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Overview and Scrutiny Committee

Monday, 25th July, 2016 at 5.30 pm

Conference Room, Parkside, Chart Way, Horsham

Councillors:

Leonard Crosbie (Chairman)	
David Coldwell (Vice-Chairman)	
Toni Bradnum	Tim Lloyd
Alan Britten	Brian O'Connell
Paul Clarke	David Skipp
Roger Clarke	Ben Staines
Jonathan Dancer	Michael Willett
Matthew French	Tricia Youtan
Nigel Jupp	

You are summoned to the meeting to transact the following business

Agenda

	Page No.
1. Apologies for absence	
2. Minutes	1 - 4
To approve as correct the minutes of the meeting held on 6 th June 2016	
3. Declarations of Members' Interests	
To receive any declarations of interest from Members of the Committee	
4. Announcements	
To receive any announcements from the Chairman of the Committee or the Chief Executive	
5. To approve the Terms of Reference of the Sub-Committees	5 - 10
<ul style="list-style-type: none">• Business Improvement Sub-Committee• Finance and Performance Sub-Committee• Social Inclusion and Health Sub-Committee	
6. Update from the Chairman of the Business Improvement Sub-Committee	
The minutes of the meeting are available on the website	

7. **Update from the Chairman of the Crime and Disorder Sub-Committee**
The [minutes](#) of the meeting are available on the website
8. **Update from the Chairman of the Finance and Performance Sub-Committee**
The [minutes](#) of the meeting are available on the website
9. **Update from the Chairman of the Social Inclusion and Health Sub-Committee**
The [minutes](#) of the meeting are available on the website
10. **Report from the Business Transformation Manager on Council Tax Payments, Debt and Improving Outcomes** 11 - 20
11. **To receive the report of the Joint Scrutiny Review on the Housing Provision for Care Leavers** 21 - 32
12. **Suggested programme for inviting Cabinet Members to the Overview and Scrutiny Committee** 33 - 38
13. **To receive any suggestions for the Overview and Scrutiny Work Programme** 39 - 42
Work Programme 2016 attached
14. **Urgent Business**
Items not on the agenda which the Chairman of the meeting is of the opinion should be considered as urgent because of the special circumstances

Overview and Scrutiny Committee 6 JUNE 2016

Present: Councillors: Toni Bradnum, Alan Britten, Roger Clarke, David Coldwell, Leonard Crosbie, Matthew French, Nigel Jupp, Tim Lloyd, Brian O'Connell, David Skipp, Ben Staines, Michael Willett and Tricia Youtan

Apologies: Councillors: Paul Clarke and Jonathan Dancer

Also Present: Christian Mitchell and Godfrey Newman

SO/1 ELECTION OF CHAIRMAN

RESOLVED

That Councillor Leonard Crosbie be elected as Chairman of the Committee for the ensuing Council year.

SO/2 APPOINTMENT OF VICE-CHAIRMAN

RESOLVED

That Councillor David Coldwell be appointed as Vice-Chairman of the Committee for the ensuing Council year.

SO/3 TO APPROVE THE TIME OF THE MEETINGS OF THE COMMITTEE FOR THE ENSUING YEAR

RESOLVED

That the meetings of the Committee be held at 5.30pm for the ensuing Council year.

SO/4 MINUTES

The minutes of the meeting of the Committee held on 9th May 2016 were approved as a correct record and signed by the Chairman.

SO/5 DECLARATIONS OF MEMBERS' INTERESTS

There were no declarations of interest.

SO/6 ANNOUNCEMENTS

The Chairman welcomed the new Members to the Overview and Scrutiny Committee.

A recent survey had highlighted that 70 percent of Councillors at Horsham felt that the Overview and Scrutiny Committee was effective and 10 percent felt that there was the potential to be more effective.

A suggestion was raised by a Councillor in relation to the sub-committees and whether it was necessary to have permanent sub-committees, or whether these should be set up on a task and finish basis.

The Committee agreed that this could be looked at as part of the 12 month review following the changes made by the recent Governance Review; which would be undertaken by the Accounts, Audit and Governance (AAG) Committee.

However the Chairman would circulate the email suggestion to Members of the Committee and if they wished to raise any concerns they were invited to do so through the Chairman or Vice Chairman and these would be passed on to the AAG Committee in due course.

SO/7

APPOINTMENT OF MEMBERS TO THE SUB-COMMITTEES, ELECTION OF THE CHAIRMAN AND TO APPROVE THEIR TERMS OF REFERENCE

The Chairman advised that it would be more appropriate for the sub-committees to elect their own chairmen at their first meetings. It was also agreed that the terms of reference of each of the sub-committees be presented at the first meeting of the individual sub-committees for any discussion, amendments and approval, before being referred back to the Overview and Scrutiny Committee at the next meeting for final approval.

RESOLVED

That the following Councillors be appointed to each sub-committee:

Business Improvement:

Andrew Baldwin
Paul Clarke
Jonathan Dancer
Nigel Jupp
Tim Lloyd
Brian O'Connell
Michael Willett

Crime and Disorder:

Andrew Baldwin
Toni Bradnum

Alan Britten
Roger Clarke
David Coldwell
Christine Costin
Adrian Lee

Finance and Performance

David Coldwell
Jonathan Dancer
Nigel Jupp
Tim Lloyd
David Skipp
Michael Willett

Social Inclusion and Health

Alan Britten
Roger Clarke
Matthew French
Liz Kitchen
David Skipp
Ben Staines
Tricia Youtan

SO/8 VERBAL UPDATE ON CIL CONSULTATION RESPONSE

The Chairman of the Committee along with Councillor Jupp had been reviewing the Community Infrastructure Levy (CIL) Draft Charging Schedule Consultation and Viability Assessment papers, as part of the Overview and Scrutiny Committee's response to the consultation. Once they had prepared their conclusions the response would be sent to all the Members of the Committee for approval, before being submitted as the Committee's official response to the consultation.

SO/9 TO RECEIVE ANY SUGGESTIONS FOR THE OVERVIEW AND SCRUTINY WORK PROGRAMME

The Committee noted the Overview and Scrutiny Work Programme.

The Chairman invited any suggestions for the work programme to be submitted via the suggestion form.

The Committee discussed the format in which the Cabinet Members would be invited to present their reports to the Committee, in order for the Members to scrutinise these as part of their powers, recently highlighted by the Governance Review.

Some Members were concerned about the timing of the presentations by the Cabinet Members to the Committee and were anxious to be proactive in relation to the forward plan and be involved before final decisions were made. Therefore it was agreed that some careful consideration needed to be given to the logistics of the meetings and when Cabinet Members were invited to the Committee meetings.

After some discussion amongst the Committee it was agreed that the Chairman and Vice-Chairman would meet with the Leader and relevant officers to discuss this and bring a suggested programme back to the Committee.

The Committee also requested that they receive briefing notes prior to the Cabinet Member attending the Committee meeting in order to prepare their questions accordingly.

The Committee was reminded that it also had the "Call in" function available to them if it was required.

Members suggested that in future Cabinet decisions were published within two working days and that all Members were notified of any Cabinet decision. The Chairman would raise this with the Leader.

It was suggested that a training session should be organised for the Members involved with Overview and Scrutiny Committee in light of their powers and responsibilities which had been emphasised as part of the recent Governance Review.

SO/10 **URGENT BUSINESS**

The meeting closed at 7.21 pm having commenced at 6.00 pm

CHAIRMAN

Terms of Reference for Business Improvement Sub-Committee

1. The Chairman of this Sub-Committee will be a Member of the Overview and Scrutiny Committee having been elected by the Sub-Committee
2. Scrutinise business improvement proposals focusing on the most significant in terms of benefit, effect upon services and risk
3. Encourage consideration of best practice
4. Monitor progress including post-implementation review
5. Report findings and recommendations in terms of benefits, effect upon services, risk and progress to Overview and Scrutiny
6. To investigate other matters related to operational effectiveness and business improvement that the Overview and Scrutiny Committee or the Finance and Performance Sub-Committee might request be investigated
7. To liaise with other Sub-Committees to avoid duplication of activity
8. To make recommendations to Overview and Scrutiny Committee and discharge functions externally, where appropriate.

June 2016

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Terms of Reference for the Finance and Performance Sub-Committee

1. The Chairman of this Sub-Committee will be a Member of the Overview and Scrutiny Committee having been elected by the Finance and Performance Sub-Committee.
2. To scrutinise the Medium Term Financial Strategy to achieve a balanced budget, including the achievement of savings identified within it
3. To monitor the Council's performance against the District Plan, the basket of key performance indicators and major projects list on a quarterly basis
4. To review any financial outturn report and identify areas of concern to Overview and Scrutiny Committee
5. To identify areas of excellence and areas for improvement and refer to Business Improvement Sub-Committee for consideration and note
6. To request and receive reports/presentations on areas of concern regarding service performance or overspend/underspend
7. To identify and, where necessary, question budget and performance targets, taking account of the prevailing economic conditions, pressures and assumptions used
8. To review the impact of budget changes upon the delivery of corporate priorities
9. To consider any other relevant performance and financial matters identified by the Overview and Scrutiny Committee
10. To make recommendations to Overview and Scrutiny Committee and discharge functions externally, where appropriate.

June 2016

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Terms of Reference for the Social Inclusion and Health Sub-Committee

To review:

1. The Chairman of this Sub-Committee will be a Member of the Overview and Scrutiny Committee and will be elected by the Sub-Committee
2. Initiatives to develop the Council's approach to social inclusion, equality and diversity
3. Access to services and supporting vulnerable people
4. Anti-poverty initiatives
5. Reports received from Cabinet Members / service heads on specific issues relating to social inclusion, equality and diversity
6. Health matters affecting the Horsham District
7. To make recommendations to Overview and Scrutiny Committee and discharge functions externally, where appropriate.

June 2016

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Report to Scrutiny and Overview Committee

25 July 2016

Business Transformation Manager

INFORMATION REPORT



**Horsham
District
Council**

Not Exempt

Supporting Vulnerable Individuals and Families in Financial Difficulties - Report on Council Tax payments, debt and improving outcomes

Executive Summary

This report examines:

- i) the potential flexibility in council tax payment dates as a means to reduce council tax arrears cases
- ii) action required to intervene with those in debt in order to improve positive long-term outcomes for individuals, families and the council

Recommendations

To note the report.

Reasons for Recommendations

To improve outcomes for individuals/families currently in council tax debt.

Background Papers

Minutes of 7 March 2016 Social Inclusion Working Group meeting.

Wards affected:

All

Contact: Raymond Warren, Business Transformation Manager

Background Information

1 Introduction and Background

1.1 On 7 March the Social Inclusion Working Group received a presentation from the Financial Inclusion & Engagement Officer from West Sussex County Council. The minutes of this meeting were reviewed by the Scrutiny and Overview Committee on 14 March 2016.

1.2 After the meeting on 14 March the Scrutiny and Overview Committee issued the following question to the Finance Portfolio Holder:

“That the Cabinet Member for Finance and Assets review the Council Tax fixed collection date with a view to having more flexibility in the system. By engaging with those in debt at an early stage rather than simply pursuing them for payment would have a positive outcome on the Council by reducing costs (e.g. bailiff costs) and potentially reducing cases of homelessness.”

1.3 The sooner a family receives the right support, the sooner they are able to improve their situation, preventing the need for prolonged support. Early help includes support for parents-to-be and very young children. It describes interventions and support provided to families where:

- their needs are not being met by routine or 'universal' services
- they do not meet thresholds for statutory interventions.

Horsham District Council is involved in the Early Help and Think Family partnership, which includes specialist keyworkers in the Think Family Keyworker Service. This targets families with multiple or complex needs who require coordinated multi-agency support, to prevent the need for statutory social care intervention. Think Family is West Sussex name for the national program 'Helping Troubled Families Turn Their Lives Around'.

1.4 It is the Early Help including Think Family programme that are the focus of investigating suitable strategies to intervene earlier in the financial management process to improve outcomes.

2 Relevant Council policy

2.1 This report supports two key aims of our Corporate Plan 2016-19

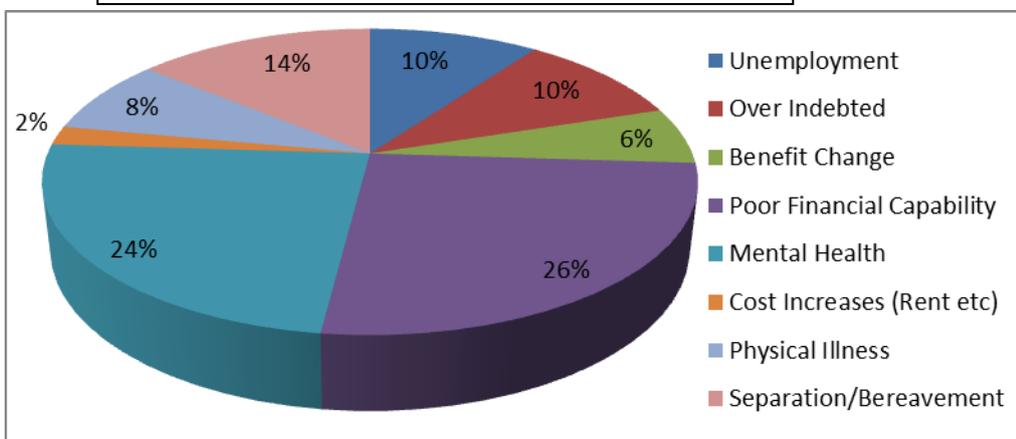
- i) Support our communities
- ii) Great value services

3 Details

3.1 Council Tax Payment Dates

- 3.1.1 HDC currently offers 3 payment dates for Council Tax Direct Debits on 1st, 5th and 25th of the month. This is quite a common structure of date choices. A small number of councils also offer 5 dates and Wyre Council, for example, offers a choice of 'any date' in the month.
- 3.1.2 It is argued that offering an 'any date' choice for direct debit payments, therefore giving customers the ability to coincide payments with income payment dates into their account, will enable individuals/families to manage their money more effectively.
- 3.1.3 There is already substantial choice for individuals on how to pay for council tax. Alongside other methods, Direct Debits and Standing Orders offer ways of regular payment. **Direct Debits** give the Council permission to take money from an individual's bank account on an agreed date and also give more consumer protection under the Direct Debit Guarantee. **Standing orders** give the bank an instruction to pay an exact amount to another account regularly. The Council has three fixed dates from which to choose for Direct Debits primarily for its accounting purposes and would be difficult to change in the short-term. However, council tax payers already have the choice of 'any date' through the standing order method and this is already promoted well online and in hard-copy literature.
- 3.1.4 As evidence shows, most cases in council tax debt that the Think Family / Early Help programme are currently involved with are not as a result of 'inability' to pay. With the introduction of the Welfare Reform measures for the benefits cap, this may change over time, but over-indebtedness, currently only forms a small proportion of cases (see Figure 1). In order to sustainably solve ongoing debt issues, effective money management skills are a key component for individuals and families. There is little clear evidence that introducing additional choice to direct debit dates, beyond the flexibility that already exists, would in fact help to solve the underlying wider money management issues.

Figure 1 Primary Causes of Debt



3.2 Enforcement Options

3.2.1 The council already retains a number of options on the most appropriate enforcement action to take within its existing powers. It can apply discretion to the following scenarios:

- The elderly
- Evidence of mental health issues or confusion
- Persons with disabilities
- Long term sickness, serious injury or frailty
- Profound sensory disability
- Recently bereaved
- Pregnant women and single parent families
- Persons suffering financial hardship and/or in receipt of Income Support/Jobseekers Allowance
- Persons in a hospital or nursing home
- Those who have difficulty in understanding, speaking or reading English

3.2.2 In addition there are exceptional circumstances where debt write-off can be considered:

- The debt is uneconomic to pursue
- The debtor has absconded
- The debt has been remitted by Magistrates at a Committal Court Hearing
- A term of imprisonment has been served (no further recourse to recover the outstanding amount)
- The debtor has been made bankrupt or the company liquidated and there are no funds available to creditors
- The debtor has died

3.2.3 It is in both the Council's and the individual's (or family's) interest to resolve these issues, before it even reaches enforcement stage. Debt is compounded as the case passes through each stage of enforcement with the individual incurring a £105 fee when the cases goes to court, a further £75 fee upon referral to enforcement agents, a £235 when an enforcement agent visits the address. None of these costs are incurred by the council, rather they are passed directly onto the individual's, increasing their existing debt.

3.2.4 The current process, from missed payment to enforcement action is as follows:

- Bill
- Reminder
- 1 x Payment arrangement if it clears by end of financial year.
- Payment arrangement reminder notice. If the payment arrangement fails then the arrangement is cancelled and the debt is secured through the court.

- Summons
- Liability order – also sent with the notice of Liability Order is an income and expenditure form which enables us to consider the most appropriate method of collection.

3.2.5 As part of this process, individuals are signposted to the Citizens Advice Bureau for advice and assistance to help them with their difficulties. This relies on the individual to make contact themselves. There is no data to show how many take this option.

3.2.6 The ICT system for Council Tax has little personal information on it with regards to the individuals, families, households or contacts with other services the council provides. For example, due to advice from the Information Commissioner, we cannot make it compulsory to provide telephone or email contact details. Initial contact is therefore always by letter. This also makes it difficult at the initial 'non-payment' stage to make any decision as to the payees ability to make the payment or their circumstances.

3.2.7 Offers are made in writing to the individual at this stage to resolve the issue. However, it is often the case that the individual does not contact the Council back to make an arrangement, and the case proceeds to the next level of the enforcement action.

3.2.8 It is at this point in the collection process, that a further proactive intervention can be taken, to investigate whether a resolution of the outstanding payment could be managed better. This requires data matching between the CenSus Revs and Bens database and that of Early Help / Think Family. With permission to do this from those involved to share their data, we can open up better support options at an earlier stage of the process in an attempt to improve long-term outcomes for all involved.

3.3. Using data to improve outcomes

3.3.1 As part of developing this case, the details of 239 Horsham district families with "In Progress" or "Pre Assessment" Early Help plans were provided to CenSus for data matching purposes. 'Early Help' includes families that are being supported under 'Think Family', the local name for the national 'Helping Troubled Families Turn their lives around' programme. During the year the number of Early Help Plans increases and decreases as families join and leave the programme, 239 was the case load as at April 2016.

3.3.2 The data for **Council Tax arrears** shows:

- 56 of the 239 open Early Help Cases (a snapshot as at April 2016) have Council Tax Arrears.
- **Total arrears** across the 56 case load = £28,127.16
- **Average arrears** across the 56 cases is: £502.27

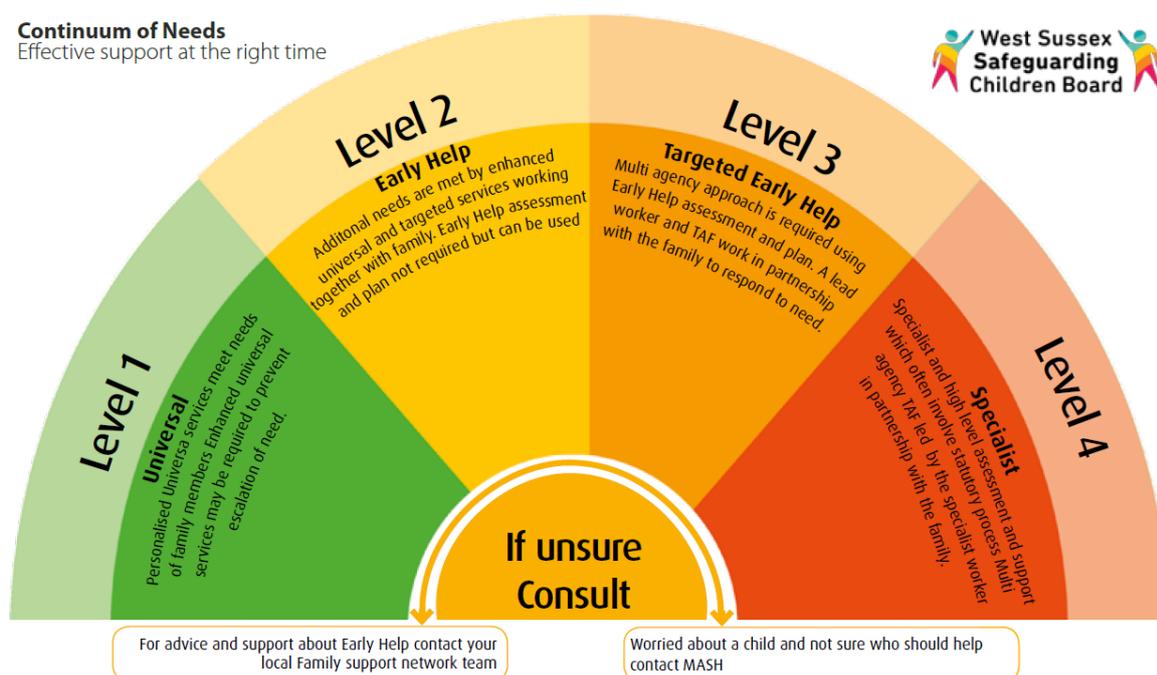
3.3.3 The data for those cases that had progressed to **Enforcement Action** shows:

- 26 of the 56 cases have been taken to enforcement stage

- **Total arrears** outstanding of those at enforcement stage: £26,612.46
- **Average arrears** outstanding of those at enforcement stage: £792.79

3.3.4 The 56 Early Help cases with Council Tax arrears in Horsham district have been broken down into the respective lead services supporting each of the families. The lead service identification does not necessarily represent the level of complexity of a family’s case or the family’s position on the continuum of need (see Figure 2). The table below aims to identify the field in which the lead service *primarily* works within Early Help.

Figure 2 Continuum of Needs - West Sussex Safeguarding Children Board



Children, young people and their families can require support from services that respond to different levels of need across the continuum from Universal to Specialist support. The challenges of family life can mean that some children and families will move between different levels of support. Local Safeguarding Children Board are committed to ensuring that this journey is supported by effective partnership working informed by good assessments and managed with care providing simple communication and clear accountability.

Think Family key workers supporting families under the Government’s programme [‘Helping Troubled Families Turn their Lives Around’](#) work alongside families with more complex and multiple needs, generally speaking at the top end of level 3 on the continuum of need.

Levels of Council Tax Arrears within Early Help Cases:

<i>Lead Worker Service</i>	<i>Number of cases</i>	<i>Total outstanding balance across case load</i>	<i>Average outstanding balance</i>
Level 2 Early Help			
Service Unknown / not indicated on Early Help Plan	3	£550.21	£183.40
Schools	13	£4,685.76	£360.44

Level 2 to 3 Early Help into Targeted Early Help			
Children and Family Centre	17	£10,015.35	£589.14
Early Help Resource Team	2	£1,766.21	£883.11
Sussex Police	1	£227.70	£227.70
Voluntary Sector (Domestic Abuse Hub)	4	£2,658.25	£664.56
Young People's Service	1	£571.30	571.30
Community Health	2	£49.15	£25.58
Health Acute	1	£63.53	£63.53
Level 3 Targeted Early Help			
Think Family (Helping Troubled Families turn their lives around)	10	£6,825.94	£682.59
Level 4 Specialist			
Social Care	2	£2,284.36	£142.18
TOTAL	56	£28,127.16	£507.27

3.3.5 As this table shows, only a small proportion of the total families currently in 'Early Help' are receiving the higher level of support from the Think Family programme.

3.3.6 The primary aim of the Think Family and Early Help programme is to ensure positive and sustainable long-term outcomes for individuals and families in difficulty. A significant proportion of the actions necessary are intensive support and education in order to improve their life-chances. Successful money management is one of those outcomes, included within indicator four: Work and Benefits.

3.3.7 In light of these cases having Council Tax arrears we would hope to see this reflected in their Early Help Plan 'Identification of Needs'; by the relevant headings having been selected during the family's assessment(s) (see Figure 3). However, of the total 56 cases with Council Tax arrears, it was found that 48 (or 86%) do not have the correct indicators identified on their Early Help Plan.

Figure 3: Think Family Indicator 4 – Work & Benefits

This family includes ...

- Recipients of out-of-work benefits (pre Universal Credit).
- Recipients of Universal Credit - subject to a work related condition.
- Family members with low educational attainment (risk of becoming NEET).
- Family members who have left school and are NEET.
- Family members at risk of homelessness.
- Family members at risk of financial exclusion.
- Family members have No Recourse to Public Funds (NRPF).

- 3.3.8 In the majority of cases, lead workers are unaware of the wider financial position of the families they are supporting. The consequence of this is that families are not offered or able to access the full range of support they need, and ultimately their situation will be worsening. It is clear from this data that Horsham District Council and CenSus, working together with Think Family / Early Help, has a key role to play. The main aim of this proposal is to ensure that the 86% of families currently not indicating that they could be financially excluded or at risk of homelessness; are more strongly linked in to support in an efficient way to improve their long term outcomes.
- 3.3.9 Having investigated the likely impact of waiving outstanding debt, there is no positive outcome in the learning of money management. It will also be difficult to reasonably judge which cases are more 'deserving' than others. There would, of course, be a cost to the council in waiving outstanding debt.
- 3.3.10 However, incentivising individuals and families to maintain support through the duration of the Early Help and Think Family programme, and achieving the prescribed indicators of success, is a key component for better outcomes.
- 3.3.11 One way of achieving this is to ensure the close working of Think Family / Early Help and CenSus Revs and Bens service.

3.4 New Cases

- 3.4.1 A proposed approach is that when a new council tax arrears case arises, the contact details, with consent of the individual in Early Help and Think Family programme, will be shared with our Think Family Coordinator. The proactive offer is then made to explore in more detail their circumstance and receive support via the Money Management Outreach Service and agree the Think Family action plan in collaboration with the family themselves and their lead worker.
- 3.4.2 To incentivise participation in ongoing support, an offer will be made to pause enforcement action for the duration they are involved in the programme, as long as an achievable repayment plan and ongoing direct debits/standing orders are adhered to. Support will be offered to ensure that the payment plan is achievable and that the household also have access to Money Management to ensure that they are improving their position long term.
- 3.4.3 Once involved the Think Family Programme, the individual/family will be supported throughout to achieve better long term outcomes for them. A key component of which is effective money management.

3.5 Existing Cases

- 3.5.1 For those cases that are currently in the enforcement stage, the same offer can be made to those individuals, if they consent to do so. This would pause further enforcement action while the individual/family adhere to the same policy as described in section 3.4.2.

4 Next Steps

4.1 The following steps will now be taken:

- i) the current choices for direct debit dates will be maintained.
- ii) we will not write-off the debt of existing cases but retain the normal discretionary powers consistent with our existing policy.
- iii) A 12 month pilot will be undertaken:

New Cases of Missed Council Tax Payment

- An immediate referral is made at the first point of missed Council Tax payment to the Money Management Outreach Worker in the Think Family/Early Help programme for new cases – with the Think Family Coordinator and CenSus Revs and Bens service working together to achieve that.
- The suspension of enforcement action remains in place for the whole duration that they are actively involved in the programme and a repayment plan is put in place and adhered to.
- Monitor the Council Tax payments of those on the Think Family / Early Help programme and assess effectiveness on the following measures:
 - Number of new Early Help referrals with Council Tax Arrears engaged with relevant support
 - Number of Council Tax arrears cases now with up to date payment arrangements, prevented from progressing to enforcement action
 - Decrease in the number of incorrect identification of needs assessments within Horsham Early Help families (currently at 48% of the 52 Council Tax arrears Early Help case load)
 - Economic saving to Housing, potential prevention of homelessness cases

Existing Cases Undergoing Enforcement Action

- The individual family is contacted to make an offer to pause enforcement action for the whole duration that they are actively involved in the Think Family programme and a repayment plan is put in place and adhered to. The same offer of support from Money Management Outreach Support is also made.
- iv) Explore other opportunities for more proactive intervention to support other vulnerable people/families and understand the resource requirements to do that.
 - v) Report back to the Scrutiny and Overview Committee after 6 and 12 months of the pilot to:
 - assess extent of the achievement of outcomes against the agreed indicators

- identify recommendations for improvements to the process, data sharing and customer experience

5 Views of the Policy Development Advisory Group and Outcome of Consultations

5.1 The following officers were consulted in preparing this report:

- i) Director of Corporate Resources
- ii) Community Development Officer (Think Family)
- iii) Head of Revenues and Benefits (CenSus)
- iv) CenSus Revenue & Enforcement Manager
- v) Head of Finance

6 Other Courses of Action Considered but Rejected

6.1 Not applicable for this report.

7 Resource Consequences

7.1 Any resource consequences experienced will be reported at the 6 month review back to Scrutiny and Overview, as outlined in section 4 of this report.

8 Legal Consequences

8.1 There are no further legal consequences.

9 Risk Assessment

9.1 There is a risk that the actions taken here do not result in improved outcomes. However, the nature of this pilot work is to fully understand these issues and find further long-term solutions to ensure we can improve outcomes.

10 Other Considerations

10.1 Not applicable to this report.

West Sussex Joint Scrutiny Task and Finish Group

Housing Provision for Care Leavers Scrutiny Review

Report by the Joint Scrutiny Task and Finish Group

1.0 Summary

- 1.1 This report sets out the findings of the West Sussex Joint Scrutiny Review of Housing Provision for Care Leavers which was undertaken by a Task and Finish Group set up by the West Sussex Joint Scrutiny Steering Group.
- 1.2 The Task and Finish Group has identified a number of very important recommendations set out below which it believes , if implemented, will help in the provision of housing accommodation for care leavers in West Sussex and these also have the potential to benefit the communities in West Sussex.
- 1.3 All Councils will need to consider these recommendations carefully in the spirit that they are made. An explanation of the recommendations and the findings from the review are also set out later in this report:-

Recommendations:-

A common and flexible policy across the County to be introduced regarding "local connection"

(1) Taking into account the evidence provided during the review and the subsequent guidance on allocation policies across the County provided by the West Sussex Strategic Housing Group, the Task and Finish Group considers that there is sufficient scope within allocation policies across the County to facilitate care leavers securing accommodation in suitable locations for them which in the long term will help them settle quicker and make the transition into independent living easier. This may be within another local authority area. Districts and Boroughs across the County should be proactive in using the scope provided by existing flexibilities within their housing allocation schemes to this end in the spirit of the Joint Protocol launched in November 2015.

(2) That when placing Care Leavers into accommodation, Officers in the District and Borough Councils should ensure that they are aware that certain areas are not suitable for housing of Care Leavers. Avoiding those areas will help Care leavers make that transition into independent living much easier.

Providing Good quality and Consistent support throughout time in Care and sometimes beyond the end of Care

(3) The Task and Finish Group considers that Officers should be encouraged to provide good quality and consistent help and support from an early age and ensure that the same support worker is allocated to a young person in care even if they are moved to a different area.

(4) The Task and Finish Group also considers that Care assessment should be based on need rather than age based, realising that some young people need support for much longer than others - Care should not just come to a stop at 18.

Care Leavers - Policy in West Sussex

(5) That representations be made to the Government requesting that the statutory duty to provide accommodation for Care Leavers by a County Council should be extended to age 21 rather than 18 to provide more flexibility and support for care Leavers and help them in their move to independent living.

(6) That West Sussex County Council and the District and Borough Councils work with accommodation providers to provide more communal type living accommodation in West Sussex to help Care leavers into independent living.

(7) That West Sussex County Council be requested to amend its Young People's Service provision for Care Leavers to provide support via the Young People's Service from age 16 rather than 18.

(8) That there should be a universal Care leavers Policy approach across all Councils in West Sussex to assist with co-ordination etc.

Joint Protocol on Housing Provision for Care Leavers

(9) That Officers from West Sussex County Council ensure that the Joint Protocol is fully implemented as soon as possible and that all Councils are involved in the Pathway Planning meetings and other discussions.

(10) To help in the implementation of the Protocol it is suggested that all Districts and Borough Councils should have a named Link Officer responsible for Care leavers in their area, making communication easier and clearer.

Future Monitoring of Housing Provision for Care Leavers

(11) That the Task and Finish Group be retained to meet on a quarterly basis as a Countywide group to oversee the process of housing provision for care leavers and ensure that improvements are being undertaken to the process. If it is not possible to do this via the Joint Scrutiny process then it should be referred through the West Sussex Corporate Parenting Panel.

Housing Benefit/Universal Credit - Potential Impact on Young People under the age of 21 years who leave Local Authority Care

(12) That Officers continue to monitor the situation and undertake further lobbying if it subsequently proves that young people leaving Local Authority Care are not to be exempted.

2.0 Background to the review

2.1 As part of its ongoing commitment to undertake joint scrutiny in West Sussex, the overarching West Sussex Joint Scrutiny Steering Group agreed to set up a Joint Scrutiny Task and Finish Group to undertake a review of the current policy of housing provision for care leavers in West Sussex.

2.2 The following Councillors were appointed to the Task and Finish Group from each Council in West Sussex:-

Ann Bridges - Adur District Council

Norman Dingemans - Arun District Council

Norma Graves - Chichester District Council

Karen Sudan - Crawley Borough Council

Alan Britten - Horsham District Council

Chris King - Mid Sussex District Council

Keith Sunderland - Worthing Borough Council

Chris Oxlade and Bob Smytherman - West Sussex County Council

Officer support for the Task and Finish Group was provided by:-

Carl Burton - Principal Manager, Business Improvement, Family Operations, Care, Wellbeing and Education, West Sussex County Council

Graham Vagg - Service Manager, Young People's Service, West Sussex County Council

Mark Lowe - Policy Officer, Adur and Worthing Councils

2.3 The Task and Finish Group met on 2 March, 4 April and 18 April 2016 to undertake the review and review the evidence provided. Discussions were also held with the West Sussex Strategic Housing Group on 23 May 2016 to finalise the report. Councillor Keith Sunderland from Worthing Borough Council was appointed as Chairman of the Working Group.

2.4 The Task and Finish Group agreed the following terms of reference for the review:-

- To review the housing provision for young people leaving local authority care to ensure the accommodation needs and associated support in the community for young people leaving care are identified and procedures put in place to ensure that agencies work in partnership to achieve it. This part of the review should also include reviewing the Joint Working Protocol which has recently been created.
- To review the proposed changes to the allocation of Housing Benefit/Universal Credit to assess any potential impact on young people under the age of 21 years who are leaving the care of the Local Authority.

2.5 The proposed outcomes to be achieved from the review were:-

- To ensure that the Joint Working Protocol is working effectively to enable housing providers to provide an adequate range of accommodation to meet the assessed needs of young people as they leave care and to give care leavers the best start in the transition to independent adulthood.
- To obtain clarification from the Government on whether or not young people aged under 21 years of age are to lose their entitlement to housing benefit until they reach 21 years.
- To recommend any further changes if appropriate and necessary.

3.0 Evidence

3.1 As part of the review, the Task and Finish Group agreed that it would gather the evidence and supporting information for the review from those connected with Care Leavers and Care Leavers themselves. The Working Group interviewed the following:-

- Carl Burton - Principal Manager, Business Improvement, Family Operations, Care, Wellbeing and Education, West Sussex County Council
- Graham Vagg - Service Manager, Young People's Service, West Sussex County Council
- Stephen Humphries - Team Manager, Young People's Services, West Sussex County Council
- 3 Care Leavers
- 3 Personal Advisors - Bex Linford, Paul Wilkinson and Theresa Kiely

3.2 West Sussex CAMHS were also asked for their views but did not respond in detail and also a local Children's Care Home in Worthing was asked for views but did not respond.

3.3 The Task and Finish Group consulted with District and Borough Council Lead Housing Officers responsible for the Joint Working Protocol for Care Leavers and also the West Sussex Strategic Housing Group..

3.4 The Task and Finish Group is grateful for the evidence provided.

4.0 Housing Provision for Care Leavers in West Sussex - Background

4.1 As part of this review, the Task and Finish Group has been advised that Local Authorities have a duty as a corporate parent to ensure continued involvement in supporting young people as they leave the care of a County Council and move into independence until they are 21 years of age (or up to 25 years if they are accessing Higher Education). West Sussex County Council is committed to ensuring that care leavers and children in need receive targeted, high quality supported accommodation.

4.2 West Sussex County Council discharges its duty to provide a leaving Care Service for 18+year olds through the Young Peoples Service (YPS). The YPS currently provides the leaving care duty to 310 young adults. The statutory duty to provide accommodation to this cohort ends at age 18. The expectation is that young people will be supported into independent living by their Personal advisor. The independent living can be a range of differing provision from self-contained private accommodation, Houses of Multiple occupation or accommodation provided by the local Housing Authority etc. Children's social care provides the services prior to 18 and have worked with 178 young people in West Sussex in the 16-18 key transition phase and will be planning for independence during this crucial time, with a specific focus in pathway planning on future housing options.

- 4.3 Evidence provided to the Task and Finish Group confirmed that although the majority of care leavers did make the transition into independence, there were a cohort who found that transition difficult or who might be involved in anti-social behaviour who were incredibly difficult to house and were at acute risk of homelessness. That number made up approximately 20% of the overall figure of 18-21 year olds. These 20% of Care Leavers (62 people) are at acute risk of homelessness.
- 4.4 Young people in care and leaving care could be highly vulnerable and were at risk of experiencing multiple accommodation moves, and/or in the case of young people leaving care were at risk of becoming homeless. When such a situation occurs West Sussex County Council is able to support young people to find accommodation at short notice and/or in a crisis. However, assessing a young person fully to ensure that the best options for them are fully explored and delivered could take several days. That was done through a recently contracted specialist emergency provision that was staffed 24/7 and operated two units in Horsham and two in Crawley placed at the existing Foyers within each respective area. That was already having a positive impact and reducing the need for the use of unsuitable accommodation in those circumstances such as bed and breakfast.
- 4.5 The Task and Finish Group was advised that West Sussex County Council procured a variety of accommodation that supported young people either in and/or in the process of leaving care. A review of that process was currently being conducted to understand current need and associated accommodation provision and support in order to determine whether or not any differing type of accommodation and/or associated support was required.
- 4.6 To assist communication between the County Council and the District and Borough Councils regarding the needs of care leavers with respect to their housing needs, a Joint Protocol had been launched in November 2015. At the time of this Scrutiny review it is too early to critically analyse the impact it has had, however, it is considered by the Group who had designed the Protocol that the situation is improving because of the Protocol being in place.
- 4.7 West Sussex County Council provides £2,800 to each care leaver to aid independence which was a very generous independent living grant (ILG) which was above the national average. That grant is a reflection of the cost of living in West Sussex, however, even with this settlement young people leaving care still cannot afford to enter the private rental sector as landlords often want a deposit, six months rent in advance and a guarantor. The ILG can help towards that cost but is also needed for essential furnishings etc. West Sussex County Council also act as a guarantor for some young people for six months and will underwrite any losses

incurred by the landlord but the housing market is proving incredibly difficult for the young people to access.

- 4.8 The Task and Finish Group was also advised that work was already progressing to develop an overarching strategy for the use of accommodation for young people in and leaving the care of the Local Authority. That work is to be situated in the context of the review of the Sufficient Strategy scheduled to be completed by January 2017 and it will also align with the re-procurement of all accommodation contracts and the evaluation/initiation of newly proposed schemes and delivery of services in that arena.
- 4.9 Further improvement work is to be initiated via a re-procurement process and a timetable has been drawn up. Details of the overarching actions that are to be taken within the coming 18 months will also see completion of an accommodation strategy, the review of the sufficient strategy and the re-procurement of support for young people to live independently. The new supported accommodation pathway will be procured by April 2017.

5.0 Findings and Recommendations (See recommendations at the start of the report).

Background to recommendations:-

5.1 Providing accommodation for care leavers in suitable and sustainable locations

- 5.2 The Task and Finish Group received evidence from a Care Leaver who had had experience of seeking accommodation in West Sussex. He expressed concerns about the housing allocations criteria and how the 'local connection' policy operated. He had connections with the Worthing area but considered that there should be a common accommodation policy across West Sussex and that the local connection with the County should take precedent rather than the area because of negative connections he had with his local area. He was on a waiting list for accommodation in the Worthing area but was concerned about his safety and negative associations with the local area.
- 5.3 The Task and Finish Group also received evidence from a Care Leaver who had been placed in Bognor Regis because of a 'local connection' but had been very concerned about the placement because of negative associations with the area linked to drugs and addiction. She too considered that the local connection should apply to West Sussex rather than a local area which would have enabled her to have taken up a fresh start in a new area which would have made the transition from care to independence that much easier.

5.4 The Task and Finish Group considers that it is important that Care Leavers should not be placed in an area where there is evidence that it is not suitable for them or is an area where they feel unsafe. There are flexibilities within the existing allocation policies of Districts and Boroughs across the County which enable care leavers to be accommodated in a different local authority area to that with which they hold a local connection where it is evidenced that there is a need for this on safety or other reasonable grounds. A new policy is not, therefore, required but the Task and Finish Group would wish to see Districts and Boroughs pro-actively making use of existing flexibilities in meeting the housing needs of care leavers.

5.5 Providing Good quality and Consistent support throughout time in Care and sometimes beyond the end of Care

5.6 Evidence received from the Care Leavers also indicated that it would help if there was good quality and consistent help and intervention support provided from a younger age. Having the same support from the same Social Worker from an early age would have all been factors that would have had a more positive impact on the Care leavers lives and helped in the move to independent living in independent accommodation.

5.7 Also, one Care Leaver advised that support for her move into independence was dramatically reduced when she had turned 18. She considered that she should have received less foster care placements and more consistent support would have helped her long term.

5.8 Care Leavers - Policy in West Sussex

5.9 The Task and Finish Group has also received evidence suggesting that there is a need to change the way Care Leavers are dealt with in West Sussex. Evidence provided has led the Task and Finish Group to consider that Care Leavers accommodation in West Sussex should be provided up until the age of 21 rather than 18 which would give more flexibility and ensure that Care Leavers who require more support are assisted into independent living for longer. It is recognised that the statutory requirement only applies to age 18 but it is considered that the representations should be made for the statutory duty to be extended to apply up until 21 and the County Council should seek to amend its Policy to allow the Service to provide support until 21. Also, it is considered that there is a need for the Service to start working with Care Leavers from a younger age of 16 rather than 18. The earlier start in that support would help in the transition to independent living and help long term in the housing service provision. Again, that would require a Policy change at the County Council level.

5.10 Evidence also suggested that there was a need for more communal type living centres accommodation to be provided in West Sussex such as the Y Centre in

Horsham and the Foyer in Chichester. This type of accommodation would be beneficial and help Care Leavers in the transition into independent living rather than expecting them to live completely independently from the age of 18. Finally in this area the Task and Finish Group consider that there should be a universal care leavers policy across all Councils in West Sussex to assist with co-ordination etc.

5.11 Joint Protocol on Housing Provision for Care Leavers

- 5.12 The Task and Finish Group have consulted with the District and Borough Councils for their opinions on the introduction of the new Joint Protocol on Housing Provision for Care Leavers which had been introduced and signed off in October 2015 by all of those Councils.
- 5.13 The purpose of the Protocol is to ensure that there is a joined up approach to ensure that accommodation needs and associated support in the community for young people leaving care are identified and procedures put in place to ensure that agencies work in partnership to achieve this. The Protocol also aims to address practice relating to those young people aged 16/17 as they approach adulthood.
- 5.14 Although the Protocol has only recently been introduced in October/November 2015, there has been a mixed response to how effective its implementation has been. The Task and Finish Group was also advised that the implementation of the Protocol will involve retraining staff, communication with districts and borough councils across the County, partnership working and building relationships. Therefore the effects of the Protocol are not likely to be seen for at least six months after implementation.
- 5.15 Adur and Worthing Councils, however, were concerned the process did not seem to be working very effectively and had had a few cases where Care Leavers presented as being in housing need but their Caseworkers had not addressed other concerns which affected the Care leavers ability to secure and then maintain accommodation. There were other concerns from Arun District Council that the Protocol had not really been invoked or followed since its inception and that Officers had not been invited to Pathway Planning meetings.
- 5.16 On the positive side Mid Sussex District Council were of the view that since the Protocol had been introduced there had been more positive engagement with leaving care staff and that communication had generally improved. Crawley Borough Council were also positive about the new Protocol as their view was that there should be very few situations now when it should be necessary for a Care Leaver to make a homeless application.

5.17 The Task and Finish Group has noted the views of the Councils and considers that the Protocol should be fully implemented as soon as possible to ensure its effectiveness and it is imperative that all Councils attend the Pathway Planning meetings. Implementing the Protocol will assist Care Leavers and result in savings for all Local Authorities, working together in partnership and enable all the local authorities to provide all care leavers with the best start in the transition into independent adulthood and the Joint Protocol has the potential opportunity to put in place strong checks and balances to support Care Leavers.

5.18 Future Monitoring of Housing Provision for Care Leavers

5.19 Having identified a number of recommendations to help improve the housing provision process for care leavers, the Task and Finish Group is very keen to ensure that progress is going to be made and that this area of work can be continue to be monitored at a Member level.

5.20 Housing Benefit/Universal Credit - Potential Impact on Young People under the age of 21 years who leave Local Authority Care

5.21 As part of its terms of reference for the review, the Task and Finish Group was asked to review any changes to the allocation of Housing Benefit/Universal Credit to assess any potential impact on young people leaving Local Authority care under the age of 21 years. At the time of the review it was not clear and no confirmation had been received as to whether or not young people leaving care would be subject to the proposed changes in benefits. What was known was that following a request from the West Sussex County Council, Corporate Parenting Panel, West Sussex Cabinet Member for Children, Peter Evans, had written to the Rt Hon Lord Freud, Minister of State for Welfare Reform regarding the matter and seeking any clarification. Lord Freud's response advised that there would be exemptions which would include vulnerable young people, including those who might not be able to return home to live with parents. Officers are, however, continuing to monitor the situation with the Department for Education and also via the National Leaving Care Benchmarking Forum. It was also not clear how housing providers would re-claim Housing Benefit for Care Leavers which was a potential risk and those processes would likely be introduced in April 2018.

6.0 Legal

6.1 Under Section 111 of the Local Government Act 1972, the Councils have the powers to do anything to facilitate or which is conducive or incidental to the discharge of any of their functions.

6.2 Section 1 of the Localism Act 2011 provides a Local Authority to do anything that individuals generally may do (subject to any current restrictions or limitations prescribed in existing legislation).

7.0 Financial implications

7.1 There may be some financial implications relating to the implementation of the options set out in this report.

8.0 Conclusions and proposals

8.1 Having reviewed the evidence provided, the Task and Finish Group has identified a number of key recommendations set out above which it believes the Councils across West Sussex should consider implementing to help improve Housing Provision for Care Leavers across West Sussex. There is already a great deal of effort and commitment from Officers to help improve the quality of the lives of those looked after children seeking to move into independent living. The Task and Finish Group values and welcomes this work but it believes that there is some scope to improve some of the procedures and policies to make that transition from care into independent accommodation that much smoother to improve the quality of lives of those young people and it urges all Councils to look in detail at these issues to make improvements as recommended.

8.2 The Task and Finish Group makes these recommendations on the basis of what it sees as a need. It is hoped that the Group will be able to meet again to monitor progress on behalf of all Councils in West Sussex to ensure that progress is being maintained.

9.0 Recommendations

9.1 That the recommendations set out in this report be endorsed by all Councils in West Sussex.

Background Papers:

None

Contact Officer:

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27 June 2016

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Overview and Scrutiny Committee



Forest Heath
District Council

Title of Report:	Presentation by the Cabinet Member Resources and Performance	
Report No:	OAS/FH/16/004	
Report to and date:	Overview and Scrutiny Committee	10 March 2016
Portfolio Holder:	Stephen Edwards Portfolio Holder for Resources and Performance Tel: 01638 660518 Email: stephen.edwards@forest-heath.gov.uk	
Lead officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	As part of the "Challenge" role, Overview and Scrutiny are asked to consider the roles and responsibilities of Cabinet Members. It is part of the Scrutiny role to challenge in the form of questions. Therefore, to carry out this constitutional requirement, at every ordinary Overview and Scrutiny meeting at least one Cabinet Member shall attend to give an account of his or her portfolio and answer questions from the Committee.	
Recommendation:	Members of the Committee are asked to question the Cabinet Member for Resources and Performance on his portfolio responsibilities.	
Key Decision: (Check the appropriate box and delete all those that do not apply.)	Is this a Key Decision and, if so, under which definition? Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	

Consultation:	• N/A		
Alternative option(s):	• N/A		
Implications:			
Are there any financial implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	•
Are there any staffing implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	•
Are there any ICT implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	•
Are there any legal and/or policy implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	•
Are there any equality implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	•
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
	Low/Medium/ High*		Low/Medium/ High*
None			
Ward(s) affected:	All		
Background papers: <i>(all background papers are to be published on the website and a link included)</i>	None		
Documents attached:	None		

1. Key issues and reasons for recommendation

1.1 Background

- 1.1.1 As part of its "Challenge" role, the Overview and Scrutiny Committee is asked to consider the roles and responsibilities of Cabinet Members.
- 1.1.2 To carry out this constitutional requirement, at every ordinary Overview and Scrutiny meeting at least one Cabinet Member shall be invited to give an account of his or her portfolio and to answer questions from the Committee.
- 1.1.3 At this meeting, members of the Committee are asked to consider the responsibilities of the Cabinet Member for Resources and Performance, Councillor Stephen Edwards.
- 1.1.4 The Cabinet Member for Resources and Performance has overall responsibility for the following:
- Business development / commercial
 - Cabinet management and support
 - Civic office (Mayor)
 - Democratic services (including member's support)
 - Financial services (including audit)
 - Health and safety
 - Human resources (including payroll)
 - ICT
 - Learning and development
 - Legal services
 - Performance and risk management
 - Procurement
 - Scrutiny management and support

1.2 Proposals

- 1.2.1 That the Overview and Scrutiny Committee ask questions of the Cabinet Member for Resources and Performance, following his verbal presentation, based on the functions as outlined in paragraph 1.1.4 of the report.

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Housing

Challenges:

- High house prices (up to 17 times higher than average wages), planning constraints and limited scope for development, ageing population, need to try and keep families and communities together. RTB may cause issues with this as we lose social rented homes.
- Housing & Planning Bill: Starter Homes (can be lost after 5 years, no local connection), changes to HA funding could lead to difficult decisions that could lead to HAs creaming off the most able to pay tenants leaving us with a statutory obligation to home the others, High risk of losing s106 Affordable Housing Contribution
- Need to help middle income group of £33,000 to £60,000 who earn too much for social housing and not enough to buy outright in the district, and other groups identified in the HMNA survey - results due by Christmas this year
- The latest benefit cap is expected to be significantly worse than the current one and is expected to hit smaller and younger households. It is due to be introduced this year.

Successes:

- Member-led housing strategy workshops leading to our 'Direction of Travel'
- Commissioning of our Housing Market Needs Assessment (HMNA) - combining the Direction of Travel with the HMNA results, housing stock condition survey and government changes will result in the new well informed housing strategy
- Bringing Disabled Facilities Grant (DFGs) in house
- Spring Forum on 18 April
- The process of fully integrating housing and health advice and the appointment of our new Head of Service for Housing & Health - Hayley Brooks
- We have found new funding streams for HERO and have two HERO officers once again
- Meeting with two of our MPs (and keeping them up-to-date with housing and planning issues that impact on us): Michael Fallon and Tom Tugendhart highlighting our direction of travel and issues with the Housing & Planning Bill. We kept Gary Johnson fully up-to-date.

Health & Leisure

Challenges:

- Achieve and implement the Public health deal (already managed a 7.5% reduction in Kent Public Health budgets)
- The future of Whiteoak leisure centre and replacement of the Edenbridge All Weather Pitch
- Complete the leisure strategy taking forward the work done by this committee on leisure facilities in the District

Successes

- We are a leading District Council in the country with our health vision
- Secured Kent Public Health funding for 2016/17 at the same level as this year
- A final portfolio holder decision to pull out of the Wildernesse sports provision (Weald of Kent Grammar School will manage the facilities both for its pupils and local residents)
- The full integration of the housing and health advice teams
- New 'Shape Master' fitness suite (power assisted cardio equipment) launched at White Oak Leisure Centre

Dementia friendly achievements

- Hosted and organised a successful: 'Coping with dementia' event held with 62 participants
- Dementia Friends training booked for taxi drivers in April
- Over 250 staff and Members, including Dunbrik workers, trained as Dementia Friends with a further 40 frontline officers trained as Dementia Champions
- Two new dementia cafes launched (Edenbridge & Westerham) - total of 6 across the District (Sevenoaks town, Swanley, West Kingsdown and Hartley)

Overview & Scrutiny Work Programme
January 2016 to August 2017

	Scrutiny & Overview	Social Inclusion & Health	Finance & Performance	Business Improvement	Crime & Disorder	West Sussex Joint Scrutiny Group	Task and Finish Sub-Committees
January 2016	Meeting			Additional Meeting -S106 Review -Normal business -Q RIPA Update		Joint Scrutiny Steering Group – To agree work programme	
February			Meeting Q KPI Report Q Complaints Report Q FOI Report CenSus Mins	Additional Meeting -S106 Review		Meeting (TBC) Housing Provision for Care Leavers Review Group	
March	Meeting Work Programming Procedure note on planning appeals (TBC)	Digital Inclusion	Meeting	Additional Meeting -S106 Review			
April				Meeting -S106 Review -Normal Business -Q RIPA Update	Meeting Update on action plans at year end		HDC Affordable Housing Stock (tbc)
May	Meeting S106 Report from BIWG (TBC) Annual Report						
June	Approve new sub-committee membership and terms of reference	Meeting	Meeting Q KPI Report Q Complaints Report Q FOI Report				

Overview & Scrutiny Work Programme
January 2016 to August 2017

			<p>CenSus Mins</p> <p>** Council Property update Brian Elliott</p> <p>Monitoring of CenSus Housing Benefit Subsidy Audit</p>				
July	<p>Report back from JE and RW on business case for council tax collection dates (see mins of 9/5/16)</p> <p>Final Report from Joint T&F Group on Housing Provision for Care Leavers</p>			<p>Meeting -Q RIPA Update</p>		<p>Final Report from Joint T&F Group on Housing Provision for Care Leavers to O&S</p>	
August			<p>Meeting</p> <p>Q KPI Report</p> <p>Q Complaints Report</p> <p>Q FOI Report</p> <p>CenSus Mins</p>				
September	<p>Report on car parking from BG and GL following rec of Committee (see mins 9/5/16)</p> <p>Report back on recommendation re planning appeals (see</p>	<p>(-Local health provision in Horsham -Patient Transport Service -Horsham Hospital and services)</p>					

Overview & Scrutiny Work Programme
January 2016 to August 2017

	minutes from 11/1/16) 6 months on NB. New powers not used yet (July 16) Cabinet Member interview (first)						
October		Meeting		Meeting -Annual RIPA Report			
November	Meeting Trade Waste WG update on report recs see mins of S&O 9/11/15 Cabinet Member interview				Meeting (TBC)		
December							
January 2017	To approve the C&DSC ToR Cabinet Member interview						
February							
March							
April	Cabinet Member interview						
May				<i>12 month follow up on s106 review by BIWG see SO minutes 14/03/16</i>			
June	Cabinet Member interview						
July	Cabinet Member interview						
August							

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