

By: Paul Carter CBE, Leader Kent County Council & Cabinet Member for Business Strategy, Audit and Transformation

To: County Council – 27 March 2014

Subject: Transformation - Cabinet Committee Reform

Summary: To report the reform and restructure of the Council's Cabinet Committees in light of the adoption by Council and Cabinet of the first stage of the 'Facing the Challenge' whole council transformation.

Recommendation:

That the Council note the changes made to Cabinet Committees to be introduced on 1 April 2014.

1. Introduction

- (1) County Council agreed to amend the top tier structure of the Council's staffing structure at its meeting of 12 December 2013 as part Phase 1 of the Facing the Challenge programme. It is now necessary to amend the Council's executive advisory Committees, Cabinet Committees, to reflect that new structure in order that they remain as effective as possible.
- (2) This report sets out the number, new titles and areas of responsibility for Cabinet Committees to become effective from 1 April 2014.

2. Details

- (1) In accordance with the instructions of the Leader, Cabinet Committees will be amended as set out in paragraph 2 below, in order to reflect the new directorates and to also reflect the cross-cutting nature of the services and functions of the Council.
- (2) There will continue to be 6 Cabinet Committees, named as follows:
 - Policy and Resources Cabinet Committee (including Property Sub-Committee)
To be responsible for those functions that fall within the Strategic and Corporate Services Directorate.
 - Education and Young People Services Cabinet Committee
To be responsible for those functions that fall within the Education and Young People Services Directorate
 - Growth, Economic Development and Communities Cabinet Committee
To be responsible for those functions that fall within the responsibilities of the Director of Economic Development as well as some functions transferred from the Communities Directorate and now located within the Growth, Environment and Transport Directorate

- Environment and Transport Cabinet Committee
To be responsible for the majority of the functions that fall within the responsibilities of the Director of Highways, Transportation and Waste and Director of Environment Planning and Enforcement and which sit within the Growth, Environment and Transport Directorate.
 - Children's Social Care and Health Cabinet Committee
To be responsible for those functions that sit within the Social Care, Health and Wellbeing Directorate and which relate to Children.
 - Adult Social Care and Health Cabinet Committee
To be responsible for those functions that sit within the Social Care, Health and Wellbeing Directorate and which relate to Adults.
- (3) Full lists of responsibilities for each Cabinet Committee can be found at appendix 1. Should there be occasions where an issue does not fall within one of the categories or sub-categories as listed the Leader shall agree which Cabinet Committee will consider the matter.
- (4) Some functions are deliberately cross-cutting such as the preventative services maintained within the Education and Young People Cabinet Committee and, depending on the final outcome of any Cabinet reshuffle, are likely to require the attendance of more than one Cabinet Member and in some cases more than one Corporate Director. Cabinet Members and Corporate Directors will be expected to attend any meeting which has relevant items on the agenda but need not stay for those items that are not.

3. Next Steps

- (1) Cabinet Committee dates set for April will, be transferred to the most appropriate new Cabinet Committee. It is suggested that the dates be transferred in the following way:
- Economic Development Cabinet Committee on 15 April replaced by Growth, Economic Development and Communities Cabinet Committee
 - Education Cabinet Committee on the morning of 22 April replaced by Education and Young People Cabinet Committee
 - Communities Cabinet Committee on the afternoon of 22 April replaced by Children's Social Care and Health Cabinet Committee
 - Policy and Resources Cabinet Committee on 23 April maintained
 - Environment Highways and Waste Cabinet Committee on 24 April replaced by Environment and Transport Cabinet Committee
 - Social Care and Public Health Cabinet Committee on 2 May replaced by Adult Social Care and Health Cabinet Committee.
- (2) In some instances, it may be necessary to create the agenda without an agenda setting meeting, but Chairmen and group spokespeople will be consulted where

appointed.

- (3) Cabinet Committee Chairmen and Cabinet Portfolio holders and responsibilities will be decided by the Leader and announced by the Monitoring Officer in due course.

4. Governance

- (1) Cabinet Committees are advisory Committees to the Cabinet and individual Cabinet Portfolio holders. As such changes to them can only be made on the 'Executive side' of the council's decision making structure.
- (2) The Council's Constitution affords these Executive responsibilities to the Leader under paragraph 2.15 of Appendix 4 part 2.

5. Recommendation

That the Council note the changes made to Cabinet Committees to be introduced on 1 April 2014.

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1) Policy and Resources Cabinet Committee

Finance:

- Audit and Risk,
- Financial Services
- Finance Business Partners
- Financial Management
- Strategic Finance
- Procurement

Human Resources

- HR Business Centre
- HR Employment Strategy inc. Internal Communications
- Organisation Development
- HR Business Partners
- HR Advisory Team
- Health & Safety including Staff Care Services

Information & Communication Technology

- ICT Commissioning
- ICT Operations
- Kent Connects
- Business Partners
- Enterprise Architecture
- ICT Infrastructure
- Service Support
- Business Solutions
- ICT Security

Governance & Law

- Democratic Services
- Legal Services
- Elections Member Services
- Information Risk

Policy & Strategic Partnerships

Business Intelligence

Commercial Services

Edukent

Income generation and Charging Policy

External Communications

Contact centre

Gateways

1a) Property Sub-Committee

Capital and Infrastructure Support, Strategic Asset Management/Rationalisation, Property Enterprise Fund, Business Partners – Directorate Property, Estates Management & Property Operations, Basic Need property updates

2) Education and Young People Services Cabinet Committee

Preventative Services

- Integrated Youth Services includes Youth Justice, Youth Work (including Youth Centres and outdoor activity centres)
- Children's Centres
- Early Intervention and Prevention for children, young people and their families including Family CAF co-ordination
- Adolescent Services Social Work Assistants
- Inclusion and Attendance includes Education Youth Offending, Educational Welfare, Inclusion Officers, Child Employment and Young Carers Co-ordination, Early Years Treasure Chest, Commissioned Services for early intervention and prevention
- Troubled Families

Education Planning and Access

- Provision Planning and Operations (includes school place planning and provision, client services, outdoor education and the work of the AEOs)
- Fair access Admissions and Home to School Transport (includes Elective Home Education, Home Tuition and Children Missing Education)
- Special Educational Needs Assessment and Placement Educational assessment processes for pupils with Special Educational Needs and Disabilities (includes Portage and Partnership with Parents, Educational Psychology Service)

Education Quality and Standards

- Early Years and Childcare Safeguarding and Education
- School Standards and Improvement including Governor services,
- School Workforce Development and Performance and Information,
- Skills and Employability for 14-24 year olds includes Kent Supported Employment & Community Learning & Skills
- Inclusion Support Service Kent (formerly MCAS)

School Resources

- Finance Business Partners
- Development of delivery model for support services to schools
- Academy Conversion

3) Growth, Economic Development and Communities Cabinet Committee

Economic Development

- Economic & Spatial Development
- Strategy & Development
- International Affairs
- Regeneration Projects including Grant and Loan schemes and other 'bid for funded' projects
- LEP reporting and monitoring
- Kent Film Office

Communities

- Arts
- Sport
- Libraries
- Registration and Archives
- Volunteering
- Big Society

4) Environment and Transport Cabinet Committee

Highways Transportation & Waste

- Highway Operations
- Programmed Works
- Transportation
- Public Transport
- Future Service Improvement
- Contract Management
- Waste Resource Management
- Road Safety including Road Crossing Patrols

Environment, Planning & Enforcement

- Sustainability and Climate Change
- Heritage Conservation
- Country Parks
- Strategic Transport Planning
- Regulatory Services-Including Public Rights of Way & Access
- Trading Standards
- Coroners
- Kent Scientific Services & Countryside Management Partnerships
- Flood Risk and Natural Environment
- Environment programmes
- Community Safety & Emergency Planning including Community Wardens
- Gypsy and Traveller Unit
- Local Development Plans

5) Children's Social Care and Health Cabinet Committee

Commissioning

- Children's Health Commissioning
- Strategic Commissioning - Children's Social Care
- Contracts and Procurement - Children's Social Care

- Planning and Market Shaping - Children's Social Care

Specialist Children's Services

- Initial Duty and Assessment
- Child Protection
- Children and young people's disability services including short break residential services
- Children in Care (Children and Young People teams)
- Assessment and Intervention teams
- Family Support Teams
- Adolescent Teams (Specialist Services)
- Adoption and Fostering
- Asylum
- CRU/OoH
- Family Group Conferencing Services
- Virtual School Kent

Child and Adolescent Mental Health Services

Transition planning

Health – when the following relate to children

- Children's Health Commissioning
- Health Improvement
- Health Protection
- Public Health Intelligence and Research
- Public Health Commissioning and Performance

6) Adult Social Care and Health Cabinet Committee

Strategic Commissioning Adult Social Care

- Quality assurance of health and social care
- Integrated Commissioning – Health and Adult Social Care
- Contracts and Procurement
- Planning and Market Shaping
- Commissioned Services including Supporting People
- LASAR (Local Area Single Assessment and Referral)
- KDAAT

Older People and Physical Disability

- Enablement
- In-house Provision – residential homes and day centres
- Adult Protection
- Assessment and Case management
- Telehealth and Telecare
- Sensory services
- Dementia
- Autism
- Lead on health integration
- Integrated Equipment Services and Disabled Facilities Grant

Occupational Therapy

Transition planning

Learning Disability & Mental Health

- Assessment and case management
- Learning Disability and mental health In-house Provision
- Adult Protection
- Partnership Arrangement with the Kent & Medway Partnership Trust and Kent Community Health NHS Trust for statutory services Operational support unit

Health – when the following relate to Adults (or to all)

- Adults' Health Commissioning
- Health Improvement
- Health Protection
- Public Health Intelligence and Research
- Public Health Commissioning and Performance

Supporting People and Supporting Employment

Generic Items to be addressed within each Cabinet Committee remit as appropriate:

- Performance and Risk Management issues
- Consideration of the 2015/16 Budget for recommendation by Cabinet to Council
- Consideration of Strategic Priority Statements prior to endorsement by Cabinet
- Consideration of policy framework document refresh for endorsement by Cabinet to Council
- Procurement
- Consultation
- Equalities
- Voluntary Sector relationships
- Income Generation and Charging Policy
- Transformation