

MINUTES of the meeting of the **COMMUNITIES SELECT COMMITTEE** held at 10.00 am on 23 July 2014.

These minutes are subject to confirmation by the Committee at its meeting on Thursday, 25 September 2014.

Elected Members:

Mrs Denise Saliagopoulos (Chairman)
Mr Chris Norman (Vice-Chairman)
Mr Mike Bennison
Mrs Yvonna Lay
Mrs Jan Mason
Mr John Orrick
Mr Saj Hussain
Mrs Mary Lewis
Mr Chris Pitt
Ms Barbara Thomson
Mr Alan Young
Mr Robert Evans
* Mr David Ivison
* Mr Colin Kemp

Ex officio Members:

Mrs Sally Ann B Marks, Vice Chairman of the County Council
Mr David Munro, Chairman of the County Council

Co-opted Members:

Substitute Members:

Mr Chris Pitt
Mr Alan Young

In attendance

37/14 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies were received from the Cabinet Member for Community Services, Helyn Clack and Committee Members Chris Pitt and Alan Young.

David Ivison substituted for Chris Pitt and Colin Kemp substituted for Alan Young.

Apologies were also noted from Yvonne Rees, Strategic Director for Customers & Communities and Russell Pearson, Chief Fire Officer.

38/14 MINUTES OF THE PREVIOUS MEETING: 19 MAY 2014 [Item 2]

The minutes of the meeting on 19 May 2014 were agreed as a true record of the meeting.

39/14 DECLARATIONS OF INTEREST [Item 3]

None were received.

40/14 QUESTIONS AND PETITIONS [Item 4]

None were received.

41/14 RESPONSES FROM THE CABINET TO ISSUES REFERRED BY THE SELECT COMMITTEE [Item 5]

None were received.

42/14 RECOMMENDATION TRACKER AND FORWARD WORK PROGRAMME [Item 6]**Key points raised during the discussion:**

1. The Committee agreed that the Interim Head of Adult Social Care should attend the Public Safety Plan item in September. It was added that it would be beneficial for Cabinet members to be present at every Select Committee or to send an update beforehand.
2. Regarding the Governance of Cultural Services item on the Forward Plan; it was agreed that a proposal from the service should be produced sooner rather than later regarding Business Plan and Income Strategy.
3. It was suggested and agreed that a report on the contract with Specialist Group International (SGI) should be included on the Forward Work Programme.

43/14 REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) REVIEW 2013/14 [Item 7]

Witnesses:

Ian Treacher, Policy and Operations Team Manager
Lee Ormandy, Business Intelligence and Legal Manager

Key points raised during the discussion:

1. The Committee was informed that although the RIPA report is for Surrey County Council, Trading Standards was the only service that had utilised the Act. The Committee questioned whether the new scrutiny element could make the service more hesitant to use and was responsible for the decline of use RIPA over recent years. It was explained that this is not the case; there was a change in focus to concentrate more on operations where intelligence indicates necessity.
2. The Committee was informed of the joint working with enforcement agencies such as Surrey Police and neighbouring counties, and that an integrated intelligence model was developed with neighbours. It was added that this network met regularly with 19 South East authorities and recognised that joint working was key.
3. The Committee raised concern over training and asked whether training was up to date if RIPA was rarely used. Officers advised that there was a training requirement and it was mandatory that skills were maintained.
4. It was noted that in the event of some cases such as covert human intelligence source (CHIS) that the Police usually form part of the operations although this is not a requirement.
5. The Committee asked whether there were any restrictions that make the process of RIPA difficult to implement. Officers said there was robust scrutiny of applications to ensure good practice.
6. The Committee raised the question of substance misuse and whether there was direct surveillance to target this. Officers stated that substance abuse covered a wide variety of products, some of which were directly covered by legislation. However there was no specific legislation designed to address New Psychoactive Substances. It was added that they were working with Surrey Police to develop a process to target this national issue.
7. The Committee also raised the concern that persons found guilty of fraud could start again under a different name, once the process had ended. The officers responded that previous convictions were key to identification of fraud and data sharing with neighbouring counties assisted this.
8. The Committee asked if there was assurance that referrals of cases were passed on to the relevant authorities. Officers responded that most contact is done through the Citizens Advice Bureau and all

information was passed onto the police and other relevant agencies. It was added that signposting does occur and a 'tip off' website would soon be launched. The Committee added to this point by stating that Surrey County Council Trading Standards need to be re-affirmed as the main contact for fraud as well as the Police.

Recommendations

The Committee

- Congratulated Trading Standards on their excellent work.
- Requested a briefing from Trading Standards on substance misuse.
- Requests that Trading Standards works on ways to encourage councillors to assist the service in acquiring information, and to pass on contact details to councillors.
- Recommended that Trading Standards continue to build and explore further ways and opportunities to work with districts and boroughs and other partners.

44/14 THE VISION FOR COMMUNITY LEARNING & SKILLS [Item 8]

Witnesses:

Paul Hoffman, Principal Community Learning and Skills
 Mark Irons, Head of Customer Services
 Leszcek Skrzypczak, Business Development Manager

Key points raised during the discussion:

1. The officers introduced the report and displayed the new adult learning web page on the projector. The Principal Community Learning and Skills explained the current key work was around security and user testing to ensure the web page was ready to launch. Staff user testing would happen in the week commencing 28 July 2014 with an estimated launch date of 1 August 2014. The officers explained the improvements included on the new website, including better mobile use, ability to search by postcode or course name and consistency and easier navigation. They also added that the website format had been voted one of the best nationally. It was noted that the use of small add-on sites were trying to be minimised. The Committee commented that staff testing the website would already be familiar with the navigation therefore testing will not be as effective. Officers responded that as well as staff testing the website, members of the public in libraries were also user testing to ensure a range of perspectives.

2. Officers explained that there would not be a standalone website due to the fact that with a separate URL, it is necessary to market the separate website and site visit numbers would start again. This would mean the web link would be at the bottom of web searches making the website harder to access by the public. Officers added that the scope of a standalone website could be re-visited next year after success and usage has been measured.
3. The Committee discussed options to make adult learning courses more accessible, including brochures in libraries, for people who are not computer literate or do not have access to the internet. By ensuring adult learning information was widely accessible it would encourage people of all ages to enrol. It was also added that transport routes should be made clearer on the course information for attendees who live in different areas. Officers responded that brochures offering information for the whole academic year are available in libraries; they also added that transport links would be addressed and it is possible to use Travel Smart for this.
4. The Committee felt that it was imperative that the website was operational for September enrolments, and agreed to write to IMT on this issue. The Chairman congratulated officers for the progression of the Adult Learning and Skills website and added that the service should be given time to sort out the smaller details. It was requested that brochures with course details be distributed into Members' pigeon holes.

Recommendations

- The Service seeks the continued support of the Select Committee to meet its aspiration to have a web presence the equal of the best in the Adult Learning Sector.
- The Select Committee to continue to monitor progress on the matter, and for the Service to include an update in the annual reporting cycle and an additional written update in September 2014.
- The Service to work on integrating transport options into course information.
- The Committee to write to the Head of IMT to stress the importance of the website being operational for September enrolments.

45/14 FULL YEAR OUTCOMES-BASED PERFORMANCE REPORT ON VOLUNTARY, COMMUNITY AND FAITH SECTOR INFRASTRUCTURE IN SURREY [Item 9]

Witnesses:

Rachel Crossley, Lead for New Models of Delivery
Saba Hussain, Policy and Strategic Partnerships Manager

Key points raised during the discussion:

1. Officers explained that the infrastructure organisations are co-commissioned by the County Council, Clinical Commissioning Group (CCGs) and District and Borough Councils. The Performance Framework has been in place for a full year and demonstrates good delivery of the co-designed outcomes that are being commissioned through the infrastructure organisations. A full year's data is now available so there is a clearer picture on where things are working well and where we need to drive improvement.
2. The Committee questioned whether value for money was being received in terms of Surrey Community Action. Officers responded that for the amount of money invested in the organisation (£100,000) more work needed to be done to ensure success and value for money. Officers stated that Surrey CA has had a busy year it was important to demonstrate the real difference that is being made. It was added that Surrey County Council was the only source of core funding for Surrey CA, and they were not co-commissioned like the local CVSs.
3. Officers said that review meetings of the infrastructure organisations have taken place jointly with co-commissioners to ensure we are both identifying and targeting priority areas of work, building on best practice and ensuring areas of weakness are identified and remedied.
4. The Committee questioned the clarity of volunteer placement information. Officers explained that there are some variables hidden in the placements and as part of the review meetings some of these have been identified. Going forward the information should be clearer and reduce some of the differences in recording.
5. The Committee began a discussion around staff volunteering through the Employee Volunteering Scheme (EVS) and questioned the time cost this involves. The officers explained that in total last year 340 days were taken as volunteering which in total spanning all staff is not a high number. It was added that the majority of these days are one off team volunteering days and these supported local organisations as well as staff personal development. More work is being done to drive up use of the EVS and better use the range of skills in the County Council to meet the needs of Surrey's communities.
6. The Committee congratulated officers on the helpful executive summary provided.

Recommendations:

The Committee

- Notes the outcomes-based performance management framework information provided in the report covering the 2013-14 period
- Supports the direction of travel with the performance management framework and continuation of current arrangements, and

- Agrees the Committee would like to review performance framework information going forward on an annual basis.

46/14 UPDATE FROM THE CHIEF FIRE OFFICER [Item 10]

Witnesses:

Mary Lewis, Chairman of Member Reference Group for SFRS Transformation and PSP (MRG)

Key Points Raised During the Discussion:

1. The Chairman of the MRG gave an overview of the recent work and outcomes undertaken by the MRG. She noted that the aim of the MRG was to look at the refresh of the Public Safety Plan but that current discussions were affected by the workforce transformation programme and collaborations. The White Paper was being worked on and the following high level outcomes were recorded: equitable access to the service, improved safety of communities, improved outcomes through partnership and improved culture of continuous improvement. If these outcomes were achieved it would result in improved safety through a reduced budget.
2. The Committee questioned the relationship between the MRG and the Fire and Risk Advisory Group (FRAG) and whether there is a risk of duplication. Officers agreed to clarify the position outside of the meeting.
3. It was requested by the Chairman that the minutes of the MRG which supplemented the recommendations be made available at future meetings.

Recommendations:

The Communities Select Committee endorse the Member Reference Group recommendations:

- That a letter be sent to the Cabinet Member and Chief Executive to support that the profit of any income generated by SFRS that is paid into any trading company set up by Surrey County Council should be returned to SFRS for their use
- That the Committee supports SFRS' work with other counties towards a system of sharing services and removing artificial borders, so that the nearest available appliance is mobilised in an emergency situation.

47/14 DATE OF NEXT MEETING [Item 11]

The Committee noted the next Communities Select Committee would be on Thursday 25 September

Meeting ended at: 12.17

Chairman