

Completed Task and Finish Groups

Title	Date completed	Type	Membership	Original focus of the TFG	Associated documents
Joint Call Centre	March 2021	FRSC	Lionel Barnard (Chairman) David Edwards David Barling Bob Smytherman	<p>To consider whether the Joint Fire Control Centre (JCC) collaboration project has produced the project deliverables, delivered to the agreed cost and savings, and what improvements the JCC collaboration has achieved in the 12 months since cut over. To consider the improvements and benefit deliverables over the next 12 months and future partnership expansion opportunity during 2021.</p> <p>Reported to FRSC in March 2021. The Committee agreed the Task & Finish Group's recommendations.</p>	Final report to FRSC March 2021
Recommissioning of Support Services	December 2020	PRSC	Joy Dennis (Chairman) Bryan Turner Stephen Hillier Andrew Barret-Miles Steve Waight Michael Jones James Walsh	<p>To input to the work being undertaken in relation to the future options for the delivery of back-office functions currently delivered through the ITO and SSO contracts provided by Capita, in preparation for the contract end in September 2022. The TFG are to bear in mind the requirements of the Reset Plan.</p> <p>The TFGs made recommendations to the Cabinet Member for Economy and Corporate Resources on the ITO contract, and his response was reported to PFSC December 2020.</p>	Response from the Cabinet Member for Economy and Corporate Resources reported to PFSC December 2020

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Social Support Contracts for Older People	December 2020	HASC	Bryan Turner (Chairman) Pat Arculus Kevin Boram Anne Jones Michael Jones Jacky Pendleton James Walsh Karen Harman (representing co-opted committee members)	<p>Pre-decision scrutiny of the proposed recommissioning of social support contracts for older people (public health funded).</p> <p>TFG reported virtually due to the short timescale and the TFGs recommendations are referenced in the decision report [at 4.3 in the accompanying document].</p>	Procurement of Public Health Social Support Services for Older People - AH10(20/21) decision report
Covid-19 - Preparedness and Restoration/Recovery Planning in West Sussex	November 2020	HASC	Bryan Turner (Chairman) Pat Arculus Kevin Boram Jacky Pendleton Sujan Wickremaratchi Chris Oxlade Kate O'Kelly Adam Peacock (D/B rep) Katrina Broadhill (Healthwatch)	<p>To assess lessons learned from the Covid-19 pandemic and to inform future preparedness. To review NHS local restoration and recovery plans (including plans prior to the winter period 2020/21 - assessing preparation for potential increase in demand for NHS services and impact of Covid-19), the Local Outbreak Plan and plans for ongoing monitoring/assurance through Health and Wellbeing Board.</p> <p>Recommendations reported to HASC in November 2020.</p>	Final Report to HASC November 2020 Responses from the West Sussex Clinical Commissioning Group and West Sussex Health and Wellbeing Board reported to HASC February 2021

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Proposed Scope of Services for Children's Trust	October 2020	CYPSSC	Stephen Hillier (Chairman) Ann Bridges Heidi Brunsdon Sujan Wickremaratchi Kirsty Lord Jackie Pendleton	Pre-decision scrutiny of the proposed services to be included in the Children's Trust. TFG fed recommendations directly into Cabinet on 20 October 2020.	Reported into Cabinet October 2020
Contract Management (Reconvened)	September 2020	PFSC	Nigel Jupp (Chairman) Duncan Crow Carol Purnell Sean McDonald James Walsh Kate O'Kelly Michael Jones	TFG reconvened one year after the original TFG report to enable the new structure and operating model to be set up. Focus to review and monitor progress of the recommendations made by the original TFG in July 2018. The TFG will also review how the Council has introduced and embedded the requirements of the Social Value Act and the procurement governance arrangements requested by ECFSC. Final Report to September 2020 PFSC Meeting. The Cabinet Member for Finance confirmed he was happy to give his support in principle to these actions and that officers are pursuing the outcomes.	PFSC September 2020 received the Cabinet Member for Finance's response to the TFG's recommendations

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Education and Skills Annual Report	September 2020	CYPSSC	Hilary Flynn (Chairman) Stephen Hillier Kirsty Lord Karen Sudan Andrew Baldwin Anne Jones Brenda Burgess	To review the Annual Report and proposals for moving forward. Recommendations were sent to the Cabinet Member and response received, and the TFG reported to CYPSSC on 24 September 2020.	Final Report to CYPSSC September 2020
Horsham Fire Station	September 2020	Cross-cutting FRSSC and PFSC	Joy Dennis (Chairman) Steve Waight Liz Kitchen Michael Jones Bob Smytherman	To scrutinise the proposed Cabinet decision for the delivery of a new Horsham Fire Station and Fire & Rescue Service (FRS) Training Centre. The TFGs recommendations were reported at the Cabinet meeting in September 2020.	Report to Cabinet September 2020

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Award of Contract: Business Management Solution	May 2020	PFSC	Joy Dennis (Chairman) Kevin Boram Elizabeth Sparkes Bob Smytherman Michael Jones	<p>To preview the decision in relation to the award of contract for the Business Management Solution (SAP replacement).</p> <p>Final recommendations were sent to the Director of Finance and Support Services to consider ahead of taking the decision, and her response was reported to PFSC in May 2020.</p> <p>The Director of Finance and Support Services updated the decision report to reflect the feedback from the TFG and noted the request to update the Committee's BPG on progress and ultimately the post- implementation review and lessons learnt.</p>	Director of Finance and Support Services response reported to PFSC May 2020
Fire and Rescue Service	January 2020	ECFSC	Simon Oakley (Chairman) Michael Jones Andrew Baldwin Ann Bridges Francis Oppler Lionel Barnard	<p>To act as a critical friend to development and implementation of action plans arising from the Integrated Risk Management Plan, specifically work on the recruitment and retention of on-call firefighters and on our emergency response standards.</p> <p>The recommendations comprised a series of ideas and points for consideration by the Service. The Service was able to take forward some of the suggestions.</p>	Final Report considered at the January 2020 ECFSC meeting

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<u>Small Schools</u>	April 2020	CYPSSC	Hilary Flynn (Chairman) Dawn Hall Kirsty Lord Karen Sudan Stephen Hillier Maria Roberts (Parent Governor)	<p>To undertake a review of the approach to plan for changes to small schools and to enable the committee to fully scrutinise any proposals which arise.</p> <p>Due to Covid restrictions the proposals due to have been considered at the final meeting of the TFG were instead considered at the Children and Young People's Services Scrutiny Committee in April 2020.</p>	<u>Final Report considered at the April 2020 CYPSSC meeting</u>
<u>Local Assistance Network</u>	November 2019	HASC	Bryan Turner (Chairman) Kevin Boram Ann Bridges Anne Jones Brenda Smith James Walsh	<p>To scrutinise the proposed Cabinet Member for Adults and Health decisions regarding a review of the level of funding provided by the County Council to the local assistance network.</p> <p>The final report and recommendations were presented to HASC in November 2019. The Cabinet Member for Adults & Health reported that she was reflecting on the recommendations made by the TFG and that the decision on the Local Assistance Network would be taken soon.</p>	<u>Final Report considered at the November 2019 HASC meeting</u>