the then Director of Property and Assets to award the contract for the project.

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

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	11 January 2021
Month	February 2023
Consultation/ Representations	Procurement Legal Finance Representations concerning this proposed decision can be made to the Assistant Director (Property & Assets), via the contact officer, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Author	Liam Hayward Tel: 033 022 22002
Contact	Wendy Saunders Tel: 033 022 22553

Award of contract for delivery of a Special Support Centre at Maidenbower Infants School, Crawley

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.

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 CAB03\(19/20\)](#) refers). In October 2020 the Cabinet Member for Education and Skills approved the allocation of design fees to progress 6 of the Special Support Centres (SSCs) including Maidenbower Infants School in Crawley ([Decision reference ES09 \(20/21\)](#))

Since that approval further design work has been undertaken and costed in relation to delivery of the SSC at Maidenbower Infants School.

As part of a separate key decision process the Cabinet Member for Learning and Skills approved the allocation of capital funding for delivery of the SSC and delegated authority to launch a procurement for the necessary works ([decision LS07\(22/23\)](#) refers).

Following completion of the procurement exercise the Assistant Director (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 provide a Special Support Centre at Maidenbower Infants School.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
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Date added	25 May 2022
Month	February 2023
Consultation/ Representations	Maidenbower Infant School Maidenbower Junior School Representations concerning this proposed decision can be made to the decision maker, 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	Katerina Evans-Makrakis Tel: 07597 526870
Contact	Wendy Saunders Tel: 033 022 22553

Award of contract for works to expand Lindfield Primary Academy, Haywards Heath

Following a review of pupil projections for the North of the County, and in particular the Haywards Heath/Lindfield areas, it was necessary to provide for a bulge class of 30 pupils at Lindfield Primary Academy. The additional pupils started at the school in September 2021 with temporary arrangements in place to accommodate the extra children.

It is proposed to expand the school by creating 1 additional classroom as an extension to the existing school buildings, along with other necessary associated works, to provide permanent provision for this bulge class.

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 Lindfield Primary ([decision ES10 \(20/21\)](#) refers). As part of the decision the Cabinet Member also delegated authority to the then Director of Property and Assets to 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 Lindfield Primary will exceed this value, meeting the criteria for an individual officer key decision.

The Assistant Director (Property and Assets) will be asked to approve the award of contract for the expansion project.

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	3 October 2022
Month	February 2023
Consultation/ Representations	None currently identified Representations concerning this proposed decision can be made to the decision maker, 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	Katerina Evans-Makrakis Tel: 07597 526870
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**Review of primary age pupil provision across the Worthing & Durrington area -
Publication of Statutory Notices**

The County Council has a statutory duty to ensure there are sufficient primary and secondary school places for all children who need a place. Pupil projections for the Worthing and Durrington locality of schools shows there is a significant surplus provision of places at primary schools in the borough. After engagement with headteachers and the school governing bodies across the Worthing and Durrington area a number of planned changes in admission numbers and school organisation are proposed, with effect from September 2024 entry, to reduce this surplus.

In November the Cabinet Member for Learning and Skills approved the launch of a public consultation, in accordance with Department for Education (DfE) guidance, on proposed solutions to reduce the number of primary school places across the Worthing and Durrington area (decision [LS08\(22/23\)](#) refers). The consultation is open until 20 January 2023 and views and comments are invited from interested parties to assist in further shaping the proposals.

Following the conclusion of the consultation the feedback received will be reviewed; should it be determined that any of the proposals should proceed, the appropriate method for formalising the changes, as set out in decision LS08(22/23), will be undertaken.

For the re-organisation proposals related to three schools this would mean progressing the publication of statutory notices, in accordance with [DfE guidance for making prescribed alterations to maintained schools](#). Therefore, following a review of the consultation feedback, the Cabinet Member for Learning and Skills will be asked to consider whether to proceed with approving the publication of statutory notices for the reorganisation of primary education across the school sites of Lyndhurst Infants, Springfield Infants and Chesswood Junior. Should this proceed the Cabinet Member will also be asked to consider delegating authority to the Assistant Director (Education and Skills) to determine the outcome following conclusion of the statutory notice period.

Decision by	Cabinet Member for Learning and Skills (Cllr Nigel Jupp)
Date added	15 December 2022
Month	February 2023
Consultation/ Representations	Parents, pupils, governing bodies and local school communities Church of England and Catholic Diocese. Representations concerning this proposed decision can be made to the decision maker via the author or officer contact, by the beginning of the month in which the decision is due to be taken
Background documents (via website)	None

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Appendix C

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Contact	Wendy Saunders - Tel: 033 022 22553

Proposed change of age range at Woodgate Primary School, Pease Pottage	
<p>Woodgate Primary School in Pease Pottage is a school that caters for children aged four to eleven-year-olds. There is also a pre-school nursery at the site offering provision for children aged two to four years old.</p> <p>The Assistant Director (Education and Skills) has agreed to consult on a proposed change of age range to alter provision, so the school serves two to eleven-year-olds, from 1st May 2023. The proposed change means the school would incorporate the current pre-school provision within the age range of the maintained primary school, extending the age range by two years.</p> <p>This age range change would assist in simplifying the transfer of the entire school to the Sussex Learning Trust which is taking over the sponsorship of the school as an academy from early May 2023.</p> <p>In accordance with the Department for Education's statutory guidance for making prescribed alterations to maintained schools a four-week informal consultation with all major stakeholders will be undertaken during January 2023, to obtain feedback regarding the proposals.</p> <p>Following assessment of the outcome of the consultation, should it be determined that the proposals should proceed, the Cabinet Member for Learning and Skills will be asked to consider whether to approve the publication of statutory notices for a four-week period, seeking representations on the proposed change of age range. The Cabinet Member will also be asked to consider delegating authority to the Assistant Director (Education and Skills) to determine the outcome following conclusion of the statutory notice period.</p>	
Decision by	Cabinet Member for Learning and Skills (Cllr Nigel Jupp)
Date added	22 December 2022
Month	February 2023
Consultation/ Representations	<p>Parents and carers from the school community of Woodgate Primary Governors, Leadership Team and Staff of Woodgate Primary Sussex Learning Trust Chief Executive Diocese of Chichester and Diocese of Arundel and Brighton Members of the public Local MP Local Member Mid Sussex District Council, Crawley Borough Council and Horsham District Council Neighbouring Schools</p> <p>Representations concerning this proposed decision can be made to the decision maker, 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	Vanessa Cummins Tel: 033 022 23046
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Allocation of Funding for Sports Hall Roof Upgrade at The Angmering School

The Angmering School is a secondary school which caters for over 1300 pupils. The main physical education sports hall at the school has a corrugated asbestos sheet roof that has reached the end of life and requires a capital maintenance re-roof. It is proposed to deliver a project at the school which in addition to the re-roof will include a new sports hall ceiling, associated cabling, and lighting. Approval will be required for allocation of the necessary funding for the project and to launch a procurement to secure a contractor to carry out the works

The Cabinet Member for Learning and Skills will be asked to approve

- (1) The allocation of the funds required from the School Capital Maintenance block to enable the planned capital maintenance project to replace Angmering School sports hall roof to proceed.
- (2) The authorisation to commence a procurement and delegation to the Assistant Director (Property and Assets) to approve the subsequent contract award for carrying out the works

Decision by	Cabinet Member for Learning and Skills (Cllr Nigel Jupp)
Date added	1 February 2023
Month	March 2023
Consultation/ Representations	Representations concerning this proposed decision can be made to the decision maker via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
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Contact	Wendy Saunders: 033 022 22553

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