

# Public Document Pack

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27 February 2019

## Children and Young People's Services Select Committee

A meeting of the committee will be held at **10.30 am** on **Thursday, 7 March 2019** at **County Hall, Chichester**.

**Tony Kershaw**  
Director of Law and Assurance

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

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

### Agenda

- 10.30 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.
- 10.30 am    2.    **Minutes of the last meeting of the Committee** (Pages 5 - 14)
- The Committee is asked to agree the minutes of the meeting held on 10 January 2019 (cream paper).
- 10.35 am    3.    **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.
- 10.35 am    4.    **Forward Plan of Key Decisions** (Pages 15 - 30)
- Extract from the Forward Plan dated 22 February 2019 – attached.

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

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

10.45 am 5. **Demand and Capacity - Children's Social Care** (To Follow)

Report by Executive Director Children, Adults, Families, Health and Education.

Following a recommendation that an item on Demand and Capacity in Children's Social Care return to the Committee, the report sets out the plans that have been implemented following the decision to make an additional investment of £5.5 million into Children's Social Care.

The Committee is asked to consider the initial impact of the £5.5 million investment and the recruitment and retention planning in place.

11.30 am 6. **Education and Skills Annual Report** (To Follow)

Report by Executive Director Children, Adults, Families, Health and Education.

Each year the Education and Skills Service publishes an Annual Report which highlights strengths and indicates areas for improvement. Scrutiny of the summary of this report provides members of the Children and Young People's Services Select Committee insight into the performance of the Service.

The Committee is asked to consider the changes in standards being produced in schools and colleges in attainment, progress, exclusions and retention, as well as the rationale for the next year's focus in refining how to improve standards.

12.15 pm 7. **Possible Items for Future Scrutiny**

Members to mention any items which they believe to be of relevance to the business of the Select Committee, and suitable for scrutiny, e.g. raised with them by constituents arising from central government initiatives etc.

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

12.15 pm 8. **Requests for Call-In**

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

12.15 pm 9. **Date of Next Meeting**

The next meeting of the Committee will be held on 19 June 2019 at 10.30 am at County Hall, Chichester.

Any member wishing to place an item on the agenda for the meeting must notify the Director of Law and Assurance by 7 June 2019.

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

**Webcasting**

Please note: this meeting may be filmed for live or subsequent broadcast via the County Council's website on the internet - at the start of the meeting the Chairman will confirm if all or part of the meeting is to be filmed. The images and sound recording may be used for training purposes by the Council.

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

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

10 January 2019 – At a meeting of the Children and Young People's Services Select Committee held at 10.30 am at County Hall, Chichester.

Present: Mr Cloake (Chairman)

Mr High	Ms Flynn	Mr Wickremaratchi
Mr Baldwin	Mrs Hall	Mr Lozzi
Mrs Bridges	Mrs Jones	Mrs Ryan
Mrs Dennis	Mrs Mullins	Mr Cristin

Apologies were received from Mrs Bennett and Ms Lord

Absent: Mr Arnold

Also in attendance: Mr Burrett and Mr Marshall

### **Part I**

#### **31. Declarations of Interests**

31.1 The following personal interests were declared:

- Mr Baldwin declared a personal interest in item 7 (Outcome of School funding review 2019/20 consultation) as a governor of Holbrook Primary School.
- Mr Cloake declared a personal interest in item 4 (Responses to Recommendations) as his wife is a social worker.
- Mrs Dennis declared a personal interest in item 7 (Outcome of School Funding review 2019/20 consultation) as a governor of The Gattons Infant School.
- Mrs Flynn declared a personal interest in items 6 (Review of SEND and SSC's) and 7 (Outcome of School Funding review 2019/20 consultation) as a governor at Ingfield Manor School.
- Mr High declared a personal interest in items 6 (Review of SEND and SSC's) and 7 (Outcome of School Funding review 2019/20 consultation) as a member of his family has an Education and Health Care Plan (EHCP).
- Mr Lozzi declared a personal interest in item 7 (Outcome of School Funding review 2019/20 consultation) as a parent governor of Tanbridge House School and a Local Authority Governor at Horsham Nursery School.

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

32.1 Members queried the wording of minute 27.3. Officers agreed to review the notes from the previous meeting for accuracy.

32.2 Resolved that, subject to 27.3 being reviewed, the minutes of the last meeting held on 31 October 2018 be approved as a correct record and that they be signed by the Chairman.

### **33. Responses to Recommendations**

33.1 The Committee considered a response from the Cabinet Member for Children and Young People regarding the Alterations to the Integrated Prevention and Earliest Help (IPEH) service.

33.2 Resolved – that the response be noted.

33.3 The Committee received a verbal update from Andrew Fraser, Interim Director of Children and Family Services, on Demand and Capacity in Children's Social Care. The update provided a comparative picture of the current situation with information from August 2018. A summary of the key points were as follows:

- Caseloads were steadily reducing to more manageable levels however there was still progress to be made.
- Investment had been made in order to recruit an additional 37 full time equivalent posts to enable a stable workforce.
- Blended teams had been developed in order to increase the administration support of social workers, allowing them more time to concentrate on their cases.
- A regrade of practice managers had been undertaken, and a Head of Children's Social Care for Placements had been recruited to support work in the areas of fostering, adoption and residential services. This would balance the workload of the Head of Children's Social Care.
- In order to stabilise the existing cohort of social workers, an annual retention scheme had been launched to maintain staff in difficult to recruit posts. In a workforce of 230, 203 had signed up to the scheme, which would see £3000 paid per year, for 5 years, if they committed to staying in post.
- Following the development of a more targeted approach to recruitment and retention, there has been an increase in applications received, interviews, and offers made and accepted.
- Children Looked After (CLA) figures remain stable with a cohort of around 700. West Sussex sits lower than both the national figures, and with our statistical neighbours.
- The conversion rate of calls and contact to the Multi Agency Safeguarding Hub (MASH) that subsequently became referrals has reduced from 32% in June 2018 to 24.8% (November 2018).
- Overall the picture in Children's Social Care was improving, however there is still more to do. The Interim Director of Children and Family Services noted that with a stable workforce, enough tools and a final improvement plan, the service would be more robust.

33.4 Resolved that the Committee:

1. acknowledge the update on demand and capacity and commend recent improvements.

2. request the number of MASH calls, contact and subsequent referrals be added to the Demand and Capacity Report when it returns to the Committee as a full item.

### **34. Forward Plan of Key Decisions**

34.1 The Committee considered a tabled paper which was a new version of the Forward Plan dated 7 January 2019 (copy appended to the signed minutes). This version of the Forward Plan was not included in the Committee papers as it had been published following the statutory despatch of the agenda.

34.2 Members of the Committee questioned the number of expansions to maintained schools in the Forward Plan, particularly where there were plans to build new academies or free schools in the vicinity of those maintained schools. Members of the Committee expressed concern this would result in surplus provision in some areas, and asked how this would be managed.

34.3 Paul Wagstaff, Director of Education and Skills, reassured members that whilst land may be secured for future development of new schools, expansion of existing schools would assist in the provision of adequate pupil places. The Director of Education and Skills added that pupil place planning was undertaken in order to meet the need and growth factors of areas over time.

34.4 Resolved that the Committee:

1. request a place planning update at an appropriate future meeting of the Committee.
2. note the Forward Plan.

### **35. Review of Special Educational Needs and Disabilities (SEND) and Special Support Centres (SSCs)**

35.1 The Committee considered a report by the Executive Director Children, Adults, Families, Health and Education, and the Director of Education and Skills. The report was introduced by Helen Johns, Head of Inclusion, who explained the proposal to develop additional Special Support Centres (SSCs), in order to enable children with Special Educational Needs and Disabilities (SEND) to attend school locally. The Committee heard the following key points:

- With an increasing number of high needs children, West Sussex County Council (WSCC) are seeking to educate these children as locally as possible, as opposed to placing them in costly out of county provision.
- There are currently 32 SSCs in the county, focussed on varying areas of need. Increasing this number would allow more children with progressively complex needs to access specialist provision closer to home, whilst experiencing mainstream schooling.
- Schools with SSCs would be able to provide suitable opportunities for SEND children to integrate, which would in turn provide better outcomes for them, for example, access to college and work.

- Phase 1 of the project would deliver 4 SSCs; 2 in maintained nurseries in Chichester and Horsham, and 2 in primary schools.

35.2 Members of the Committee welcomed the proposal to increase the number of SSCs in mainstream schools. The following points were considered by the Committee, with responses from The Head of Inclusion and Paul Wagstaff, Director of Education and Skills:

- Members considered whether the objectives in the SEND strategy could be adequately met given the funding challenges faced by WSCC. The Head of Inclusion advised that currently the local authority was forced to place SEND children in high cost provision. The SSCs proposal seeks an investment to save by placing children locally and not in the private sector.
- Members noted the increasing population and rising demand for SEND provision and agreed the proposal was future-proofing in line with the SEND strategy.
- Members of the Committee were concerned that larger secondary schools might not be the most appropriate setting for SSCs. Other members of the Committee considered that all schools should be able to offer an inclusive culture.
- The Head of Inclusion explained that the proposal would start with early years, however conversations were being held with secondary schools. The proposal aims to provide a graduated response, eventually developing expertise in all schools. Members agreed it was crucial to identify needs at the earliest opportunity, and therefore understood using early years as a starting point. Members also noted the importance of therapeutic practices in early years settings.
- Members of the Committee questioned whether the service had considered parents of non-SEND children in mainstream education who might consider the proposal detrimental to their learning. The Director of Education and Skills advised that Headteachers would need to be supported to establish and promote an inclusive culture in schools. He added that some schools were anxious about their ability to meet the high needs of these children, and other schools were concerned about the impact a SSC might have upon their results outturn. The School Effectiveness Strategy 2018-2022 would assist in brokering support from one school to another in order to identify effective practice and share this across the county.
- The Director of Education and Skills advised that the new education inspection framework from Ofsted removes judgement on outcomes of exam results, and gives an overall focus to areas such as inclusivity and its effectiveness. No school would receive a judgement of Outstanding if it cannot demonstrate it meets the needs of a wide profile of students.
- Members asked if children in out of county specialist placements would be required to come back and use the local provision. The Head of Inclusion advised no child currently placed out of county would be forced to come back to the county to a maintained placement. The Cabinet Member for Education and Skills added the SSCs would be ready for future children, and over time WSCC would see gradually fewer children needing to be placed in the independent and non-maintained sector.



35.3 Resolved that the committee supports the proposal to develop additional specialist support centres attached to mainstream schools in order to educate children with SEND locally in mainstream education and reduce out of county placements. The Committee further recommends:

1. that the service investigates therapeutic training available, such as Anna Freud and Thrive, and work with Special Educational Needs Coordinator (SENCO) networks in order to help support the objectives for West Sussex.
2. that once further work has been undertaken concerning need and provision, that measured localised and granular data is brought back to the committee.
3. that it can support and assist with the SEND strategy objectives where appropriate, and asks how it can help with the enablement of schools to become inclusive.
4. that, at an appropriate time, the Committee has an update on expected outcomes of SSCs.
5. that, when developed, the business case comes back to the Committee.

### **36. Outcome of School Funding review 2019/20 consultation**

36.1 The Committee considered a report by the Executive Director Children, Adults, Health, Families and Education and the Director of Education and Skills. The report was introduced by Andy Thorne, Strategic Finance Business Partner, who took the Committee through a presentation (copy appended to the signed minutes) which outlined the potential changes to mainstream school funding in 2019/20 in West Sussex. A summary of the key points were as follows:

- In 2018/19, the new National Funding Formula (NFF) was introduced. In order to manage the implementation of the new formula, local authorities were able to manage the distribution of the Dedicated Schools Grant (DSG) through a local formula.
- This arrangement remains in place for 2019/20, and WSCC was required to engage schools and the Schools Forum to consult on proposed changes to funding arrangements affecting school budgets.
- Last year, the Schools Forum agreed a transition through the local formula to protect primary and small schools, which represent over half the schools in West Sussex. It was possible to maintain their funding level at £150,000 as larger schools were doing better via the minimum per pupil level of funding. This meant these smaller schools received a budget allocation higher than their indicative notional funding from the NFF, to enable WSCC time to consider their future viability.
- This year, in order to increase the local formula in line with the NFF, the primary lump sum value could not be maintained at £150,000. Four options were provided in a consultation document as follows:
  - Option 1: Phased reduction in primary lump sum
  - Option 2: Full reduction in primary lump sum
  - Option 3: Full reduction in primary lump sum and application of full minimum per pupil funding rates

- Option 4: Phased reduction in primary lump sum with 0% minimum funding guarantee.
- The Schools Forum agreed to support Option 1.
- In order to boost funding for the High Needs block, further transfers from the DSG were again required. The proposed transfers were £2.3m from the Schools block and £0.4m from the Early Years block to the High Needs block, representative of 0.5%.
- In December 2018, schools and the Schools Forum voted against the proposed transfer to the High Needs block from the Schools and Early Years blocks. In anticipation of this transfer being turned down, WSCC submitted an appeal to the Secretary of State for Education on 30<sup>th</sup> November 2018. This disapplication request asked that the Schools Forum decision was overturned, and that the transfer takes place. The outcome will be known in January 2019.
- In order to understand the impact the proposed transfers would have on individual schools budgets, four options were presented:
  - Option A: Transfer through reduced minimum per pupil funding level and area cost adjustment
  - Option B: Transfer through basic entitlement unit values
  - Option C: Transfer through combinations of Options A and B
  - Option D: Transfer through combinations of Options A and B with 0% minimum funding guarantee.
- The Schools Forum agreed that if the requested transfer of 0.5% to the High Needs block was successful, Option C represented the least unfair route.
- The Secretary of State for Education had received 28 other requests to make a similar transfer to the High Needs block.
- In recognition of the pressures on the High Needs element of the DSG, in December, the Secretary of State for Education announced an additional £250m of high needs funding to be paid over two years. West Sussex will therefore receive an additional £1.8m in 2018/19 and 2019/20. This has reduced the disapplication transfer request to £0.5m.

36.2 The Committee thanked the Strategic Finance Business Partner for the presentation and report. They recognised that the NFF and DSG leaves schools and vulnerable children significantly underfunded and that further investment is required from government.

36.3 The Cabinet Member for Education and Skills advised that WSCC needed to continue to make the point to government that the funding allocation for the High Needs block in particular does not keep pace with the expenditure required. He added that he was grateful for the clear steer from schools, the Schools Forum and the Committee that Option 1 and Option C presented as the least unfair choices in an ultimately challenging funding situation.

36.4 Resolved that the Committee:

1. Considers the impact of spending pressures for schools and on high needs expenditure.
2. Supports the change to the distribution of school funding for 2019/20 as set out in paragraphs 2.5 (Option 1) and 2.9 (Option C) in the report, which is to be considered by the Cabinet Member for Education and Skills in January 2019.

### **37. West Sussex Safeguarding Children Board Annual Report 2017/18**

37.1 The Committee considered a report by Lesley Walker, Independent Chair of the West Sussex Safeguarding Children Board (WSSCB). The annual report 2017/18 outlined the work of the WSSCB as a statutory body, comprised of a multi-agency partnership, with an independent Chair. The WSSCB has a common goal to promote the safeguarding and welfare of children. The Committee heard the following key points and outcomes from 2017/18:

- A coordinated approach to services driven through the WSSCB showed significant improvements to the Multi-Agency Safeguarding Hub (MASH).
- The launch of the Integrated Prevention and Earliest Help (IPEH) model in 2017 resulted in WSSCB being recognised nationally as a leading provider of early help and interventions to vulnerable families and children.
- The Pause programme successfully engaged with a number of women, preventing repeated pregnancies that result in children coming into the care of the local authority.
- The Young People at Risk pilot was developed to support complex and vulnerable adolescents in West Sussex. Operation Encompass was successfully piloted in Crawley.
- Delivery of training to the Night Time Economy, including around 1000 taxi drivers, to identify and report signs of Child Exploitation (CE) and organised crime to Sussex Police.

37.2 In mid-2019, a new Local Safeguarding Children Partnership (LSCP) will replace the current WSSCB model. It will comprise 3 named safeguarding partners: Sussex Police, Clinical Commissioning Group (CCG) and the local authority.

37.3 The Cabinet Member for Children and Young People advised this migration to shared leadership will make the partnership more accountable, and objectives more deliverable.

37.4 The Independent Chair of the WSSCB outlined the priority areas for multi-agency action in 2018/19. The Business Plan will continue to focus on three priority areas, with provision of early help as the thread that runs throughout:

- Prevention and protection of children at risk of, or experiencing neglect.
- Prevention and protection of children from exploitation and abuse
- Children's emotional wellbeing and mental health.

37.5 The Chairman thanked the Independent Chair of the WSSCB for a visionary report. The Interim Director of Children and Family Services added that he and the Independent Chair would work together to endorse and deliver the refreshed opportunities presented through the new LSCP arrangement. The Committee raised the following questions which were answered by the Independent Chair:

- Members asked if the WSSCB was confident it could identify neglect at the earliest opportunity. The Independent Chair of the WSSCB advised the early help model was crucial in the identification of neglect before children suffer long term harm. She added the work

of the board was both scrutinised and audited for assurances and insight.

- Members were pleased to see that CCGs would form part of the new LSCP, but questioned whether staff in hospitals were adequately trained to identify and report suspicious circumstances or behaviour. The Independent Chair of the WSCCB advised there would be multi-agency practitioner hubs, facilitated in medical environments, in order to provide a space for such concerns.
- Members of the Committee raised concerns about the risk and harm of social media, and access to inappropriate material online. The Independent Chair advised e-safety was a continued priority for the board moving forward in order to safeguard children when online. Members added their focus should also include guidance for parents and carers.

37.6 Resolved that the Committee:

1. considers the successes and areas for improvement for the WSSCB in 2017/18.
2. consider the WSSCB's key messages for partner agencies and WSCC.
3. visits the MASH at an appropriate time.

### **38. Business Planning Group Report**

38.1 The Committee considered a report from the Business Planning Group which was held virtually on 21 November 2018. The report was introduced by Rachel Allan, Senior Adviser Democratic Services.

38.2 The Education and Skills Annual Report would be a more succinct document this year, and as a result, will not require a Task and Finish Group. The Annual Report will come to the Committee in March.

38.3 Members requested that SEND transport be discussed at the BPG. As the BPG was held virtually, this will now be considered at the next meeting of the group.

38.4 The work programme indicated a possible consultation on the removal of non-statutory age pupils from home to school transport. The Cabinet Member advised that this was no longer being considered as a savings proposal at the current time.

38.5 The Senior Adviser advised of a possible Mental Health Project Day in May 2019. Members of the Committee were keen for this to take place and suggested the following were engaged:

- Offers from stakeholders
- Witnesses, to include children and schools
- Time For Children
- Parent support groups
- Children's Adolescent Mental Health Service (CAMHS)
- Comparisons between Children Looked After (CLA) and non CLA.

38.6 Resolved that the Committee endorses the contents of the Business Planning Group Report.

**39. Possible Items for Future Scrutiny**

39.1 Members of the Committee suggested that the BPG consider the following items for future scrutiny:

- Woodlands Meed College Site
- Award of Contract for Integrated Child Psychology Service
- Virtual School – Educational experiences and outcomes.

**40. Date of Next Meeting**

41.1 The Committee noted that the next scheduled meeting will be held on 7 March 2019 at 10.30am at County Hall, Chichester.

The meeting ended at 3.18 pm

Chairman

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# Forward Plan of Key Decisions

## Explanatory Note

The County Council must give at least 28 days' notice of all key decisions to be taken by members or officers. The Forward Plan includes all key decisions and the expected month for the decision to be taken over a four-month period. Decisions are categorised in the Forward Plan according to the [West Sussex Plan](#) priorities of:

- Best Start in Life
- A Prosperous Place
- A Safe, Strong and Sustainable Place
- Independence in Later Life
- A Council that Works for the Community

The Forward Plan is updated regularly and key decisions can be taken daily. Published decisions are available via this [link](#). The Forward Plan is available on the County Council's website [www.westsussex.gov.uk](http://www.westsussex.gov.uk) and from Democratic Services, County Hall, West Street, Chichester, PO19 1RQ, all Help Points and the main libraries in Bognor Regis, Crawley, Haywards Heath, Horsham and Worthing.

**Key decisions** are those which:

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

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

<b>Decision</b>	The title of the decision, a brief summary and proposed recommendation(s)
<b>Decision By</b>	Who will take the decision
<b>West Sussex Plan priority</b>	See above for the five priorities contained in the West Sussex Plan
<b>Date added to Forward Plan</b>	The date the proposed decision was added to the Forward Plan
<b>Decision Month</b>	The decision will be taken on any working day in the month stated
<b>Consultation/ Representations</b>	Means of consultation/names of consultees and/or dates of Select Committee meetings and how to make representations on the decision and by when
<b>Background Documents</b>	What documents relating to the proposed decision are available (via links on the website version of the Forward Plan). Hard copies of background documents are available on request from the decision contact.
<b>Author</b>	The contact details of the decision report author
<b>Contact</b>	Who in Democratic Services you can contact about the entry

For questions about the Forward Plan contact Helena Cox on 033022 22533, email [helena.cox@westsussex.gov.uk](mailto:helena.cox@westsussex.gov.uk).

**Published: 22 February 2019**

## Forward Plan Summary

### Summary of all forthcoming executive decisions in West Sussex Plan priority order

Page No	Decision Maker	Subject Matter	Date
 <b>Best Start in Life</b>			
5	Executive Director Economy, Infrastructure and Environment	Completion of expansion works to Northgate Primary School	February 2019
5	Cabinet Member for Education and Skills	Expansion of Shelley Primary School, Broadbridge Heath	February 2019
6	Cabinet Member for Education and Skills	Expansion of Sompting Village Primary School	February 2019
7	Cabinet Member for Education and Skills	Expansion works to Nyewood Junior School, Bognor Regis	February 2019
8	Executive Director Economy, Infrastructure and Environment	Award of Contract for the expansion of Bourne Community College	February 2019
8	Executive Director Economy, Infrastructure and Environment	Award of Contract for the expansion works to Nyewood Junior School, Bognor Regis	February 2019
9	Executive Director Economy, Infrastructure and Environment	Award of Contract for the expansion of Shelley Primary School, Broadbridge Heath	February 2019
10	Executive Director Economy, Infrastructure and Environment	Award of Contract for the expansion of Sompting Village Primary School	February 2019
10	Director of Children and Family Services	Award of Dynamic Purchasing System Agreements	February 2019
11	Cabinet Member for Education and Skills	Expansion of Manor Green Primary School, Crawley	March 2019
12	Executive Director Economy, Infrastructure and Environment	Award of Contract for the expansion of Manor Green Primary School, Crawley	March 2019
13	Director of Children and Family Services	Award of Contract for Integrated Child Psychology Service	March 2019



14	Cabinet Member for Children and Young People	Redesign of the Integrated Prevention and Earliest Help Service	May 2019
 <b>A Prosperous Place</b>			
15	Leader	Burgess Hill Growth Programme - Approval of Place and Connectivity Programme Funding Agreement	February 2019
16	Director of Highways and Transport	Broadbridge Heath Major Highway Improvement Scheme	February 2019
17	Cabinet Member for Highways and Infrastructure	Highways and Infrastructure 2019/20 Forward Works Programmes and Annual Delivery Programme	February 2019
18	Cabinet Member for Highways and Infrastructure	Strategic Transport Investment Programme (2018/2019)	February 2019
19	Cabinet Member for Highways and Infrastructure	Guidance on Parking in New Developments	March 2019
 <b>A Strong, Safe and Sustainable Place</b>			
19	Director of Energy, Waste and Environment	Award of contract for the provision of Clinical Waste Services	February 2019
20	Director of Fire Service Operations and Chief Fire Officer	Commence procurement of replacement vehicles for Fire and Rescue Flexi-Duty System (FDS) staff	March 2019
21	Director of Adults' Services	Procurement of an Integrated Advocacy Service	March 2019
22	Cabinet Member for Adults and Health	Procurement of Integrated Sexual Health Services	March 2019
23	Cabinet Member for Adults and Health	Procurement of Technology Enabled Care	March 2019
24	Cabinet Member for Adults and Health	Community Based Social Support	April 2019
25	Director of Fire Service Operations and Chief Fire Officer	Award of Contract for the provision of 7 x Fire Appliances	April 2019
26	Cabinet Member for Adults and Health	West Sussex Joint Health and Wellbeing Strategy	April 2019
27	Cabinet Member for Environment	Halewick Lane Energy Storage Project	May 2019



### Independence in Later Life

28	Cabinet Member for Adults and Health	Approval of the Vision and Strategy for Adult Social Care	February 2019
29	Cabinet Member for Adults and Health	Review of Fees paid to Providers of Adult Social Care	February 2019



### A Council that works for the Community

30	Cabinet Member for Finance and Resources, Leader	Total Performance Monitor (Rolling Entry)	Between January 2019 and December 2019
31	Cabinet Member for Finance and Resources	Review of Property Holdings (Rolling Entry)	Between January 2019 and December 2019
31	Cabinet Member for Finance and Resources	Procurement of Outdoor Media Services	February 2019
32	Executive Director Economy, Infrastructure and Environment	Procurement of an Interim Building Maintenance Services Contract	February 2019
33	Cabinet Member for Finance and Resources	Capital funding: Highwood Blue Light Centre	February 2019
34	Cabinet Member for Adults and Health	Contract arrangements for Community Advice (Citizens Advice)	February 2019
35	Executive Director Economy, Infrastructure and Environment	Procurement of a Water Retail Supplier	March 2019
36	Cabinet Member for Adults and Health	Procurement of Mortuary Services for West Sussex	May 2019

## Best Start in Life

### Executive Director Economy, Infrastructure and Environment

<b>Completion of expansion works to Northgate Primary School</b>	
<p>The County Council has a statutory duty to provide sufficient school places for all children who need a place. Due to the growing demand for school places in the Northgate area of Crawley an expansion project has been progressing at the school to enable the school to increase admission numbers from 60 pupils in each year group to 90 pupils in each year group.</p> <p>The initial budget allocation to fund this project has proved to be insufficient to achieve all the works required for the school expansion. The Executive Director Economy, Infrastructure and Environment will therefore be asked to approve the expenditure of additional funding to enable the completion of the expansion works at Northgate Primary School.</p>	
<b>Decision By</b>	- Executive Director Economy, Infrastructure and Environment
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	14 December 2018
<b>Decision Month</b>	February 2019
<b>Consultation/ Representations</b>	<p>Director of Education and Skills</p> <p>Representations concerning this proposed decision can be made to the Executive Director for Economy, Infrastructure and Environment via the author or officer contact, by the beginning of the month in which the decision is due to be taken</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Carol Bruce Tel: 033 022 23055
<b>Contact</b>	Wendy Saunders - 033 022 22553

### Cabinet Member for Education and Skills

<b>Expansion of Shelley Primary School, Broadbridge Heath</b>	
<p>The County Council has a statutory duty to provide sufficient school places for all children who need a place. Due to growing demand for school places in the Broadbridge Heath area there is a need to expand the local Primary School to accommodate additional pupils. The expansion of Shelley Primary School in Broadbridge Heath from a 40 place admission (280 place) to a two form entry (420 place) primary school was endorsed in a previous decision by the Cabinet Member.</p>	

## Agenda Item 4

<p>The Cabinet Member for Education and Skills will be asked to approve the allocation of the funds required to enable the expansion project to proceed.</p>	
<b>Decision By</b>	Mr Burrett - Cabinet Member for Education and Skills
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	4 December 2018
<b>Decision Month</b>	February 2019
<b>Consultation/ Representations</b>	<p>School, parents and local residents, Parish and District Councils. Cabinet Member for Finance and Resources.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills, via the author or officer contact, by the beginning of the month in which the decision is due to be taken</p>
<b>Background Documents</b> (via website)	<p>Decision ES14(12/13) Decision ES09(18/19)</p>
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders - 033 022 22553

### Cabinet Member for Education and Skills

<b>Expansion of Sompting Village Primary School</b>	
<p>The County Council has a statutory duty to provide sufficient school places for all children who need a place. Due to growing demand for school places in the Sompting area there is a need to expand the local Primary School to accommodate additional pupils. In March 2017 the Cabinet Member for Finance approved an expansion of Sompting Village Primary School to increase its admission number from 60 pupils in each year group to 90 pupils in each year group with effect from September 2019.</p> <p>The Cabinet Member for Education and Skills will be asked to approve the allocation of the funds required to enable the expansion project to proceed.</p>	
<b>Decision By</b>	Mr Burrett - Cabinet Member for Education and Skills
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	4 December 2018
<b>Decision Month</b>	February 2019
<b>Consultation/ Representations</b>	<p>School, parents and local residents, Parish and District Councils. Cabinet Member for Finance and Resources.</p>

	Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills, via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	Decision Report FIN09 (16/17)
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders - 033 022 22553

### Cabinet Member for Education and Skills

<b>Expansion works to Nyewood Junior School, Bognor Regis</b>	
<p>The County Council has a statutory duty to provide sufficient school places for all children who need a place. Due to growing demand for school places in the Bognor Regis area, in 2015, following a public consultation, the Governing Body for Nyewood Junior School, agreed an expansion to increase the school's admission number from 75 pupils in each year group to 90 pupils in each year group. A new school hall is required to complete the expansion project and design work to enable the development of a new hall is underway .</p> <p>The Cabinet Member for Education and Skills will be asked to approve the allocation of the funds required to enable the project to proceed.</p>	
<b>Decision By</b>	Mr Burrett - Cabinet Member for Education and Skills
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	27 November 2018
<b>Decision Month</b>	February 2019
<b>Consultation/ Representations</b>	<p>School, parents and local residents, Parish and District Councils. Cabinet Member for Finance and Resources</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills, via the author or officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders - 033 022 22553

**Executive Director Economy, Infrastructure and Environment**

<b>Award of Contract for the expansion of Bourne Community College</b>	
<p>Due to growing demand for school places there is a need to expand Bourne Community College to accommodate additional pupils. The Cabinet Member for Education and Skills will be asked to approve the allocation of funds required to enable the expansion to proceed and to delegate authority to the Executive Director of Economy, Infrastructure and Environment to award the contracts for the works.</p> <p>Following receipt of this approval from the Cabinet Member, the Executive Director of Economy, Infrastructure and Environment will be asked to award the construction contract to expand Bourne Community College.</p>	
<b>Decision By</b>	Lee Harris - Executive Director Economy, Infrastructure and Environment
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	17 April 2018
<b>Decision Month</b>	February 2019
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director Economy, Infrastructure and Environment, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Philippa Hind Tel: 033 022 23041
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

#### **Executive Director Economy, Infrastructure and Environment**

<b>Award of Contract for the expansion works to Nyewood Junior School, Bognor Regis</b>	
<p>Due to growing demand for school places, an expansion project was undertaken at Nyewood Junior School in 2015 to increase the published admission number from 75 to 90 places per year. A new school hall is required to complete the expansion. The Cabinet Member for Education and Skills will be asked to approve the allocation of funds required to enable the project to proceed and to delegate authority to the Executive Director of Economy, Infrastructure and Environment to award the contract for the works.</p> <p>Following receipt of this approval from the Cabinet Member, the Executive Director of Economy, Infrastructure and Environment will be asked to award the construction contract for the new hall for Nyewood Junior School.</p>	
<b>Decision By</b>	- Executive Director Economy, Infrastructure and Environment
<b>West Sussex Plan</b>	Best Start in Life

<b>priority</b>	
<b>Date added to Forward Plan</b>	14 December 2018
<b>Decision Month</b>	February 2019
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director Economy, Infrastructure and Environment, via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Philippa Hind Tel: 033 022 23041
<b>Contact</b>	Wendy Saunders - 033 022 22553

#### **Executive Director Economy, Infrastructure and Environment**

<b>Award of Contract for the expansion of Shelley Primary School, Broadbridge Heath</b>	
<p>Due to growing demand for school places there is a need to expand Shelley Primary School to accommodate additional pupils. The Cabinet Member for Education and Skills will be asked to approve the allocation of funds required to enable the expansion to proceed and to delegate authority to the Executive Director of Economy, Infrastructure and Environment to award the contract for the works.</p> <p>Following receipt of this approval from the Cabinet Member, the Executive Director of Economy, Infrastructure and Environment will be asked to award the construction contract to expand Shelley Primary School.</p>	
<b>Decision By</b>	- Executive Director Economy, Infrastructure and Environment
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	14 December 2018
<b>Decision Month</b>	February 2019
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director for Economy, Infrastructure and Environment via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None

<b>Author</b>	Philippa Hind Tel: 033 022 23041
<b>Contact</b>	Wendy Saunders - 033 022 22553

**Executive Director Economy, Infrastructure and Environment**

<b>Award of Contract for the expansion of Sompting Village Primary School</b>	
<p>Due to growing demand for school places there is a need to expand Sompting Village Primary School to accommodate additional pupils. The Cabinet Member for Education and Skills will be asked to approve the allocation of funds required to enable the expansion to proceed and to delegate authority to the Executive Director of Economy, Infrastructure and Environment to award the contract for the works.</p> <p>Following receipt of this approval from the Cabinet Member, the Executive Director of Economy, Infrastructure and Environment will be asked to award the construction contract to expand Sompting Village Primary School.</p>	
<b>Decision By</b>	- Executive Director Economy, Infrastructure and Environment
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	14 December 2018
<b>Decision Month</b>	February 2019
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director, Economy, Infrastructure and Environment via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Philippa Hind Tel: 033 022 23041
<b>Contact</b>	Wendy Saunders - 033 022 22553

**Director of Children and Family Services**

<b>Award of Dynamic Purchasing System Agreements</b>	
<p>The County Council has a statutory responsibility to ensure the sufficiency of a variety of accommodation based services for children, young people and young adults. This responsibility includes children who are looked after (CLA), those with special educational needs and disabilities (SEND), care leavers, those on the edge of care, unaccompanied asylum seekers (UASC) and those at risk of homelessness.</p> <p>Whilst the County Council provides some of these services, the demand is such that a significant number of placements have to be purchased from the external market and</p>	



evaluation shows this is a trend expected to continue.

In July 2018 the Cabinet Member for Children and Young People and the Cabinet Member for Education and Skills jointly approved the procurement of a Dynamic Purchasing System (DPS), to facilitate the purchasing of placements for individual children from providers of accommodation based services including independent foster and residential care and independent and non-maintained special schools, as and when they are required. The term of the DPS is to be 7 years in total, starting on 1 March 2019 and concluding on 28th February 2026. The Cabinet Members also delegated authority to the Director of Children and Family Services to implement the DPS.

A procurement process has taken place and the Executive Director Children, Adults, Families, Health and Education will be asked to approve the commencement of awards to providers qualified to join the DPS.

<b>Decision By</b>	- Director of Children and Family Services
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	12 November 2018
<b>Decision Month</b>	February 2019
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	Cabinet Member Decision Report
<b>Author</b>	Stuart Gibbons Tel: 033 022 226218
<b>Contact</b>	Wendy Saunders - 033 022 22553

### **Cabinet Member for Education and Skills**

#### **Expansion of Manor Green Primary School, Crawley**

The Special Educational Needs and Disability (SEND) Strategy 2016-2019 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 to meet two specific areas of SEND - Autistic Spectrum Condition and Social, Emotional and Mental Health.

Following a review of current provision and anticipated future need, in early January 2019 the Cabinet Member for Education and Skills agreed a statutory notice to increase space at Manor Green Primary School in Crawley from September 2019. The school caters for a wide-range of Special Educational Needs, particularly for children with moderate and severe learning difficulties, complex social and communication difficulties or those who have been identified as having an Autistic Spectrum Condition. The

## Agenda Item 4

<p>increase in space would enable the school to increase planned places by 36 from 164 to 200.</p> <p>To accommodate the additional pupils two further classrooms will need to be built. The feasibility work for the project has now been completed. Following detailed design and a competitive tendering exercise the Cabinet Member will be asked to approve the allocation of the funds required to enable the project to proceed.</p>	
<b>Decision By</b>	Mr Burrett - Cabinet Member for Education and Skills
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	7 January 2019
<b>Decision Month</b>	March 2019
<b>Consultation/ Representations</b>	<p>School, parents and local residents, Borough Council. Cabinet Member for Finance and Resources.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the author or officer contact, by the beginning of the month in which the decision is due to be taken</p>
<b>Background Documents</b> (via website)	Cabinet Member Decision Report
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders - 033 022 22553

### **Executive Director Economy, Infrastructure and Environment**

<b>Award of Contract for the expansion of Manor Green Primary School, Crawley</b>	
<p>Due to growing demand for school places for children with Special Educational Needs and Disabilities there is a need to expand Manor Green Primary School to accommodate additional pupils. The Cabinet Member for Education and Skills will be asked to approve the allocation of funds required to enable the expansion to proceed and to delegate authority to the Executive Director of Economy, Infrastructure and Environment to award the contract for the works.</p> <p>Following receipt of this approval from the Cabinet Member, the Executive Director of Economy, Infrastructure and Environment will be asked to award the construction contract to expand Manor Green Primary School.</p>	
<b>Decision By</b>	- Executive Director Economy, Infrastructure and Environment
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	15 January 2019

<b>Decision Month</b>	March 2019
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director for Economy, Infrastructure and Environment via the author or officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	None
<b>Author</b>	Philippa Hind Tel: 033 022 23041
<b>Contact</b>	Wendy Saunders - 033 022 22553

### Director of Children and Family Services

<b>Award of Contract for Integrated Child Psychology Service</b>	
<p>The County Council procures, either individually or in partnership with local Clinical Commissioning Groups, a range of psychological support services which provide therapeutic interventions to vulnerable children and young people, including children looked after. Currently there are a number of contracts around provision of psychological support to various parts of Children's Services.</p> <p>The aspiration is to combine this suite of services and have a more integrated model of service for these vulnerable children via one contract. In June 2018 the Cabinet Member for Children and Young People approved the procurement of an Integrated Child Psychology Service, with the new contract due to commence in April 2019. The Cabinet Member also delegated authority to the Director of Children and Family Services to award the contract to the provider who submits the most economically advantageous tender and can best meet the quality and performance standards required.</p> <p>A procurement process is taking place. On completion, the Director of Children and Family Services will be asked to approve the award of contract for an Integrated Child Psychology Service to the provider who can best meet the quality and performance standards required and submits the most economically advantageous tender.</p>	
<b>Decision By</b>	- Director of Children and Family Services
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	4 January 2019
<b>Decision Month</b>	March 2019
<b>Consultation/ Representations</b>	<p>None</p> <p>Representations concerning this proposed decision can be made to the Director of Children and Family Services, via the author or officer contact, by the beginning of the month in which the decision is due to be taken.</p>

## Agenda Item 4

<b>Background Documents</b> (via website)	Cabinet Member Decision Report
<b>Author</b>	Mary Blanchard Tel: 033 022 25895
<b>Contact</b>	Wendy Saunders - 033 022 22553

### Cabinet Member for Children and Young People

<b>Redesign of the Integrated Prevention and Earliest Help Service</b>	
<p>In January 2019 the Cabinet Member for Children and Young People published a decision approving the commencement of a review to propose a redesign of the services provided as the Integrated Prevention and Earliest Help Service (IPEH) (Decision reference CYP06 (18/19)).</p> <p>The aim of the review is to design and plan to implement a targeted early help offer that delivers improved outcomes, reduces demand for children's social care and directs the financial resources available within the Directorate appropriately.</p> <p>The Cabinet Member for Children and Young People will be asked to approve the proposed design and plans for its implementation.</p> <p>The implementation will be achieved in a planned and responsive way which takes full account of the comprehensive consultation and engagement plan this project relies upon. It will also draw on the contributions from those members (in Select Committee and Corporate Parenting Panel) who have a close interest in how the proposals are coordinated and carried through so as to maintain the core aims and benefits of this critical service area. The first changes are likely to be in areas of internal service reconfiguration, with any more significant service changes which may affect partnership plans and commitments being settled through the on-going joint planning and engagement over a period of time.</p> <p>The decision to approve the proposed design and plans for its implementation is due to be taken by the Cabinet Member for Children and Young People in March 2019. Further decisions for implementation after the initial plans will be set out as part of the design and time line to be published in March.</p>	
<b>Decision By</b>	Mr Marshall - Cabinet Member for Children and Young People
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	6 February 2019
<b>Decision Month</b>	May 2019
<b>Consultation/ Representations</b>	Staff Unison Partners in the IPEH Partnership Local Safeguarding Children Board West Sussex Clinical Commissioning Groups District and Borough Councils Children and Young People's Services Select Committee – date

	tbc  Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People, via the author or officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	IPEH review decision
<b>Author</b>	Hayley Connor Tel: 033 022 23792
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

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