



GOVERNANCE COMMITTEE

TUESDAY, 13 DECEMBER 2022

11.30 AM COUNCIL CHAMBER, COUNTY HALL, LEWES

MEMBERSHIP - Councillor Keith Glazier (Chair)
Councillors Nick Bennett, Chris Collier, Rupert Simmons and David Tutt

A G E N D A

1. Minutes of the meeting held on 8 November 2022 (*Pages 3 - 4*)
2. Apologies for absence
3. Disclosures of interests
Disclosures by all members present of personal interests in matters on the agenda, the nature of any interest and whether the member regards the interest as prejudicial under the terms of the Code of Conduct.
4. Urgent items
Notification of items which the Chair considers to be urgent and proposes to take at the appropriate part of the agenda. Any members who wish to raise urgent items are asked, wherever possible, to notify the Chair before the start of the meeting. In so doing, they must state the special circumstances which they consider justify the matter being considered urgent.
5. LMG Managers Pay Offer 2022/2023 (*Pages 5 - 8*)
Report by Chief Operating Officer
6. Chief Executive, Chief Officers' and Deputy Chief Officers' Pay 2022/23 (*Pages 9 - 16*)
Report by Assistant Director of Human Resources and Organisation Development
7. Quarterly Scrutiny Report (*Pages 17 - 50*)
Report by Assistant Chief Executive
8. Non Attendance Report (*Pages 51 - 52*)
Report by Assistant Chief Executive
9. Any other items previously notified under agenda item 4

PHILIP BAKER
Assistant Chief Executive
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5 December 2022

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GOVERNANCE COMMITTEE

MINUTES of a meeting of the Governance Committee held at Council Chamber, County Hall, Lewes on 8 November 2022.

PRESENT Councillors Keith Glazier (Chair), Nick Bennett, Rupert Simmons and David Tutt

ALSO PRESENT Councillors Wendy Maples, Stephen Shing, Georgia Taylor and Trevor Webb (who joined via Microsoft Teams as a non-voting substitute).

25. MINUTES OF THE MEETING HELD ON 29 SEPTEMBER 2022

25.1 RESOLVED – that the minutes of the previous meeting of the Committee held on 29 September 2022 be confirmed and signed as a correct record.

26. APOLOGIES FOR ABSENCE

26.1 Apologies for absence were received from Councillor Collier. It was noted that Councillor Webb was substituting for him.

27. REPORTS

27.1 Copies of the reports referred to below are included in the minute book.

28. LMG MANAGERS PAY OFFER 2022/2023

28.1 The Governance Committee considered a report by the Chief Operating Officer on the LMG Managers Pay 2022/23.

28.2 The Governance Committee RESOLVED to agree the pay offer to LMG Managers for the financial year 2022/23 to mirror the national (NJC) award, as set out in paragraph 2.4 of the report.

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Report to: Governance Committee
Date of meeting: 13 December 2022
By: Chief Operating Officer
Title: LMG Managers Pay 2022/23
Purpose: To agree the pay award for LMG Managers for 2022/23

RECOMMENDATIONS

The Governance Committee is recommended to agree the pay award for LMG Managers for the financial year 2022/23 to mirror the national (NJC) award, as set out in paragraph 1.1 below.

1 Background

1.1 At its meeting on 8 November 2022, the Governance Committee received a report with regards to the 2022/23 pay offer for LMG Managers to be negotiated with Unison. Following due consideration, the Committee agreed the offer to be made as mirroring the national (NJC) pay award, which provides for:

- an increase of £1,925 on all NJC pay points with effect from 1 April 2022
- an increase of 4.04% on all allowances (e.g. sleep-in duty etc) with effect from 1 April 2022
- an increase of one day to all employees' annual leave entitlement with effect from 1 April 2023

2 Supporting information

2.1 Following the Governance Committee's decision on 8 November 2022, negotiations with UNISON have taken place and local managers have indicated their acceptance of the pay offer. Attached at Appendix 1 is a copy of the LMG salary scales showing the updated 2022/23 rates of pay.

3. Recommendation

3.1 The Governance Committee is recommended to agree the pay award for LMG Managers for the financial year 2022/23 to mirror the national (NJC) award, as set out in paragraph 1.1 above.

Ros Parker
Chief Operating Officer

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Local Managerial Grades (LMG) salary scale



Grade	Scale Point	01/04/2021	01/04/2022
LMG 1	5	£40,408	£42,333
	6	£41,620	£43,545
	7	£42,867	£44,792
	8	£44,157	£46,082
LMG 2	9	£45,483	£47,408
	10	£46,850	£48,775
	11	£48,259	£50,184
	12	£49,709	£51,634
LMG 3	13	£51,201	£53,126
	14	£52,739	£54,664
	15	£54,328	£56,253
	16	£55,952	£57,877
LMG 4	17	£57,639	£59,564
	18	£59,368	£61,293
	19	£61,148	£63,073
	20	£62,987	£64,912
LMG 5	21	£64,884	£66,809
	22	£66,820	£68,745
	23	£68,838	£70,763
	24	£70,903	£72,828
LMG 6	25	£73,037	£74,962
	26	£75,226	£77,151
	27	£77,483	£79,408
	28	£79,803	£81,728
LMG 7	29	£82,201	£84,126
	30	£84,671	£86,596
	31	£87,221	£89,146
	32	£89,833	£91,758
LMG 8	33	£92,527	£94,452
	34	£95,309	£97,234
	35	£98,172	£100,097
	36	£101,123	£103,048

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Report to:	Governance Committee
Date of meeting:	13 December 2022
By:	Assistant Director, Human Resources and Organisation Development
Title:	Chief Executive, Chief Officers' and Deputy Chief Officers' Pay 2022/23
Purpose:	To consider the position in relation to the pay award for the Chief Executive, Chief Officers and Deputies for 2022/23

RECOMMENDATIONS

The Governance Committee is recommended to agree the pay award for the Chief Executive, Chief Officers and Deputy Chief Officers for the financial year 2022/23 to mirror the national (NJC and JNC) pay awards as set out in paras 2.4 and 2.6 below.

1 Background

1.1 Chief Officers' pay is locally determined and any annual increases approved by this Committee are effective from the 1 April of the relevant pay year.

1.2 The national (NJC and JNC) pay awards are relevant to these local negotiations as the decision made regarding the local pay offer needs to take into account the impact on the wider workforce and organisation as a whole, as well as the wider market position.

1.3 Set against this background, the local pay award for the Chief Executive, Chief Officers and Deputy Chief Officers has therefore historically mirrored the national awards. Any consideration of a pay increase should, however, take into account the wider public sector context and the future financial challenges facing the Council.

2. Supporting information

2.1 The annual Consumer Prices Index (CPI) inflation measures changes in the price level of consumer goods and services purchased by households. On 21 March 2017, the CPI was replaced by a new measure: the Consumer Prices Index, including owner occupier's housing costs (CPIH). This extends the CPI to include a measure of the costs associated with owning, maintaining and living in one's own home (owner occupiers' housing costs OOH), along with council tax. This is the most comprehensive measure of inflation. The CPIH rose by 9.6% in the 12 months to October 2022, up from 8.8% in September 2022. On a monthly basis, CPIH rose by 1.6% in October 2022, compared with a rise of 0.9% in October 2021 (Office for National Statistics Nov 22).

2.2 Growth in average total pay (including bonuses) was 6.0% and growth in regular pay (excluding bonuses) was 5.4% among employees in June to August 2022; this is the strongest growth in regular pay seen outside of the coronavirus (COVID-19) pandemic period. Growth in total and regular pay fell in real terms (adjusted for inflation) on the year in June to August 2022, at 2.4% for total pay and 2.9% for regular pay. Whilst this is slightly smaller than the record fall in real regular pay in April to June 2022 (3.0%), it remains among the largest falls in growth since comparable records began in 2001 (ONS Nov 22).

2.3 Average regular pay growth for the private sector was 6.2% in June to August 2022, and 2.2% for the public sector; outside of the height of the pandemic period, this is the largest growth seen for the private sector and the largest difference between the private sector and public sector (ONS Nov 22).

National Pay Negotiations 2022/23

2.4 The national NJC local government services reached a one year pay deal covering the period 1 April 2022 to 31 March 2023. The deal provides for:

- an increase of £1,925 on all NJC pay points with effect from 1 April 2022
- an increase of 4.04% on all allowances (eg sleep-in duty etc) with effect from 1 April 2022
- an increase of one day to all employees' annual leave entitlement with effect from 1 April 2023.

2.5 It is worth noting that the deal is for a one-off amount rather than a percentage increase which means it has a differential value across the pay structure.

2.6 The JNC for Chief Officers of Local Authorities and the JNC for Chief Executives of Local Authorities have both also agreed their respective 2022/23 pay awards as being an increase of £1,925 on basic salary with effect from 1 April 2022.

Benchmarking

2.7 In previous years, benchmarking information in relation to other Councils has been provided. It is important, however, to recognise that Councils do not have consistent staffing structures and it is therefore very difficult to be confident that we are comparing on a 'like for like' basis. For example, it is worth noting that a number of Councils have introduced the role of 'Executive Director', which sits between the Chief Executive and departmental Chief Officers, thereby providing additional senior strategic capacity. This is not a layer that exists within East Sussex.

2.8 In order to provide the Committee with an understanding of the local market position and subject to the above, attached at Appendix 1 is high level benchmarking data showing the comparison in relation to the Chief Executive, Chief Officers and Deputies' pay and our closest neighbours.

2.9 A key relevant factor is the context in which the Council is operating. The scale of the leadership challenge, running a complex organisation and services in the face of financial challenge, complex needs and multiple risks is significant. Working collaboratively and in partnership is vital to support the challenges around service delivery and integration and our senior leaders have significant external facing roles in addition to the services they manage. The Chief Executive and Chief Officers are critical to ensuring the continued delivery of our essential services to the residents of East Sussex.

2.10 It is recognised that there is a level of scrutiny on pay for senior officers. It is, however, equally important that the Council is able to attract and retain high calibre staff to ensure the best delivery of services to the residents of East Sussex. Whilst acknowledging that pay is only one element of the overall employment package, it is, nonetheless an important one. Given the current significant recruitment and retention challenges, it is essential that our pay rates are appropriately competitive.

2.11 Given this backdrop, it would seem appropriate to offer a pay award that mirrors the national pay awards agreed.

2.12 The Committee will be aware that at its meeting on 28 January 2020, it agreed an additional payment to be made to the Chief Executive in recognition of the significant additional responsibilities arising from being appointed as shared Chief Executive across both East and West Sussex County Councils. Whilst in previous years, as an element of pay, the percentage increase has been applied to this additional payment, as this pay award is a one-off payment, it is not proposed to apply it to the additional payment.

Financial Implications

2.13 The estimated impact of mirroring the national pay award to the Chief Executive, Chief Officer and Deputy Chief Officer pay bill is £20k per annum including on-costs. This is fully provided for in the MTFP.

2.14 Attached at Appendix 2 is a copy of the current Chief Executive, Chief Officer and Deputy Chief Officer salary scales showing the impact of an increase of £1,925, along with the respective percentage increase for each pay point.

3. Conclusion and reasons for recommendations

3.1 The Governance Committee is recommended to determine the pay offer for the Chief Executive, Chief Officers and Deputy Chief Officers for the financial year 2022/23 as being in line with the national (NJC and JNC) pay awards as set out in paras 2.4 and 2.6 above.

Sarah Mainwaring

Assistant Director, Human Resources and Organisation Development

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Comparison against neighbouring authorities

Appendix 1

Chief Executive

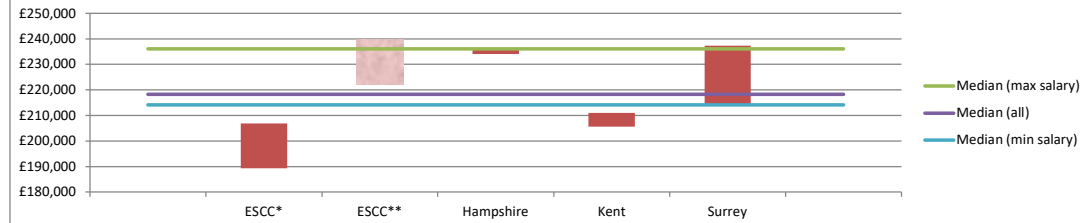
2021/22

	Min Salary	Max Salary
ESCC*	£ 189,358	£ 206,911
ESCC**	£ 222,317	£ 239,870
Hampshire		£235,043
Kent	£ 205,701	£ 211,002
Surrey 2021/22	£ 214,184	£ 237,337

* Substantive Grade

** Additional payment made in respect of the significant additional responsibilities arising as joint CE of ESCC and WSCC (£32,959)

Chief Executive benchmark salaries

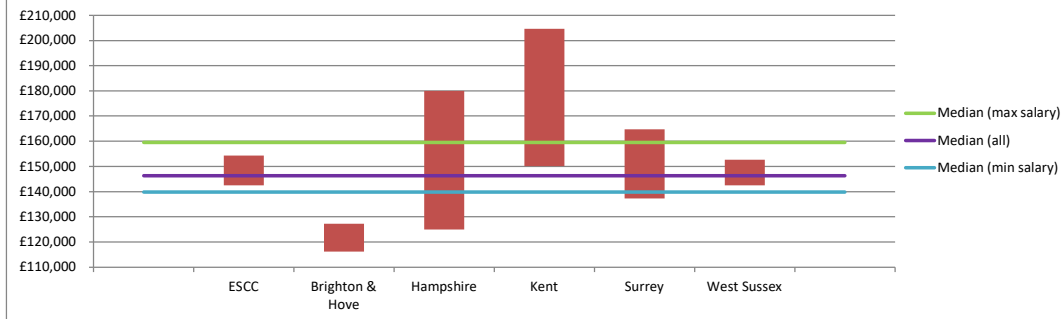


Chief Officer (Director)

2021/22

	Min Salary	Max Salary
ESCC	£ 142,542	£ 154,311
Brighton & Hove	£ 116,221	£ 127,288
Hampshire	£ 125,000	£ 180,000
Kent	£ 150,106	£ 204,640
Surrey	£ 137,287	£ 164,744
West Sussex	£ 142,450	£ 152,625

Chief Officer (Director) benchmark salaries

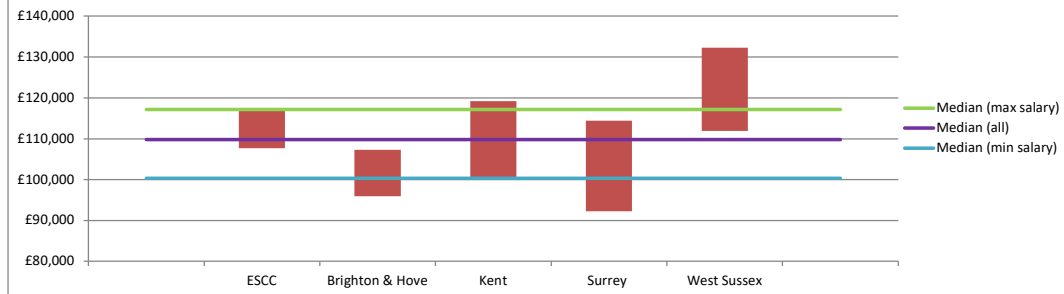


Deputy Chief Officer

2021/22

	Min Salary	Max Salary
ESCC	£ 107,661	£ 117,172
Brighton & Hove	£ 95,964	£ 107,252
Kent	£ 100,286	£ 119,193
Surrey	£ 92,279	£ 114,404
West Sussex	£ 111,925	£ 132,275

Deputy Chief Officer benchmark salaries



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Chief Officer Salary Scale



Grade	Scale Point	01/04/2021	<i>Proposed</i> £1,925	%increase
Dep COA	1	£107,661	£109,586	1.788%
	2	£110,891	£112,816	1.736%
	3	£114,034	£115,959	1.688%
	4	£117,172	£119,097	1.643%
DEP COB	3	£114,034	£115,959	1.688%
	4	£117,172	£119,097	1.643%
	5	£120,313	£122,238	1.600%
	6	£123,447	£125,372	1.559%
COA	7	£134,580	£136,505	1.430%
	8	£138,612	£140,537	1.389%
	9	£142,542	£144,467	1.350%
	10	£146,466	£148,391	1.314%
COB	9	£142,542	£144,467	1.350%
	10	£146,466	£148,391	1.314%
	11	£150,385	£152,310	1.280%
	12	£154,311	£156,236	1.247%
CE	13	£189,358	£191,283	1.017%
	14	£195,035	£196,960	0.987%
	15	£200,886	£202,811	0.958%
	16	£206,911	£208,836	0.930%

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Report to:	Governance Committee
Date of meeting:	13 December 2022
By:	Assistant Chief Executive
Title:	Quarterly Scrutiny Update
Purpose:	To provide an overview of scrutiny activity being undertaken by the People, Place and Health Overview Scrutiny Committees and an update on the work of the Audit Committee.

RECOMMENDATIONS: The committee is recommended to:

1) note the updates on scrutiny and Audit Committee activity and the current work programmes at appendices 1-4.

2) agree to receive update reports on a six monthly basis in future.

1 Background

1.1 These regular reports aim to provide the committee with a summary of scrutiny activity across the People, Place and Health Overview Scrutiny Committees and the work of the Audit Committee to support the visibility to all Members of the wide range of work being undertaken by the scrutiny and Audit committees.

1.2 These updates have been produced quarterly over the past year, during a period in which scrutiny committees have reviewed and updated their work programmes significantly and begun a range of new projects. It is now proposed that the reports are prepared on a six monthly basis in future to allow scrutiny activity to develop further between updates. This approach has been supported by the Scrutiny and Audit Committee Chairs and Vice-Chairs Group.

1.3 This report outlines developments since the last update in September, focusing particularly on the committee meetings held at the end of September which were not covered by the previous report. The current work programmes for the committees are attached at appendices 1-4. An overview of planned scrutiny review and Reference Group activity over the coming months across the three scrutiny committees is attached at appendix 5.

1.4 A scrutiny leadership workshop has been arranged for Chairs and Vice-Chairs to consider effective strategic leadership of the scrutiny work programme, to be followed by questioning skills training open to all Members early in the new year.

2 People Scrutiny Committee

2.1 The committee's latest work programme (attached at appendix 1) captures the full range of activity underway or planned. Key elements are outlined below.

Committee meetings and awayday

2.2 In early September the committee held its annual work planning **awayday** which provided an opportunity to consider current and forthcoming challenges for the services within the committee's remit and areas Members wished to prioritise for further scrutiny. This followed on from consideration of the State of the County report in July. Committee members discussed and asked Directors questions about implementation of the planned reforms to charging for Adult Social Care and new Care Quality Commission assurance inspections of Adult Social Care, drivers of attainment in East Sussex schools, plans for implementation of the Schools White Paper, and drivers of rising demand to support teenagers in social care. The committee agreed to establish a Reference Group on the Adult Social Care reforms to consider their implementation

and impact on the Council. The committee also requested, and has now received, briefings on Public Health work to support food partnerships in the County and on plans for Family Hubs in Children's Services. In addition, as part of the RPPR process, the committee considered potential areas for one-off investments identified by services and agreed comments to Cabinet in relation to these.

2.3 The **committee** met on 27 September 2022 to consider:

- The **Annual Review of Safer Communities** Performance, Priorities and Issues – the committee received an annual update on the work and performance of the East Sussex Safer Communities Partnership and asked questions on trends in reports of Anti-Social Behaviour (ASB), domestic abuse figures and comparatively high numbers of high-risk cases, changing social attitudes to ASB, training to change attitudes, availability of county lines data, and learning from the change in provider of refuges in 2021. The committee also requested an update on some data included in the report.
- **East Sussex Safeguarding Adults Board Annual Report 2021-2022** – the committee received an annual update on the work of the East Sussex Safeguarding Adults Board (SAB) and asked questions about the partnership protocol the SAB has with other safeguarding partnerships, reasons no outcome of complaints may be recorded, and efforts to support financial inclusion of older aged residents. The committee asked for an update on latest figures for safeguarding referrals from GPs and for confirmation a webinar on safeguarding referrals had been implemented for East Sussex Healthcare Trust staff.
- **Reconciling Policy, Performance and Resources (RPPR) update** – the committee considered the RPPR update report to September Cabinet which provided an update on the policy and financial context for our planning for 2023/24 and beyond. The committee asked about: expected use of national funding announced alongside the new Plan for Patients, provisions to manage financial uncertainty facing ESCC, for clarity regarding the projected deficit in the Medium Term Financial Plan, and for more detail on use of the proposed one-off funding to support recruitment and retention. The committee also asked to receive a copy of ESCC's Market Sustainability Plan when published. Members were also able to ensure that key areas of interest were reflected in the committee's work programme.
- **Work programme update** – the committee considered feedback from scrutiny activity undertaken since the July committee, agreed updates to the work programme following the work planning awayday, and requested a report on ESCC's work to deliver the Armed Forces Covenant.
- **East Sussex Safeguarding Children Partnership Annual Report** – the committee received a report from the Independent Chair on the work of the Partnership. The committee asked questions about appropriateness of resourcing for safeguarding work, child exploitation in work, supervision caseloads, safeguarding of Electively Home Educated (EHE) children, pressures facing Child and Adolescent Mental Health Services and assessment of child exploitation risk. The committee asked for further information on licenses granted to employ children and agreed to write to Government on concerns about changes to Government's plans to legislate for councils to keep a register of EHE children.

2.4 The committee met again recently in late November to consider reports on the below topics – further detail will be provided in the next update report once meeting minutes are available:

- An update on work to address challenges with recruitment and retention in the ASC workforce.
- An update on ESCC's work on EHE and national policy developments in this area.

Reference Groups and Briefings

2.5 On 13 September, members of the committee received a briefing presentation from the Adult Social Care and Health (ASCH) department on **community safety**, the role of councils and councillors in community safety, the work of the Safer Communities Partnership, and the role and

work of the Safer East Sussex Team. Following the briefing, further information on the Get Safe Online and In My Shoes projects was provided to committee members.

2.6 The committee has two ongoing Scrutiny Reference Groups which are continuing their work to provide Member input to areas of work being led by departments during the autumn:

- **Loneliness and Resilience** Reference Group (membership: Councillors Clark, Geary, Howell, Maples, Ungar (Chair) and Webb). The group has provided ongoing Member input to Public Health-led work to consider the impact of loneliness on East Sussex residents and identify opportunities for a systematic approach to mitigate its worst effects. Following input from the Reference Group earlier in the year, ESCC Officers and partners have considered the final project report and how to take forward its recommendations and have agreed next steps. A final meeting of the Reference Group took place on 29 November to consider the final recommendations and next steps, as well as what and how the Group would report back to the committee on this project.
- **Health and Social Care Integration Programme (HASCIP)** Reference Group (membership: Councillors Clark, di Cara, Geary (Chair), Ungar and Webb). This group meets as required to review the latest developments in local health and social care integration. A meeting of the group took place on 22 November to consider the draft Sussex Integrated Care Strategy ahead of the Strategy being considered by the Lead Member for Strategic Management and Economic Development and East Sussex Health and Wellbeing Board. The Group has also agreed they will continue to provide additional Member oversight and scrutiny to HASCIP update reports received by the Health and Wellbeing Board.

Scrutiny Reviews

2.7 The committee's programme of scrutiny reviews is currently as follows:

<p>Use of technology and digital in Adult Social Care</p>	<p>The committee has agreed to undertake a review of the ASCH Department's work to encourage greater use of self-service and digital services, such as online financial assessments and needs assessments, by those who are able to use them. The Review is particularly exploring what cultural and behavioural changes are needed to support the Department's planned direction of travel in moving towards being 'Digital by Default.'</p> <p>The review has been taking place this autumn, with the Review Board meeting in September, October and November to consider a range of evidence including the perspective of current service managers, current take-up of online and self-service portals, learning from approaches taken by other authorities to encourage channel shift and greater use of Online Financial Assessments, learning from the approach of NHS partners locally and the Department's work to employ behavioural change approaches to increase use of Online Financial Assessments. The Review is due to report to the committee in December.</p> <p>Review Board membership is Councillors di Cara (Chair), Geary and Maples.</p>
<p>Adult Social Care Equalities and Inclusion</p>	<p>The committee held a scoping meeting on 1 July to consider a potential review to examine progress in implementing the ASCH Equalities and Inclusion strategy. Members agreed that, while they were encouraged by the presentation demonstrating the level and detail of work underway to tackle equality issues, have inclusive services, and create a safe, fair and inclusive work environment for staff, there were issues that could benefit from closer examination by scrutiny, particularly work to define and engage with seldom heard groups and assess whether residents of all backgrounds know how to access and have confidence in ASC services.</p> <p>The committee agreed to proceed with a review which will begin during the winter and has agreed Terms of Reference. Review Board membership is Councillors Geary, Ungar (Chair) and Webb.</p>

Prevention in Children's Services	<p>The committee held a scoping meeting on 11 July to consider a potential review to consider how preventative approaches and early intervention can play a role in improving the sustainability and effectiveness of Children's Services.</p> <p>The Board received a presentation from the Department on the national policy context and evidence base surrounding preventative work in children's services, the current local approach, and the benefits of prevention and early intervention for both service outcomes and effective use of resources. The Board also heard about work underway to strengthen preventative approaches, including plans to develop Family Hubs using one-off Government funding. The Board concluded, on the basis of the discussion with officers, that there were areas within the work the Department had in train to strengthen preventative/early intervention approaches that could benefit from closer examination and challenge by scrutiny.</p> <p>The committee agreed to proceed with a review which will begin during the winter and agreed Terms of Reference. Review Board membership is Councillors Adeniji, Howell (Chair), Field and John Hayling (Parent Governor Representative).</p>
School attendance	<p>The committee undertook scoping earlier in the year for a potential review of school attendance to understand more about the drivers of school absences, the impact of school absences on children and young people, the work the Department is undertaking in response, and whether there are areas where scrutiny could make recommendations for change or improvement.</p> <p>The scoping board concluded that a review of this area would be beneficial but that, in light of current pressures on schools arising from COVID and the impact of ongoing COVID disruption on attendance rates, agreed to defer proceeding with this review until Spring 2023 when there is expected to be a clearer understanding of the long-term impact of COVID on school absences. In the interim, an update on school attendance data was reported to the November 2022 committee meeting.</p>
School exclusions	<p>This topic had completed initial scoping and a terms of reference for a full review had been agreed prior to COVID. Following advice from the Department, it has been agreed to restart this review in the new year when the Review Board will be able to hear the outcomes of a project the Department is undertaking with ISOS consultancy on inclusion and use of Alternative Provision; and factor the outcomes of the project into updated Terms of Reference for the review.</p>

3 Place Scrutiny Committee

3.1 The committee's current work programme (attached at appendix 2) outlines the full range of activity underway or planned. Key elements are described below:

Committee meetings and awayday

3.2 In early September the committee held its annual work planning **awayday** which provided an opportunity to consider current and forthcoming challenges for the services within the committee's remit and areas Members wished to prioritise for further scrutiny. This followed on from consideration of the State of the County report in July. Committee members discussed proposals for one-off investments put forward by departments as part of the RPPR process; the local and national policy context including the level of financial uncertainty; progress updates from the review board and reference groups; and additions to the committee's work programme.

3.3 The **committee** met on 30 September 2022 to consider reports on:

- **Economic Development** – Members received a report from the Economic Development Team on how projects are developed and selected for the available funding streams. The report also included information on the governance of projects and measuring outcomes. Members asked questions on the development and monitoring of projects. It was clarified that scrutiny could request more information on particular projects at any time and that the governance processes used were open and transparent. Members requested earlier scrutiny involvement in the development and monitoring process of projects, particularly where projects were encountering delays or difficulties. The committee may consider looking at the stages of the project lifecycle to identify the best place for scrutiny involvement.
- **RPPR** – as with People Scrutiny, Place Committee considered the RPPR update report to September Cabinet which provided an update on the policy and financial context for our planning for 2023/24 and beyond. The committee commented on the level of financial uncertainty, the challenges for the SEND Home to School transport provided by the Transport Hub in the Communities, Economy and Transport Department and asked for information on the progress of the highways patching work which is part of the Visibly Better Highways programme. Members were also able to ensure that key areas of interest were reflected in the committee's work programme.
- **Work programme update** – the committee considered feedback from scrutiny activity undertaken since the July committee meeting, agreed the updated work programme following the work planning awayday, and agreed the addition of a presentation and report on the current work and challenges of the Council's Rights of Way Team.

3.4 The committee met again recently in late November, when representatives from Southern Water attended to outline plans to tackle the discharge of sewage into water courses and the sea in East Sussex following recent incidents. Further detail will be provided in the next update report once meeting minutes are available.

Briefings and Reference Groups

3.5 The **Climate Emergency Action Plan (CEAP)** Working Group (membership: Councillors Hilton, Hollidge, Holt, Kirby-Green and Redstone (Chair)), established to work with officers on the update of the corporate CEAP, met on 21 June, 15 July, 8 September, 6 October and 20 October. The Group has now completed its work commenting on the draft updated Plan ahead of its consideration by Cabinet in January and County Council in February.

3.6 The **Highways Contract Re-Procurement** Reference Group (membership: Councillors Kirby-Green (Chair), Beaver, Collier and Hollidge) met on 26 September to consider the report to Cabinet on the award of the contract. The Reference Group endorsed the recommendations and agreed that future scrutiny of the contract's implementation will be undertaken by the Place Committee. The Group's conclusions were presented to Cabinet by the Chair.

3.7 On 2 September the **Local Transport Plan (LTP) 4** Reference Group (membership: Councillors Beaver, Collier, Hilton, Hollidge, Holt, Lunn, Redstone (Chair) and Stephen Shing) received a briefing on the Transport for the South East (TfSE) Strategic Investment Plan. Future meetings will be scheduled to coincide with the key stages of the LTP revision project, with the next meeting scheduled for February 2023. There has been some delay in the work of Group due to a delay in Government issuing revised guidance for LTPs, which is now due later in the year. The Reference Group plans to start work by exploring key policy areas.

Scrutiny Reviews

3.8 The committee's current active scrutiny reviews are as below:

Procurement	The review is focusing on Social Value and buying local initiatives. Membership is Cllr Collier (Chair), Cllr Hilton, Cllr Redstone. The review board met on 26 July to comment on the draft Social Value Policy and review the existing Social Value Charter and current policies and procedures. Further review board meetings were held during the autumn with the review now extending into the new year to consider further evidence and accommodate Member availability, with a view to reporting back to the Place
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	Scrutiny Committee at its meeting in March 2023.
Highways Maintenance	<p>Members have agreed to scope a potential review looking at highways maintenance. This topic had been discussed in some detail at both the Highways Contract Reference Group and at the March committee meeting. There is an interest in reviewing the maintenance policies that affect the condition and roads and pavements, and the previous scrutiny work in this area. This is likely to include the intervention levels for repairs, current issues, performance measures and the funding available for highways maintenance.</p> <p>A scoping meeting is planned to take place in early 2023 with the outcome to be reported back to the committee.</p>
Climate Change	<p>The committee discussed establishing a review board to review the Council's countywide work on climate change, which could look at countywide actions and how the Council works with other organisations (e.g. District and Borough councils) on this issue. This would follow on from the work on the corporate Climate Emergency Action Plan. It was agreed to add this as a potential scrutiny review topic to the committee's work programme and hold a scoping meeting at an appropriate point to develop a draft terms of reference for the review.</p>

4 Health Overview and Scrutiny Committee (HOSC)

4.1 Key work priorities for HOSC are set out in the attached work programme (appendix 3) with highlights below:

Committee meetings

4.2 The HOSC met on 22 September 2022 to consider reports on:

- **Child and Adolescent Mental Health Services (CAMHS)** – the committee considered an update on the CAMHS service in East Sussex, including the progress being made to reduce assessment waiting times and the impact of additional investment in CAMHS on service provision and performance. The committee agreed to request a future report on the progress of the waiting times for CAMHS, including progress on the development of the neurodevelopmental pathway, figures for the numbers of young people waiting more than 52 weeks, and how long young people wait between assessment and the beginning of treatment.
- **Hospital handovers** – the committee considered the work being undertaken to reduce hospital handover times by the Ambulance Service, Adult Social Care and the various hospital trusts that serve the residents of East Sussex. The committee agreed to have a further update report after the winter period at the June 2023 meeting.
- **South East Coast Ambulance Service NHS Trust (SECamb) Improvement Plan** - the committee considered a report providing an overview of SECamb's Care Quality Commission (CQC) report findings, following a rating of inadequate in the well-led domain, and the Trust's Improvement Plan. Members agreed to request a further report on the progress of SECamb exiting the Recovery Support Programme at its 29 June 2023 meeting and to have SECamb monthly Board updates and any further CQC reports circulated to HOSC members via email in the meantime.
- **HOSC future work programme** – the committee considered its future work programme priorities and agreed to add update reports on CAMHS, Hospital Handovers and the SECamb CQC inspection improvement plan.

4.3 Key future committee agenda items include:

- Reconfiguration of cardiology services at East Sussex Healthcare NHS Trust (ESHT) – the committee will consider the NHS decision on the reconfiguration of cardiology services at its December meeting. Further detail at section 4.5 below.

- Reconfiguration of ophthalmology services at ESHT – the committee will consider the NHS decision on the reconfiguration of Ophthalmology services, which includes focussing service provision at the Bexhill and Eastbourne DGH hospitals at its December meeting. Further detail at section 4.5 below.
- Primary Care access and next steps on integrating primary care. Consideration of a report providing an update on GP access including the eHubs pilot and the next steps on integrating primary care strategy. It will also include access to NHS Dentistry following a request from the East Sussex Health and Wellbeing Board (HWB).
- The performance and future plans of Primary Care Networks, which will include the development of Emotional Wellbeing Services for residents requiring primary mental health interventions.
- Proposals to move adult burn services from Queen Victoria Hospital in East Grinstead to a major trauma centre in the South East (timing dependent on NHS England).
- Proposals to re-procure the Sexual Assault Referral Centres in Sussex (timing dependent on NHS England).

Reference Groups and briefings

4.4 A small group of HOSC members, including the Chair, visited the Crowborough Minor Injuries Unit (MIU) on 8 November to discuss the service and use of the space at the MIU.

Scrutiny Reviews

4.5 HOSC has been focused on completing the following substantial variation to services reviews by the end of 2022:

Cardiology	<p>The committee agreed that proposals for reconfiguration of cardiology services provided by ESHT constitute a 'substantial variation' to services requiring formal consultation with HOSC.</p> <p>The HOSC submitted a report and recommendations for NHS Sussex to consider alongside its Decision Making Business Case (DMBC) and the public consultation outcomes. NHS Sussex will then return to HOSC setting out the reasons for its decision.</p> <p>The HOSC will consider whether the decision, which includes single siting cardiology catheter labs and specialist cardiology to either Eastbourne DGH or Conquest Hospital, is in the best interests of health services locally. NHS Sussex has subsequently confirmed that, following the completion of the options appraisal process for the site of the specialist interventional cardiac services (cardiology catheter labs), the recommended site has been identified as Eastbourne DGH and this will be specified in the DMBC.</p> <p>Consideration of the decision is subject to the NHS timelines – which were delayed pending a review of the capital envelope due to the impact of inflation – with the final HOSC review of the NHS decisions now taking place at the 15 December 2022 HOSC meeting, following NHS Sussex sign-off during October and November.</p> <p>Membership of the Review Board (now complete) comprised Cllr Belsey, Robinson (chair), Turner (Hastings Borough Council representative), di Cara and Marlow-Eastwood.</p>
Ophthalmology	<p>The committee agreed that proposals for reconfiguration of ophthalmology services provided by ESHT constitute a 'substantial variation' to services requiring formal consultation with HOSC.</p> <p>The HOSC submitted a report and recommendations for NHS Sussex to consider alongside its DMBC and the public consultation outcomes. NHS Sussex will then return to HOSC setting out the reasons for its decision.</p>

	<p>The HOSC will consider whether the decision, which includes reducing day case and outpatient ophthalmology from three sites to two, is in the best interests of health services locally.</p> <p>Consideration of the decision is subject to the NHS timelines – which were delayed pending a review of the capital envelope due to the impact of inflation – with the final HOSC review of the NHS decisions now taking place at the 15 December 2022 HOSC meeting, following NHS Sussex sign-off during October and November.</p> <p>Membership of the Review Board (now complete) comprised Cllr Belsey (chair), Robinson, Azad and Brett (Lewes District Council representative) and Geraldine Des Moulins (VCSE Alliance).</p>
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4.6 HOSC will consider further topics for review in the new year, which will include any further substantial variations to services proposed by the local NHS.

Other Issues

4.7 A report or awayday will be arranged to consider the implications for the committee of the Health and Care Act 2022, including the replacement of East Sussex Clinical Commissioning Group (CCG) with the NHS Sussex Integrated Care Board (ICB), the creation of the Sussex Integrated Care System (ICS), and the effect of regulations that allow the Secretary of State to intervene in local service reconfigurations on HOSC's powers to refer decisions to the Secretary of State. Guidance has been issued by the Department of Health and Social Care on how HOSCs and ICSs are expected to work together and this is currently being reviewed to understand any impacts on HOSC's work.

5 Audit Committee

5.1 The committee's future areas of focus are set out in the work programme attached at appendix 4.

Committee meetings

5.2 The Audit Committee met on 23 September 2022 to discuss reports on:

- Internal Audit Progress Report – Quarter 1 2022/23
- CIPFA Financial Management Code
- Strategic Risk Register – Quarter 1 2022/23 – The committee resolved to request a session for the Audit Committee to conduct a 'deep dive' into the Strategic Risk Management framework to explore the processes and governance using Risk 12 (Cyber Attack) as an example.
- Managing Back Office Systems (MBOS) Update
- Audit Committee Work programme

5.3 The committee met again recently in late November to consider reports including the quarterly Internal Audit report, annual update on Property Investment Strategy, and the 2021/22 Statement of Accounts.

Briefings and working groups

5.4 Two training sessions were provided to the committee on 23 September covering counter fraud work and risk management.

5.5 A 'deep dive' session to explore the Risk Management framework (as mentioned above) will be held on 31 March ahead of the Audit Committee meeting.

5.6 The Working Group which is providing oversight of the MBOS programme implementation met on 26 August and discussed the MBOS project entering into User Acceptance Testing and the impact of Payroll Parallel Run as a critical stage of the project. A further Working Group meeting was held on 22 November.

6 Conclusion and reasons for recommendations

6.1 This report provides an overview of recent scrutiny and Audit Committee work for the committee to note. It is also recommended that the committee agrees to receive future reports on a six monthly basis to enable scrutiny activity to develop further between updates.

PHILIP BAKER

Assistant Chief Executive

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People Scrutiny Committee - Work Programme

Current Scrutiny Reviews		
Title of Review	Detail	Proposed Completion Date
Use of digital and technology in Adult Social Care	<p>The Committee has accepted the recommendation of the Initial Scoping Board that the Committee proceed with a review of this area, focussed on exploring the cultural and behavioural changes needed to support greater use of online services, 'self-service' options and adoption of a 'digital by default' approach in ASC.</p> <p>Membership of the Review Board: Councillors di Cara (Chair), Geary and Maples.</p>	December 2022
ASC Equality and Inclusion	<p>The Committee has accepted the recommendation of the Initial Scoping Board that the Committee proceed with a review of this area, looking at how the Department engages with 'seldom heard' groups and whether residents of all backgrounds know how to access ASC services.</p> <p>Membership of the Review Board: Councillors Geary, Ungar (Chair) and Webb.</p>	March 2023
Use of Prevention in Children's Services	<p>The Committee has accepted the recommendation of the Initial Scoping Board that the Committee proceed with a review of this area, focussed on examining work planned and underway to strengthen use of prevention in Children's Services.</p> <p>Membership of the Review Board: Councillors Adeniji, Field, Howell (Chair) and John Hayling, Parent Governor Representative.</p>	March 2023
School Exclusions	<p>The previous Committee agreed in March 2020 to undertake a Scrutiny Review of issues relating to school exclusions. The Committee also agreed the Terms of Reference proposed by the Scoping Board. Due to the COVID-19 pandemic and its effect on the availability of schools to contribute to further work on this review, it was subsequently paused with the intention to recommence it at a suitable future date.</p> <p>Since the original review was scoped, the Department has commenced a project with ISOS consultancy to draw together aspects of good and emerging practice into a clear, whole-system, strategic approach to inclusion and the use of Alternative Provision for secondary-age pupils in East Sussex.</p> <p>The Committee wishes to recommence this review and will hold a further short scoping meeting to consider the outcomes of the ISOS project and any adjustments required to the existing Terms of Reference before commencing the review.</p>	To be confirmed when second scoping board undertaken in January 2023.

	Membership of the Review Board: Councillors Adeniji, Field, Maples and Nicola Boulter, Parent Governor Representative.	
Initial Scoping Reviews		
Subject area for initial scoping	Detail	Proposed Dates
School Attendance	<p>The Committee heard at their 2021 work planning awayday that overall school absence and persistent absence rates across East Sussex are high, when compared to national and statistical neighbours; and that East Sussex has a significant number of children and young people deemed too ill to attend school due to anxiety and poor mental health, and increasing levels of Emotionally-Based School Avoidance.</p> <p>A scoping board meeting was held on 10 March 2022 and the Board agreed that although the subject was appropriate for a Scrutiny Review, as so much of the current situation regarding school absence rates in East Sussex was related to the ongoing impact of, and disruption from, the coronavirus pandemic, it was too early for the Committee to undertake a scrutiny review of school attendance.</p> <p>The Board therefore agreed that the review should commence in Spring 2023 when we expect to have a clearer sense of the long-term impact of COVID on school absences. A further short scoping board meeting will be held in early 2023 to build on issues discussed at the 2022 scoping board and draft Terms of Reference for this review.</p> <p>Membership of the Scoping Board: Cllrs Adeniji, di Cara, Field and Howell (Chair) and Nicola Boulter, Parent Governor Representative.</p>	To be confirmed following a further short scoping board in early 2023.
Suggested Potential Future Scrutiny Review Topics		
Suggested Topic	Detail	
Scrutiny Reference Groups		
Reference Group Title	Subject area	Meeting Dates
Health and Social Care Integration Programme (HASCIP) Reference Group	The Committee agreed to establish a Reference Group to monitor progress of the East Sussex Health and Social Care Integration Programme and identify areas for future scrutiny. It will review HASCI progress reports provided to the Health and Wellbeing Board and meet on an ad hoc basis as required to consider issues arising in more detail.	Next meeting: TBC

	<p>The group last met on 6 April 2022 and considered an update on the Better Care Fund, as well as a presentation on anticipated impacts of the Integration White Paper and progress with establishing an Integrated Care System (ICS) in Sussex. The group requested that the next meeting consider the next substantive phase of work on establishing the Sussex ICS and met on 22 November 2022 to consider and comment on key elements of the draft Sussex ICS Integrated Care Strategy ahead of it being considered by the Lead Member for Strategic Management and Economic Development. The group has also requested to consider progress with work at the locality level in East Sussex and a meeting to consider this is expected to take place in 2023 when this work is further progressed.</p> <p>Membership of the group: Councillors Clark, di Cara, Geary (Chair), Ungar and Webb.</p>	
Loneliness and Resilience Scrutiny Reference Group	<p>The Committee agreed to establish a Loneliness and Resilience Scrutiny Reference Group at its meeting in March 2021. The purpose of the group is to provide scrutiny input into a loneliness project being undertaken by the Adult Social Care and Health Department. The project will aim to develop practical solutions that will help address some of the key negative impacts of loneliness on local communities in East Sussex.</p> <p>The Group had presentations on progress with the project in August and December 2021 and March 2022. At the March meeting the Group considered and commented on the draft recommendations for the project. A final meeting of the Reference Group took place on 29 November to consider the final recommendations and next steps, as well as what and how the Group wish to report back to the Committee on this project.</p> <p>Membership of the group: Councillors Clark, Geary, Maples, Howell, Ungar and Webb.</p>	
Educational Attainment and Performance Scrutiny Reference Group	<p>The Committee agreed in June 2018 to establish a Reference Group to focus on reviewing data on educational attainment in East Sussex and related issues. The group meets on an annual basis.</p> <p>The next meeting of the Group is anticipated to take place in late January/ early February 2023 when Department for Education ratified attainment data for the 2021/22 academic year is expected to be available.</p> <p>Membership of the group: Councillors Adeniji, Field and Howell and Nicola Boulter, Parent Governor Representative.</p>	Next meeting: Late January/ Early February 2023
Adult Social Care reforms Reference Group	<p>The Committee agreed at its 2022 work planning awayday to establish a reference group to consider the impact and implementation of the Adult Social Care reforms.</p> <p>It has been agreed that the first meeting of the Group will take place after October, when the Fair Cost of Care exercise is complete, and will receive a report on the</p>	First meeting: Post-October 2022

	<p>anticipated impact of the reforms on the Council's finances, Care Act assessment volumes, staffing, other operational issues, and the local care market.</p> <p>Membership of the group: Councillors di Cara, Geary and Ungar.</p>	
Reconciling Policy, Performance and Resources (RPPR) Board	RPPR Board meet annually to agree detailed comments and any recommendations on the emerging portfolio plans and spending and savings proposals to be put to Cabinet on behalf of the scrutiny committee.	Next meeting: 16 December 2022
Reports for Information		
Subject Area	Detail	Proposed Date
Market Sustainability Plan	At its September 2022 meeting the Committee asked to receive a copy of the Market Sustainability Plan once it was finalised.	When finalised – expected to be February 2023
Training and Development		
Title of Training/Briefing	Detail	Proposed Date
Future Committee Agenda Items		Author
16 December 2022		
Scrutiny Review - Use of digital and technology in Adult Social Care	To consider the final report of the Review.	Councillor Penny di Cara, Chair of the Review Board
16 March 2023		
Armed Forces Covenant	At their September meeting the Committee asked for an update on ESCC's work to deliver the Armed Forces Covenant, particularly on work required to achieve gold accreditation.	Director of Children's Services
Committee Work Programme	To manage the Committee's programme of work including matters relating to ongoing reviews, initial scoping boards, future scrutiny topics, reference groups, training and development matters and reports for information.	Beth McGhee, Senior Policy and Scrutiny Adviser
Reconciling Policy, Performance and Resources (RPPR)	To provide the Committee with an opportunity to review its input into the RPPR process for 2023/24 financial year.	Becky Shaw, Chief Executive

17 July 2023		
Implementation of Schools White Paper Reforms	The Committee requested at its July 2022 meeting an update in 12 months on progress with implementing reforms set out in the Schools White Paper.	Assistant Director, Education
Elective Home Education	The Committee requested at its November 2022 meeting an update in 6 months on the work of the Elective Home Education service.	Assistant Director, Education
Committee Work Programme	To manage the Committee's programme of work including matters relating to ongoing reviews, initial scoping boards, future scrutiny topics, reference groups, training and development matters and reports for information.	Beth McGhee, Senior Policy and Scrutiny Adviser
Reconciling Policy, Performance and Resources (RPPR)	To commence the Committee's involvement with the RPPR process for 2024/25 financial year by reviewing the information in the Quarter 4 (end of year) (2022/23) Council Monitoring report and the State of the County report.	Becky Shaw, Chief Executive
25 September 2023		
Committee Work Programme	To manage the Committee's programme of work including matters relating to ongoing reviews, initial scoping boards, future scrutiny topics, reference groups, training and development matters and reports for information.	Beth McGhee, Senior Policy and Scrutiny Adviser
Reconciling Policy, Performance and Resources (RPPR)	To continue the Committee's work on the RPPR process for 2024/25 financial year.	Becky Shaw, Chief Executive
Safeguarding Adults Board - Annual Report	The Safeguarding Adults Board (SAB) Annual Report outlines the safeguarding activity and performance in East Sussex during the previous financial year, as well as some of the main developments in place to prevent abuse from occurring.	Chair, Safeguarding Adults Board
Annual Review of Safer Communities	To update the Committee on performance in relation to Safer Communities in 2022/23 and the priorities and issues for 2023/24 that will be highlighted in the Partnership Business Plan.	Assistant Director - Planning, Performance and Engagement
East Sussex Safeguarding Children Partnership (ESSCP) Annual Report	<p>Presentation of the annual report of the East Sussex Safeguarding Children Partnership.</p> <p>This report will include a progress update on the work of multi-agency exploitation coordinators as requested at the March 2022 Committee.</p>	Independent Chair, East Sussex Safeguarding Children Partnership

29 November 2023

Committee Work Programme	To manage the Committee's programme of work including matters relating to ongoing reviews, initial scoping boards, future scrutiny topics, reference groups, training and development matters and reports for information.	Beth McGhee, Senior Policy and Scrutiny Adviser
Reconciling Policy, Performance and Resources (RPPR)	To continue the Committee's work on the RPPR process for 2024/25 financial year.	Becky Shaw, Chief Executive

Place Scrutiny Committee – Work Programme

Current Scrutiny Reviews		
Title of Review	Detail	Proposed Completion Date
Scrutiny Review of Procurement	A scrutiny review of Procurement which will focus on the Council's approach to Social Value measurement and buying local initiatives as part of procurement activity across the Council. The review is considering how Social Value can help achieve the Council's objectives including reducing carbon emissions and other climate change measures.	February 2023
Initial Scoping Reviews		
Subject area for initial scoping	Detail	Proposed Dates
Highways Maintenance	The Committee has agreed to form a scoping board to explore the topic of highways maintenance. The scoping board will examine previous scrutiny work in this area and review highways maintenance policies.	January 2023
Climate Change	The Committee has agreed to establish a scoping board (subject to sufficient interest from Committee members) to examine the Council's countywide work on climate change, which could look at countywide actions and how the Council works with other organisations (e.g. District and Borough councils) on this issue.	To be agreed
Scrutiny Involvement in Economic Development Project Processes	The Committee agreed to form a scoping board to examine the opportunities for scrutiny involvement in the different stages of economic development projects, including evaluating and learning lessons from projects and the Council's work with SeaChange Sussex.	To be agreed

List of Suggested Potential Future Scrutiny Review or Reference Group Topics		
Suggested Topic	Detail	
To be agreed.		
Scrutiny Reference Groups		
Reference Group Title	Subject Area	Meetings Dates
Local Transport Plan (LTP4) – Reference Group	The Committee has formed a Reference Group to work alongside officers on the development of the revised Local Transport Plan (LTP 4) focussing on sustainable transport issues.	1 Feb 2022 and then throughout 2022/23.
Reports for Information		
Subject	Detail	Proposed Date
Electric Vehicle (EV) Charging Points.	The Committee agreed to request a briefing on plans to develop and implement EV charging infrastructure in East Sussex.	To be agreed
Training and Development		
Title of Training/Briefing	Detail	Proposed Date
To be agreed.		
Future Committee Agenda Items		Author/Witnesses
28 March 2023		
Reconciling Policy, Performance and Resources (RPPR)	The Committee will review its input into the RPPR budget setting process, and the impact of any recommendations or comments made by the Committee.	Chief Executive / Senior Scrutiny Adviser

Scrutiny Review of Procurement	To consider and agree the report of the Review Board on the Scrutiny Review of Procurement: Social Value and Buying Local.	Chair of the Review Board / Senior Scrutiny Adviser
Community Asset Transfers and Asset Use	An initial report to understand the current policies and processes for declaring assets surplus and offering them for community use through Community Asset Transfers (CAT).	Chief Operating Officer/Assistant Director, Property
Environment Act, Food Waste	A report on the implications of the Environment Act for ESCC of the requirement to put in place a food waste collection service. The report to cover the implications for ESCC as the waste disposal authority and a presentation on the position and plans to deal with this requirement, including the models or facilities required to process the food waste and the opportunity for local composting/processing.	Assistant Director Operations/Head of Transport and Operational Services/Waste Team Manager
Scrutiny Review of Road Markings	To receive the second update report on the implementation of the recommendations from the Scrutiny Review of Road Markings, including details of the work undertaken with additional expenditure in this area of work.	Assistant Director, Operations
Work Programme	To consider items for inclusion in the Committee's work programme: <ul style="list-style-type: none"> • Reports for future meetings • Scrutiny reviews and potential scrutiny reviews • Items from the Forward Plan 	Senior Scrutiny Adviser
14 July 2023		
Reconciling Policy, Performance and Resources (RPPR)	To commence the Committee's involvement with the RPPR process for 2024/25 by reviewing the information in the Quarter 4, end of financial year (2022/23) Council Monitoring report and the State of the County report.	Chief Executive / Senior Scrutiny Adviser
Library & Information Service	An update report to outline the current service provision, progress against the Strategy, current challenges and priorities and any future developments for the Service.	Assistant Director Communities/ Head of Customer, Library and Registration Services
Rights of Way (RoW) Team	A presentation and report of the work of the RoW Team. This is to provide the Committee with an update on the current work, challenges, and future priorities of the Team.	Assistant Director Operations/Head of Transport and Operational Services/ Team Manager, RoW
Work Programme	To consider items for inclusion in the Committee's work programme: <ul style="list-style-type: none"> • Reports for future meetings • Scrutiny reviews and potential scrutiny reviews • Items from the Forward Plan 	Senior Scrutiny Adviser

26 September 2023		
Reconciling Policy, Performance and Resources (RPPR)	To continue the Committee's work on the RPPR process for 2024/25, by reviewing Portfolio Plans and service based information.	Chief Executive / Senior Scrutiny Adviser
Work Programme	To consider items for inclusion in the Committee's work programme: <ul style="list-style-type: none"> • Reports for future meetings • Scrutiny reviews and potential scrutiny reviews • Items from the Forward Plan 	Senior Scrutiny Adviser
23 November 2023		
Reconciling Policy, Performance and Resources (RPPR)	The Committee will examine any additional information requested at the September meeting and consider any updated RPPR information for 2024/25.	Chief Executive / Senior Scrutiny Adviser
Work Programme	To consider items for inclusion in the Committee's work programme: <ul style="list-style-type: none"> • Reports for future meetings • Scrutiny reviews and potential scrutiny reviews • Items from the Forward Plan 	Senior Scrutiny Adviser
Future Items – to be scheduled		Witnesses
Electricity Grid Capacity	A report on the capacity and constraints of the electricity grid in East Sussex to accommodate Electric Vehicle charging infrastructure and other developments such as solar farms and new housing developments. Timescale to be agreed, dependent on agreement with potential witnesses UK Power Networks/electricity distributors.	UK Power Networks
Queensway Gateway Project	A report on the Queensway Gateway project, covering the current position regarding delivery of this project by SeaChange Sussex.	Director of Communities Economy and Transport / Assistant Director Economy / Head of Economic Development, Skills and Infrastructure

Health Overview and Scrutiny Committee (HOSC) – Work Programme

Current Scrutiny Reviews		
Title of Review	Detail	Proposed Completion Date
To be agreed.		
Initial Scoping Reviews		
Subject area for initial scoping	Detail	Proposed Dates
To be agreed.	To be scheduled once the reviews of Cardiology and Ophthalmology have been completed.	
List of Suggested Potential Future Scrutiny Review Topics		
Suggested Topic	Detail	
To be agreed.		
Scrutiny Reference Groups		
Reference Group Title	Subject Area	Meetings Dates
University Hospitals Sussex NHS Foundation Trust (UHSussex) HOSC working group	A joint Sussex HOSCs working group to consider the performance of UHSussex and any upcoming issues that may be of interest to the wider East Sussex HOSC.	Last meeting: 9 September 2020*

	<p>Membership: Cllrs Belsey, Robinson and one vacancy</p> <p>*meetings postponed due to COVID-19.</p>	Next meeting: TBC 2022
Sussex Partnership NHS Foundation Trust (SPFT) HOSC working group	<p>6-monthly meetings with SPFT and other Sussex HOSCs to consider the Trust's response to CQC inspection findings and other mental health issues.</p> <p>Membership: Cllrs Belsey, Robinson, and Osborne</p>	<p>Last meeting: 31 October 2022</p> <p>Next meeting: TBC in 6 and 12 months time</p>
The Sussex Health and Care Partnership (SHCP) HOSC working group	<p>Meetings of Sussex HOSC Chairs with SHCP leaders to update on progress and discuss current issues. Wider regional HOSC meetings may also take place on the same day from time to time.</p> <p>Future arrangements for the meeting being discussed due to changing governance of SHCP.</p> <p>Membership: HOSC Chair (Cllr Belsey) and Vice Chair (Cllr Robinson) and officer</p>	<p>Last meeting: 20 November 2020</p> <p>Next meeting: TBC</p>
Reports for Information		
Subject Area	Detail	Proposed Date
Future Car parking arrangements at Conquest Hospital	Confirmation from ESHT about the planned car parking arrangements at the Conquest Hospital under the Building for our Future programme	2022
Development of the new Inpatient Mental Health facility	A future update via email on the progress of the development of the new facility in North East Bexhill.	2022
Integrated Care Board (ICB) and implementation of the Health and Care Act 2022	A report or away day session on the new Sussex Integrated Care Board (ICB) structure and priorities, and any other impacts of the Health and Care Act 2022	Winter 2022 /Spring 2023

Training and Development		
Title of Training/Briefing	Detail	Proposed Date
Joint training sessions	Joint training sessions with neighbouring HOSCs on health related issues.	TBC
Building for Our Future	A briefing on the Building for Our Future plans for the redevelopment of Eastbourne District General Hospital (EDGH), Conquest Hospital and Bexhill Hospital developed by East Sussex Healthcare NHS Trust (ESHT)	TBC
Visit to Ambulance Make Ready station and new Operations Centre – East.	A visit to the new Medway Make Ready station and new Operations Centre for 999 and 111 services once the new centre is operational.	Autumn/Winter 2022/23
Visit to the new Inpatient Mental Health facility at Bexhill	A visit to the new Inpatient Mental Health facility due to be built at a site in North East Bexhill to replace the Department of Psychiatry at Eastbourne District General Hospital (EDGH).	TBC but likely 2024

Future Committee Agenda Items		Witnesses
15 th December 2022		
Cardiology	Committee to consider whether the NHS Sussex's decision in relation to the proposals to reconfigure inpatient acute cardiology services run by East Sussex Healthcare NHS Trust (ESHT) are in the best interests of the health service locally.	Representatives of NHS Sussex and ESHT
Ophthalmology	Committee to consider whether the NHS Sussex's decision in relation to the proposals to reconfigure day case and outpatient ophthalmology services run by East Sussex Healthcare NHS Trust (ESHT) are in the best interests of the health service locally.	Representatives of NHS Sussex and ESHT

Primary Care Access and Next steps on integrating primary care	A report providing an update on GP access including the eHubs pilot and the Next steps on integrating primary care strategy. To also include NHS Dentistry following East Sussex Health and Wellbeing Board (HWB) request. Healthwatch also due to attend to provide overview of patient experience.	Representatives of NHS Sussex/Healthwatch
NHS Sussex Winter Plan	A report on the NHS Sussex Winter Plan and associated risks covering the preparations that are being made for the coming peak demand winter season.	Representatives of NHS Sussex
Committee Work Programme	To manage the committee's programme of work including matters relating to ongoing reviews, initial scoping reviews, future scrutiny topics, reference groups, training and development matters and reports for information.	Senior Scrutiny Adviser
2nd March 2023		
Primary Care Networks (PCNs), Emotional Wellbeing Services and mental health funding	A report on the performance of PCNs and the future plans for primary care in East Sussex. Report to also include: <ul style="list-style-type: none"> • an update on the roll out of Emotional Wellbeing Services, which will be co-ordinated across PCN footprints; and • the future of mental health investment. 	Representatives of NHS Sussex/SPFT/PCNs
Committee Work Programme	To manage the committee's programme of work including matters relating to ongoing reviews, initial scoping reviews, future scrutiny topics, reference groups, training and development matters and reports for information.	Senior Scrutiny Adviser
29th June 2023		
Hospital Handovers	An update report on the hospital handover times performance, including evidence of how trusts have worked together to make a difference, following the end of the winter period.	Representatives of ICS, SECamb and hospital trusts ESHT/MTW/UHSussex

SECamb CQC report	A report on the progress of South East Coast Ambulance NHS Foundation Trust (SECamb) exiting the Recovery Support Programme (RSP).	SECamb
Child and Adolescent Mental Health Service (CAMHS)	An update report on CAMHS with particular emphasis on the progress of the waiting times for CAMHS, including progress on the development of the neurodevelopmental pathway, figures for the numbers of young people waiting more than 52 weeks, and how long young people wait between assessment and the beginning of treatment.	Representatives of NHS Sussex and SPFT
Committee Work Programme	To manage the committee's programme of work including matters relating to ongoing reviews, initial scoping reviews, future scrutiny topics, reference groups, training and development matters and reports for information.	Senior Scrutiny Adviser
September 2023		
Committee Work Programme	To manage the committee's programme of work including matters relating to ongoing reviews, initial scoping reviews, future scrutiny topics, reference groups, training and development matters and reports for information.	Senior Scrutiny Adviser
Items to be scheduled – dates TBC		
Transition Services	A report on the work of East Sussex Healthcare NHS Trust (ESHT) Transition Group for patients transitioning from Children's to Adult's services	Representatives of ESHT
Patient Transport Service	To consider proposals to recommission the Patient Transport Service (PTS) and to consider the outcome of the Healthwatch PTS survey. <i>Note: provisional dependent on NHS Sussex's plans</i>	Representatives of lead NHS Sussex and Healthwatch
Implementation of Kent and Medway Stroke review	To consider the implementation of the Hyper Acute Stroke Units (HASUs) in Kent and Medway and progress of rehabilitation services in the High Weald area. <i>Note: Timing is dependent on NHS implementation process</i>	Representatives of East Sussex NHS Sussex/Kent and Medway ICS

Adult Burns Service	<p>A report outlining proposals for the future of Adult Burns Service provided by Queen Victoria Hospital (QVH) in East Grinstead.</p> <p><i>Note: provisional dependent on NHS England's plans</i></p>	NHS England and QVH
Sexual Assault Referral Centre (SARC)	<p>A report on proposals for re-procurement of Sussex SARCs</p> <p><i>Note: provisional dependent on NHS England's plans</i></p>	NHS England
Implications of the Health and Care Act 2022	<p>A report or away day to consider the implications for the Committee of the Health and Care Act including the replacement of CCGs with Integrated Care Boards (ICB) and the effect of the regulations that allow the Secretary of State to intervene in local service reconfigurations on HOSC's powers to refer decisions to the Secretary of State that are not in the best interests of local health services.</p> <p><i>Note: date subject to release of the regulations setting out the powers of the Secretary of State to intervene on local health service reconfigurations.</i></p>	Representatives of NHS Sussex and Senior Scrutiny Adviser / Scrutiny and Policy Support Officer.

Audit Committee – Work Programme

List of Suggested Potential Future Work Topics		
Issue	Detail	Meeting Date
Audit Committee Working Groups		
Working Group Title	Subject area	Meeting Dates
Modernising Back Office Systems (MBOS) Sub Group	Oversight of the MBOS programme	-
Training and Development		
Title of Training/Briefing	Detail	Date
Strategic Risk Management Deep Dive	Deep dive into the Strategic Risk Management framework to explore the processes and governance using Risk 12 Cyber Attack as an example. The session will be facilitated by Khy Perryman, Information Security & Governance Manager and Matt Scott, Chief Digital Information Officer	31 Mar 2023

Future Committee Agenda Items		Author
31 March 2023		
External Audit Plan 2022/23	This report sets out in detail the work to be carried out by the Council's External Auditors on the Council's accounts for the financial year 2022/23.	Ian Gutsell, Chief Finance Officer & External Auditors

External Audit Plan for East Sussex Pension Fund 2022/23	To consider and comment upon the External Audit Plan for the East Sussex Pension Fund for the financial year 2022/23.	Ian Gutsell, Chief Finance Officer & External Auditors
Independent external assessment of Internal Audit	Report presenting the results of an external assessment of the Internal Audit team	Nigel Chilcott, Audit Manager/Russell Banks, Chief Internal Auditor
Internal Audit Strategy and Plan	Consideration of the Internal Audit Strategy and Plan for 2023/24	Russell Banks, Chief Internal Auditor/ Nigel Chilcott, Audit Manager
Internal Audit Progress Report	Internal Audit Progress report – Quarter 3, 2022/23 (01/07/22 – 31/12/22)	Nigel Chilcott, Audit Manager/Russell Banks, Chief Internal Auditor
Strategic Risk Monitoring	Strategic risk monitoring report – Quarters 2 and 3, 2022/23 (01/10/22 – 31/12/22)	Chief Operating Officer / Ian Gutsell, Chief Finance Officer
Managing Back Office Systems (MBOS) Update	Update from the MBOS Sub-Group.	Graham Forsdyke, Programme Lead, Ros Parker, Chief Operating Officer
Committee Work Programme	Discussion of the future reports, agenda items and other work to be undertaken by the Committee.	Governance and Democracy Officer

7 July 2023		
Assessment of the Corporate Governance Framework and Annual Governance Statement for 2022/23	Sets out an assessment of the effectiveness of the Council's governance arrangements and includes an improvement plan for the coming year, and the annual governance statement (AGS) which will form part of the statement of accounts.	Philip Baker, Assistant Chief Executive
Internal Audit Services Annual Report and Opinion 2022/23	An overall opinion on the Council's framework of internal control, summarises the main audit findings and performance against key indicators (includes Internal Audit Progress reports – Quarter 4, 2022/23, (01/01/23 – 31/03/23).	Nigel Chilcott, Audit Manager / Russell Banks, Chief Internal Auditor
Annual Audit Letter	To consider the Annual Audit letter and fee update from the External Auditor	Ian Gutsell, Chief Finance Officer
Counter Fraud Annual Report	Annual report on Counter Fraud work	Simon White, Audit Manager – Counter Fraud / Russell Banks, Chief Internal Auditor
Strategic Risk Monitoring	Strategic risk monitoring report – Quarter 4, 2021/22 (01/01/23 – 31/03/23)	Ros Parker, Chief Operating Officer / Ian Gutsell, Chief Finance Officer
Committee Work Programme	Discussion of the future reports, agenda items and other work to be undertaken by the Committee.	Governance and Democracy Officer
29 September 2023		
Review of Annual Governance Report & 2022/23 Statement of Accounts	Report of the external auditors following their audit of the Council's statutory accounts. It allows the committee to review the issues raised and assess the management response.	External Auditors/ Ian Gutsell, Chief Finance Officer

Review of Annual Pension Fund Governance Report & 2022/23 Statement of Accounts	Report of the external auditors following their audit of the Pension Fund. It allows the committee to review the issues raised and assess the management response.	External Auditors/ Ian Gutsell, Chief Finance Officer
Internal Audit Progress Report	Internal Audit Progress report – Quarter 1, 2023/24 (01/04/23 – 30/06/23)	Nigel Chilcott, Audit Manager/Russell Banks, Chief Internal Auditor
Financial Management Code	Report of the Financial Management Code	Rachel Jarvis, Head of Finance / Ian Gutsell, Chief Finance Officer
Strategic Risk Management	Strategic risk monitoring report – Quarter 1, 2023/24 (01/04/23 – 30/06/23)	Ros Parker, Chief Operating Officer / Ian Gutsell, Chief Finance Officer
Committee Work Programme	Discussion of the future reports, agenda items and other work to be undertaken by the Committee.	Governance and Democracy Officer
24 November 2023		
Treasury Management	To consider a report on the review of Treasury Management performance for 2021/22 and for outturn for the first six months of 2022/3, including the economic factors affecting performance, the Prudential Indicators and compliance with the limits set within the Treasury Management Strategy before it is presented to Cabinet.	Ian Gutsell, Chief Finance Officer
Internal Audit Progress Report	Internal Audit Progress report – Quarter 2, 2023/4 (01/07/22 – 30/09/22)	Nigel Chilcott, Audit Manager/Russell Banks, Chief Internal Auditor
Property Asset Disposal and Investment Strategy	Consideration of an annual report on the implementation of the Property Asset Disposal and Investment Strategy.	Nigel Brown, AD Property

Committee Work Programme	Discussion of the future reports, agenda items and other work to be undertaken by the Committee.	Governance and Democracy Officer
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Scrutiny Review and Reference Group Timelines – Overview

Appendix 5

Please note that timelines and dates of meetings may be subject to change due to the evolving nature of scrutiny work.

Scrutiny Reviews

	Nov 22	Dec 22	Jan 23	Feb 23	March 23	April 23	May 23	June 23	July 23 onwards
Procurement (Place)	Main review activity ongoing				Report to Cttee	Report to Cabinet	Report to Council		
ASC Digital (People)	Main review activity ongoing	Report to Cttee	Report to Cabinet	Report to Council					
ASC inclusion (People)			Main review activity commences with timeline for completion and reporting to be reviewed and agreed at March Cttee						Reporting dates TBC
CSD Prevention (People)			Main review activity commences with timeline for completion and reporting to be reviewed and agreed at March Cttee						Reporting dates TBC
Highways maintenance (Place)			Scoping		Report to Cttee	Main review activity (TBC)			Reporting dates TBC
School exclusions (People)			Updated scoping		Report to Cttee	Main review activity (TBC)			
Climate change (Place)				Scoping (TBC)	Report to Cttee (TBC)		Main review activity (TBC)		
School attendance (People)							Updated scoping		Report to Cttee (July)

Reference Groups

	Nov 22	Dec 22	Jan 23	Feb 23	March 23	April 23	May 23	June 23	July 23 onwards
Local Transport Plan (Place)				Meeting					
Loneliness and isolation (People)	Final meeting								
Health and Social Care Integration Programme (People)	Meeting								
Adult Social Care Reforms (People)		Meeting timings TBC based on national developments							
Economic development (Place)			Meeting - timing TBC						
Educational Attainment and Performance (People)			Meeting - timing TBC						

Report to	Governance Committee
Date	13 December 2022
Report By	Assistant Chief Executive
Title of Report	Non Attendance at Meetings
Purpose of Report	To consider whether to grant a dispensation to Councillor Collier in relation to his non attendance at meetings of the authority.

RECOMMENDATION:

The Governance Committee is recommended to approve the reason for Councillor Collier's non-attendance and grant a dispensation for Councillor Collier from attending meetings of the Council to allow Councillor Collier to remain qualified until such time as he is recovered and is able to attend a meeting of the Council.

1. Supporting Information

1.1 Section 85 of the Local Government Act 1972 provides that if a Member fails, throughout a period of six consecutive months to attend a meeting of the authority then they cease to be a member of the authority unless the failure was due to some reason approved by the Authority before the expiration of the period.

1.2 Councillor Collier is unwell and unlikely to be in a position to attend a meeting in person in the near future and consequently risks not having attended at a meeting for 6 months. Councillor Collier has requested that the Council considers granting him a dispensation.

2. Conclusion and Reason for Recommendation

2.1 As a result of Councillor Collier's ill health it is unlikely that he will be able to attend a meeting in the coming months. The Committee is therefore recommended to approve the reason for Councillor Collier's non-attendance and grant a dispensation from attending meetings of the Council until June 2023.

Philip Baker
Assistant Chief Executive

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