

To all Members of the County Council

An ordinary meeting of the County Council will be held at **10.30 am** on **Friday, 14 February 2020** at **County Hall, Chichester**.

Agenda

1. **Apologies for Absence**

2. **Members' Interests**

Members are asked to disclose any pecuniary or personal interests in matters appearing on the agenda.

3. **Minutes** (Pages 5 - 40)

The Council is asked to confirm the minutes of the ordinary meeting of the County Council held on 17 December 2019.

4. **Review of Proportionality** (Pages 41 - 42)

Following the decision of the Council at its last meeting to establish a Fire & Rescue Service Scrutiny Committee, the Council is asked to review the proportionality on its committees. A brief explanation of the proportionality rules and how they are applied is set out in the attached report together with a table showing the number of seats on committees.

5. **Appointments**

Following the review of proportionality required for the establishment of the new scrutiny committee, to consider appointments to that committee plus any proposed changes by the Groups to appointments. Proposals will be circulated and appointments to the new committee and any other changes will take effect from the end of the meeting.

6. **Address by a Cabinet Member** (To Follow)

At the discretion of the Chairman, to receive any address by a Cabinet Member on a matter of urgency and/or significant interest to the County Council and which relates to the powers and responsibilities of the County Council or which affects the Council.

The Cabinet Member for Children and Young People will make a statement on the Council's Children First Improvement Plan. A report will be provided to members ahead of the Council meeting.

Members may ask questions of the Cabinet Member in accordance with Standing Order 2.33.

7. **Revenue Budget 2020/21, Capital Strategy 2020-25 and Treasury Management Strategy Statement 2020/21**

The Council is asked to consider and approve the revenue budget for 2020/21, the Capital Strategy 2020-25 and the Treasury Management Strategy Statement 2020/21, in the light of a report pack by the Cabinet Member for Finance which **is enclosed with the agenda.**

Lunch (In the event that the morning business is finished before lunch the afternoon business will be brought forward as appropriate.)

8. **Pay Policy Statement 2020/21** (Pages 43 - 54)

The Council is asked to approve the Pay Policy Statement 2020/21, in the light of a report from the Governance Committee.

9. **Question Time** (Pages 55 - 58)

Questions to the Leader and Cabinet Members on matters contained within the Cabinet report, written questions and any other questions relevant to their portfolios. Members may also ask questions of the Leader on anything that is currently relevant to the County Council. The report covers relevant Council business or developments in respect of portfolios arising since the meeting of the Council on 17 December 2019. A supplementary report may be published.

(2 hours is allocated for Question Time)

10. **Governance Committee: Minor changes to Council procedures, Pensions delegations, authority to effect constitutional changes arising from withdrawal from the EU and establishment of a Joint Waste Committee** (Pages 59 - 68)

To consider minor changes to Council procedures, Pensions delegations, authority to affect constitutional changes arising from withdrawal from the EU and the establishment of a Joint Committee for work on recycling projects, in the light of a report by the Governance Committee.

County Council concludes

Items not commenced by 4.15 p.m. will be deferred to the following meeting.

Director of Law and Assurance
5 February 2020

Webcasting

Please note: this meeting may be filmed for live or subsequent broadcast via the County Council's website on the internet - at the start of the meeting the Chairman will confirm if all or part of the meeting is to be filmed. The images and sound recording may be used for training purposes by the Council.

Generally the public gallery is not filmed. However, by entering the meeting room and using the public seating area you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.

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West Sussex County Council – Ordinary Meeting

17 December 2019

At the Ordinary Meeting of the County Council held at 10.30 am on Tuesday, 17 December 2019, at the County Hall, Chichester, the members present being:

Mrs Duncton (Chairman)

Mr Acraman	Mrs Jupp
Mrs Arculus	Mr Jupp
Lt Cdr Atkins, RD	Mrs Kitchen
Mr Baldwin	Mr Lanzer
Mr Barling	Mr Magill
Mr Barnard	Mr Markwell
Mr Barrett-Miles	Mr Marshall
Lt Col Barton, TD	Mrs Millson
Mrs Bennett	Mr Mitchell
Mr Boram	Mr Montyn
Mr Bradbury	Mr R J Oakley
Mr Bradford	Mr S J Oakley
Mrs Bridges	Dr O'Kelly
Mrs Burgess	Mr Oxlade
Mr Burrett	Mr Patel
Mr Catchpole	Mrs Pendleton
Mr Cloake	Mrs Purnell
Mr Crow	Mrs Russell
Mrs Dennis	Mr Simmons
Mr Edwards	Mr Smytherman
Mr Elkins	Mrs Sparkes
Ms Flynn	Ms Sudan
Ms Goldsmith	Mr Turner
Mr High	Mrs Urquhart
Mr Hillier	Mr Waight
Mr Hunt	Dr Walsh, KStJ, RD
Mrs Jones, MBE	Mr Whittington
Mr Jones	Mr Wickremaratchi

68 Long Service Award to Mr Steve Waight

- 68.1 The Chairman presented a small memento to Mr Waight to mark his 20 years' service to the County Council.

69 Apologies for Absence

- 69.1 Apologies were received from Mr Buckland, Dr Dennis, Mr Fitzjohn, Mrs Hall, Ms Kennard, Mr Lea, Ms Lord, Mr Oppler, Mr Purchase and Mr Quinn.

69.2 Mrs Brunsdon, Mr McDonald and Mrs Smith were absent. Mr Cloake was absent for the morning session and Ms Sudan was absent for the afternoon session.

69.3 Apologies for the afternoon session were received from Mr Barling, Lt Col Barton and Mrs Bennett.

69.4 Mr Burrett arrived at 10.40 am. Mrs Bridges, Mrs Jones, Mr Markwell and Mrs Pendleton left at 3.20 pm.

70 Members' Interests

70.1 Members declared interests as set out at Appendix 1.

71 Minutes

71.1 It was agreed that the minutes of the Ordinary Meeting of the County Council held on 18 October 2019 (pages 11 to 44) be approved as a correct record.

72 Result of By-election

72.1 The Council received the County Returning Officer's return of the by-election on 21 November 2019 for the county councillor for the Bourne electoral division.

73 Review of Proportionality

73.1 The County Council was reminded of its statutory duty to review the proportionality on its committees following the by-election. A paper on the application of the proportionality rules and how they were applied, together with a table showing the number of seats on committees, was set out on pages 47 and 48.

73.2 Resolved –

That the proportionality be agreed.

74 Appointment of Chief Executive and Head of Paid Service

74.1 The Council received a report from the Appointing Committee recommending an appointment to the post of Chief Executive of the Council, to act as the Council's head of paid service.

74.2 Resolved –

(1) That the appointment of Becky Shaw as Chief Executive and head of paid service for the County Council be approved; and

(2) That the Council confirms its agreement to the Council entering into an agreement with East Sussex County Council to facilitate the appointment and to delegate authority to the

Director of Law and Assurance to complete an agreement under section 113 Local Government Act 1972.

75 Children's Commissioner's Report

75.1 The Council debated the content and recommendations of the report from John Coughlan CBE, Children's Commissioner appointed by the Department for Education, in relation to the capacity and capability of the County Council to secure sustainable improvement to its Children's Services.

75.2 Resolved –

That the report be noted.

76 Governance Committee: Improving Council Governance

76.1 The Council considered changes to governance arrangements in the light of a report from the Governance Committee (pages 49 to 66).

76.2 The Chairman informed members that there was an omission and some minor inconsistencies in the wording of changes to the call-in process set out at Appendix 4 to the report which would be corrected.

76.3 An amendment was moved by Mr Barling and seconded by Mrs Dennis as set out below.

Main recommendations

(changes shown in bold italic text)

(3) That a separate select committee for the Fire & Rescue Service be established with effect from the annual Council meeting in April 2020 ***or sooner if possible***, to be reviewed in March 2022 and that the terms of reference in Appendix 2 and other constitutional changes set out in Appendix 3 be approved;

(3a) That, in anticipation of a possible earlier start date, the Council meeting on 14 February 2020 be asked to make appointments to the new Committee.

Appendix 1 – Changes to Executive

(changes shown in bold, italic text with deletions struck through)

9. The chairman of each Select Committee shall be invited to attend any meeting of the Cabinet and shall have a right to speak for up to ***three*** five minutes to convey or represent the views of that committee on any agenda item relevant to the terms of reference of the committee.

10. The leaders of each of the large and medium minority groups of the Council shall be invited to attend any meeting of the Cabinet and may speak for up to **two** five minutes on any item on the agenda.

Appendix 3 - Consequential changes in relation to scrutiny
(additional changes shown in bold, underlined, italic text)

Extract from Part 3, Scheme of Delegation

Appendix 8

Select Committees

There is a Performance and Finance Select Committee (Appendix 8A), a Health and Adult Social Care Select Committee (Appendix 8B), a Children and Young People's Services Select Committee (Appendix 8C), ~~and an Environment and Communities and Fire Select Committee (Appendix 8D)~~ **and a Fire and Rescue Service Select Committee (Appendix 8E)**. Their constitutions and terms of reference are set out in the Appendices. Each committee shall undertake the functions set out below in respect of those items relevant to the Select Committee's specific service area.

Each Select Committee shall have no more than 12 County Council members with the exception of the Performance and Finance Select Committee which will have 15 members **to include the other Select Committee chairmen where compliant with rules on political proportionality following confirmation of their appointment at the next meeting of the County Council.** (~~inclusive of the three other Select Committee chairmen~~). The members of each Select Committee shall be appointed, having taken into account the following guiding principles:

- ***That the member has an interest in the business of the Committee.***
- ***That the member is able to devote the time needed to undertake the work of the Committee.***
- ~~***That the member is not also a member of another select committee.***~~
- ***That the member remains free to serve on scrutiny or executive task and finish Groups.***
- ~~***Three of the members of the Performance and Finance Select Committee shall be the three members who are at any time the chairmen of the other three Select Committees.***~~
- ***Four of the members of the Performance and Finance Select Committee shall be the four members who are at any time the chairmen of the other four Select Committees, providing that this can be accommodated in line with political proportionality for that committee.***

76.4 With a change to the time limits for speaking in the proposed amendment to Appendix 1 to three minutes in both cases, the amendment was carried.

76.5 Resolved –

Cabinet and the executive

- (1) That the proposals for changes to executive arrangements, as set out in Appendix 1 to the report, subject to the change to the time limits for speaking to three minutes, as per the amendment, be approved;

Scrutiny

- (2) That Select committees be renamed scrutiny committees;
- (3) That a separate select committee for the Fire & Rescue Service be established with effect from the annual Council meeting in April 2020, or sooner if possible, to be reviewed in March 2022 and that the terms of reference in Appendix 2 to the report and other constitutional changes, set out in Appendix 3 to the report, be approved;
- (3a) That, in anticipation of a possible earlier start date, the Council meeting on 14 February 2020 be asked to make appointments to the new Committee;
- (4) That responsibility for scrutinising the Economy portfolio be transferred from the Environment, Communities and Fire Select Committee to the Performance and Finance Select Committee, as set out in Appendix 3 to the report, with immediate effect;
- (5) That the decision to accept or reject call-in requests be transferred to the Monitoring Officer (or Deputy), using the criteria in the Constitution, the Monitoring Officer to report to the relevant select committee on reasons for rejecting/ accepting any call-in requests and that the changes to the Constitution set out in Appendix 4 to the report, subject to the correction of an omission and minor inconsistencies in the wording of changes to the call-in process, be approved;
- (6) That, with effect from the annual Council meeting in April 2020, appointments of select committee chairmen and vice-chairmen be made by the select committee using a secret ballot at its first meeting after the annual meeting of the Council and that the consequential changes set out in paragraphs 20 and 21 above and in Appendices 3 and 5 to the report be approved, subject to the amendment in minute 75.3 above; and

- (7) That the Director of Law and Assurance, in consultation with the Chairman, be authorised to make any consequential changes to the Constitution following from the recommendations set out above.

77 Governance Committee: Review of County Local Committees

77.1 The Council considered recommendations resulting from the review of County Local Committees in the light of a report from the Governance Committee (pages 67 to 68).

77.2 It was noted that the merger of committees in Mid Sussex had caused some issues in terms of volume of business.

77.3 Resolved –

That the Cabinet Member for Education and Skills be asked to delegate the approval of nominations of school governors to the Director for Education and Skills, in liaison with the relevant local member, with the subsequent deletion of Section 1D of the County Local Committee terms of reference, removing nominations and appointments to school and academy governing bodies.

78 Governance Committee: Other changes

78.1 The Council considered changes to the Constitution in relation to the Corporate Parenting Panel and the Pension Advisory Board in the light of a report from the Governance Committee (pages 69 to 78).

78.2 Resolved –

- (1) That the revised terms of reference and constitution of the Corporate Parenting Panel, as set out at Appendix 1 to the report, be approved; and
- (2) That the changes set out in paragraphs 9 and 11 of the report and the constitutional changes set out at Appendix 2 to the report be approved.

79 Appointments

79.1 The Council approved appointments as set out below.

Committee	Change
Children and Young People’s Services Select Committee	Ms Lord as Vice-Chairman
Environment, Communities and Fire Select Committee	Mr Waight and Dr Walsh to fill vacancies
Performance and Finance	Mr Boram in place of Mr Hillier

Committee	Change
Select Committee	
Regulation, Audit and Accounts Committee	Mr Baldwin and Ms Goldsmith in place of Mr Jupp and to fill a vacancy
Rights of Way Committee	Lt Col Barton and Mr S J Oakley in place of Mrs Purnell and to fill a vacancy
Corporate Parenting Panel	Mrs Russell as Chairman and Mr Oxlade as Vice-Chairman Mrs Bennett, Ms Flynn, Mrs Russell and Ms Lord in place of Mrs Hall, Mrs Pendleton, Mrs Millson and Mr Simmons

80 Mrs Brenda Smith

80.1 The Council resolved that, in accordance with Section 85 of the Local Government Act 1972, Mrs Smith's ill health should be approved as a reason for absence.

81 Address by a Cabinet Member

81.1 Members asked questions of the Cabinet Member for Children and Young People on the Council's Children First Improvement Plan.

81.2 The Cabinet Member said she would take forward a suggestion from Mrs Jones that children who had been in care should be invited to attend the Corporate Parenting Panel to give their views on their experience.

81.3 In response to a question from Mr Edwards about progress with recommendation 6 of the Commissioner's report, development of a children's services management training programme, the Cabinet Member said she would let him know.

82 Motion on Prospective sale of County Council-owned land at Withy Patch

82.1 At the County Council meeting on 19 July 2019 the following motion had been moved by Mr Jones, seconded by Mr Oxlade, and referred to the Cabinet Members for Finance and for Fire & Rescue and Communities for consideration. A report by the Cabinet Members was included with the agenda (pages 79 and 80).

'This Council notes that West Sussex County Council owns the freehold land known as Withy Patch which currently forms part of an area that has planning permission from Adur District Council for

an extensive new development, commonly known as New Monks Farm.

This Council recognises that the proposals for a major development and retail park has been a source of considerable controversy in recent years. This Council believes that the continued uncertainty, anger and stress this has caused local residents, is unacceptable and calls on the Cabinet Member for Finance and Resources to either take action now to reassure the community that the Council will not proceed with selling or transferring this land to developers or to confirm he will not accept any arrangement which attempts to get the Council to agree to waive, or write off, any of the section 106 developers' contributions from the New Monks Farm developers that will be required to provide sufficient education provision to meet the needs of the resulting community. The needs of West Sussex children and their education must come first.

This Council believes that there is already an increasing shortage of places both in primary and in secondary education in the Adur and Worthing areas with children currently being sent to maintained schools much further from their homes, because the local schools have not got the places for the existing population. The additional population from the New Monks Farm development will inevitably create further pressures and reduce local parents' ability to find school placements close to them without these contributions. Moreover, the additional financial burden of creating places will almost certainly have to be met by this Council, which already faces unprecedented financial pressures without having to absorb the costs of building additional buildings and increasing capacity elsewhere.

This Council also believes that facilitating this development through the sale of the land will result in outcomes entirely at odds with the values recently expressed in the cross-party motion on climate change and the 'climate action pledge'. Not only may the new development increase the local flooding risk, but the increased traffic and congestion on this part of the A27 relating to the increased population and high profile retail offer will exacerbate further the already serious problems relating to pollution and air quality in the current Air Quality Management Areas within the District.

In the event that the Cabinet Member decides to sell or transfer the land it is understood the gypsy and travellers' site at Withy Patch would be required to move to the edge of the development and the residents effectively living directly on the edge of a building site, with all the dust, noise and disruption that such construction would entail. Given what this would mean for that community, this Council also calls on the Cabinet Member for Safer, Stronger Communities to undertake a meaningful consultation with those residents as the person accountable for their welfare on the Council's land and to object to the sale of the land should the residents ask for that.

Therefore for the reasons stated above, this Council urges the Cabinet Member for Finance and Resources to refuse any sale or transfer of the land at Withy Patch.'

82.2 The motion was lost.

83 Motion on Highways Maintenance

83.1 At the County Council meeting on 18 October 2019 the following motion had been moved by Mr Jones, seconded by Mr Oxlade, and referred to the Cabinet Member for Highways and Infrastructure for consideration. A report by the Cabinet Member was included with the agenda (pages 81 and 82).

'In July this year the Cabinet Member for Highways and Infrastructure approved a new highway maintenance plan which introduced with immediate effect reduced service levels for highways maintenance across the county. This includes a reduction in the frequency of grass cutting and winter salting routines, repairs to signs, bollards and road markings; the cessation of routine weed spraying; reduced tree investigations and cyclical pollarding and a reduction in the frequency of the emptying of gullies. It is understood that action will be taken where there is a safety concern.

This Council understands that the budget for highways maintenance of this nature in 2018/19 was £9.597m although this was clearly not adequate because there was an overspend. The budget for 2019/20 and the subsequent three years is now £8.707m, an annual budget reduction of almost £900,000.

It is understood that work to encourage town and parish councils and community groups to take on this work has begun.

This Council considers that the county is currently in an appalling state with, in some areas, waist high weeds appearing on roadsides and along pathways. Whilst it accepts the desire to increase pollination to tackle climate change, it considers this should be managed properly. It considers that the reduced service levels will discourage visitors and tourists from returning thereby impacting on the local economy. It considers there is a strong likelihood that parts of the county will be better maintained than others, effectively resulting in a postcode lottery.

This Council calls on the Cabinet Member for Highways and Infrastructure to reverse this cut, at least until such time as adequate alternative arrangements for others to cover the reduction in service levels are in place County-wide. The funding for this service to be taken during this transition period from the budget management reserve.'

83.2 The motion was lost.

84 Motion on Hate Crime

84.1 At the County Council meeting on 18 October 2019 the following motion had been moved by Mr Oxlade, seconded by Mr Jones, and referred to the Cabinet Member for Fire & Rescue and Communities for consideration. A report by the Cabinet Member was included with the agenda (pages 83 and 84).

'This Council notes that since 2016 there has been a significant increase in the number of referrals made to the hate incident support service (HISS) in West Sussex, with the number of reports of hate incidents/crimes motivated by both sexual orientation and directed at those with a disability having doubled. This Council's ambition is for the residents of West Sussex to feel safe in their neighbourhoods, that people from different backgrounds get on well together, benefit from a sense of shared belonging and take up opportunities to participate in community life. This Council condemns homophobia, transphobia, racism, xenophobia and hate crimes unequivocally and pledges to tackle hate crime to ensure such behaviour does not become acceptable and to continue to support those affected by hate crime.

This Council calls on the Cabinet Member for Fire and Rescue and Communities to:

- (1) Ensure that the Hate Incident Support Service is protected from any future budget cuts to ensure this unique and highly valued service can be maintained at its current level;
- (2) Explore cost-effective ways of increasing the promotion of hate crime reporting using wider-reaching advertising opportunities (at roundabouts, on vehicles and local public transport); and
- (3) Ensure a regular report on hate crime is provided to the Chairman of the Environment, Communities and Fire Select Committee and the Business Planning Group for monitoring (and further scrutiny if required).'

84.2 An amendment was moved by Ms Goldsmith and seconded by Mr Simmons.

'This Council notes that since 2016 there has been a significant increase in the number of referrals made to the hate incident support service (HISS) in West Sussex, with the number of reports of hate incidents/crimes motivated by both sexual orientation and directed at those with a disability having doubled. This Council's ambition is for the residents of West Sussex to feel safe in their neighbourhoods, that people from different backgrounds get on well together, benefit from a sense of shared belonging and take up

opportunities to participate in community life. This Council condemns homophobia, transphobia, racism, xenophobia and hate crimes unequivocally and pledges to tackle hate crime to ensure such behaviour does not become acceptable and to continue to support those affected by hate crime.

This Council calls on the Cabinet Member for Fire and Rescue and Communities to:

- (1) Ensure that the Hate Incident Support Service is **prioritised for funding within the Communities budget** ~~protected from any future budget cuts~~ to ensure this unique and highly valued service can be maintained at its current level;
- (2) Explore cost-effective ways of increasing the promotion of hate crime reporting using wider-reaching advertising opportunities **such as**; (at roundabouts, on vehicles and local public transport); and
- (3) Ensure a regular report on **the level of and response to** hate crime is **available for** ~~provided~~ to the Chairman of the Environment, Communities and Fire Select Committee and the Business Planning Group for monitoring (and further scrutiny if required).'

84.3 The amendment was carried.

84.4 The amended motion, as set out below, was carried.

'This Council notes that since 2016 there has been a significant increase in the number of referrals made to the hate incident support service (HISS) in West Sussex, with the number of reports of hate incidents/crimes motivated by both sexual orientation and directed at those with a disability having doubled. This Council's ambition is for the residents of West Sussex to feel safe in their neighbourhoods, that people from different backgrounds get on well together, benefit from a sense of shared belonging and take up opportunities to participate in community life. This Council condemns homophobia, transphobia, racism, xenophobia and hate crimes unequivocally and pledges to tackle hate crime to ensure such behaviour does not become acceptable and to continue to support those affected by hate crime.

This Council calls on the Cabinet Member for Fire and Rescue and Communities to:

- (1) Ensure that the Hate Incident Support Service is prioritised for funding within the Communities budget to ensure this unique and highly valued service can be maintained at its current level;

- (2) Explore cost-effective ways of increasing the promotion of hate crime reporting using wider-reaching advertising opportunities such as; at roundabouts, on vehicles and local public transport; and
- (3) Ensure a regular report on the level of and response to hate crime is available for to the Chairman of the Environment, Communities and Fire Select Committee and the Business Planning Group for monitoring (and further scrutiny if required).'

85 Motion on Abuse of Members and Staff

85.1 The following motion was moved by Mr Edwards and seconded by Mrs Pendleton.

'Recently West Sussex County Council supported Hate Crime Awareness Week. Many councillors and staff have been subjected to verbal abuse, vitriol, and personal attacks in their time as elected members or as members of staff. There is a perception that this kind of attack comes with the territory, and that standing as a candidate means putting your head above the parapet so expect to be shot at. Unfortunately to an extent this has become almost acceptable, while this Council regards this as entirely unacceptable.

The Crown Prosecution Service uses a specific definition: "The term 'hate crime' can be used to describe a range of criminal behaviour where the perpetrator is motivated by hostility or demonstrates hostility towards the victim's disability, race, religion, sexual orientation or transgender identity". This Council believes that this does not go far enough and that abuse due to a victim's political beliefs should also be included.

This Council takes the safety of members and officers extremely seriously but believes that more should be done to record instances of malicious communication and that a list of persons who might present a danger to members or officers should be created.

This Council calls on the Cabinet Member for Economy and Corporate Resources to:

- (1) Lobby the Government to broaden the definition of a hate crime to include the victim's political beliefs in order to prevent elected members being threatened for expressing different political opinions;
- (2) Devise a policy for dealing with malicious communication;
- (3) Provide elected members and officers with training on dealing with malicious communication; and

- (4) Compile a register of people who send or verbalise malicious communication in any format in order to better protect members and staff.'

85.2 The motion was referred to the Cabinet Member for Economy and Corporate Resources for consideration and subsequent debate at the Council meeting in April 2020.

86 Motion on Support and Recognition for Veterans with Post-Traumatic Stress Disorder

86.1 The following motion was moved by Mr Edwards and seconded by Lt Cdr Atkins.

'This Council advocates better treatment of veterans who suffer from post-traumatic stress disorder (PTSD) and better recognition for those who have died as a result of this disorder. The County Council takes the wellbeing of all those who have served extremely seriously and is continually considering how it can better understand the needs of ex-services persons who are suffering from PTSD and provide the best possible support.

In this country there is a National Memorial Arboretum to commemorate those who have given their lives in the service of our country. Families are able to spend time there remembering their loved ones. Every name, in one place, a calm, respectful space, where people can reflect and honour these heroes. However, those veterans who have taken their own lives, succumbing to Post Traumatic Stress Disorder caused by combat, are not remembered at the National Memorial Arboretum.

This Council believes that this must change. These service personnel have given their all in their service for our country and in many cases have been medically discharged from service because of the trauma they have seen and taken part in. Subsequently, as civilians, they take their own life and therefore are recognised as combat related casualties.

This Council calls upon the Leader of the Council and the Armed Forces Champion to:

- (1) Lobby the Ministry of Defence to provide a fitting memorial to those who have served and ultimately succumbed to PTSD;
- (2) Continue to work with partners through the West Sussex Civilian Military Partnership Board to improve the lives of veterans and promote the services available to them with particular emphasis on mental health services, including use of the Forces Connect South East App to all staff as a signposting mechanism;

- (3) Encourage staff to undertake Armed Forces Mental Health First Aid training; and
- (4) Work with the Cabinet Member for Adults and Health to ensure that health and wellbeing matters affecting veterans, including PTSD, are recognised in health and wellbeing strategies including the forthcoming refresh of Suicide Prevention Strategy in 2020.'

86.2 The motion was referred to the Leader of the Council and the Cabinet Member for Adults and Health for consideration and subsequent debate at the Council meeting in April 2020.

87 Motion on the A27

87.1 The following motion was moved by Mr Montyn and seconded by Mr S J Oakley.

'This Council welcomes the improvement plans for the A27 at Arundel and the broad agreement around a preferred solution, the Magenta Route. It acknowledges that the scheme has benefitted from sustained and active support from the local MP to get it to this point.

However, the Council notes that the Chichester situation is very different: with 51,300 average daily traffic movements (2018) this is the most heavily used unimproved section of this Strategic Route notorious for its acknowledged traffic congestion. This also impacts heavily on the 32,000 inhabitants to the south of the A27 on the Manhood Peninsula and beyond who have to cross or join this road to travel anywhere.

Over the last 15 years three national road initiatives have failed:

- in 2003 the South Coast Corridor Multi-Modal Study was abandoned by the Secretary of State.
- in 2004/05 a public consultation took place for a Chichester scheme. It was not well received and was abandoned by the Department for Transport a year later.
- the third Chichester initiative was launched in 2016 but ended in 2017 with the Secretary of State cancelling the scheme, citing lack of community consensus.

After three cancellations of an A27 scheme at Chichester within 15 years and a lack of funding, there is considerable public cynicism that there is any high-level political will to grasp the situation and to arrive at an acceptable long-term solution to Chichester's perennial traffic congestion. Without government investment for improvements this has continued to deteriorate.

Through and local traffic movements now are roughly equally split at Chichester, and the share of commercial traffic is increasing. The

worsening congestion and delays on the only major east-west arterial route along the south coast between the ports from Kent to Hampshire, are a brake on the economy. Air quality along the bypass is unacceptable, and the accident rate is among the worst in the country.

This Council believes that now is the time for the County Council to acknowledge the real need for major investment in this strategic route.

Therefore, this Council resolves to ask the Cabinet Member for Highways and Infrastructure to work jointly with the elected MP and with Chichester District Council in a concerted effort to:

- (1) Call for an open and transparent consultation of all options for a long-term solution for the Chichester section of the A27;
- (2) Secure the much-needed government funding for the construction of such a route and its associated environmental mitigation; and
- (3) Provide local members with regular progress updates.'

87.2 The motion was referred to the Cabinet Member for Highways and Infrastructure for consideration and subsequent debate at the Council meeting in April 2020.

88 Motion on Quiet Lanes

88.1 The following motion was moved by Mrs Dennis and seconded by Mrs Arculus.

'This Council recognises that our residents and visitors alike should be able to enjoy the West Sussex country Lanes whether walking, cycling and horse riding. The West Sussex plan has clear ambitions to provide a place that:

- residents feel happy as Sussex as a place to live in
- is healthy
- is safe
- encourages carbon reductions

This Council accepts that country lanes are an integral part of our rural environment but it is clear that the volume and speed of traffic, and the presence of heavy lorries can make them uninviting and intimidating. This Council also welcomed the Transport Act in 2000 which enabled local authorities to designate certain types of country lanes as 'Quiet lanes'. Quiet Lanes being a positive way of:

- Providing a chance for people to walk, cycle and horse ride in a safer environment.
- Widening transport choice; and protecting the character and tranquillity of country lanes.

This piece of legislation has received new interest from district, borough and parish councils (our partners) and some have written into neighbourhood plans the lanes they wish to designate as 'Quiet Lanes'. Other local authorities are restarting the process of implementing 'Quiet Lanes'.

This Council calls on the Cabinet Member for Highways and Infrastructure to support our partners and empower them, by developing an initiative to facilitate simple and speedy designation of 'Quiet Lanes'.

- 88.2 The motion was referred to the Cabinet Member for Highways and Infrastructure for consideration and subsequent debate at the Council meeting in April 2020.

89 Question Time

- 89.1 Members asked questions of members of the Cabinet on matters relevant to their portfolios and asked questions of chairmen, as set out at Appendix 3. This included questions on those matters contained within the Cabinet report (pages 85 to 88) and written questions and answers pursuant to Standing Order 2.38 (set out at Appendix 2).

Chairman

The Council rose at 4.10 pm

Interests

Members declared interests as set out below. All the interests listed below were personal but not pecuniary or prejudicial unless indicated.

Item	Member	Nature of Interest
Item 9 – Governance Committee: Other Changes – Pension Advisory Board	Mr Burrett	Deferred member of Local Government Pension Scheme
Item 12(a) – Motion on Prospective sale of County Council-owned land at Withy Patch	Lt Col Barton	Chairman of Adur District Council
Item 12(a) – Motion on Prospective sale of County Council-owned land at Withy Patch	Mr Boram	Member of Adur District Council
Item 12(a) – Motion on Prospective sale of County Council-owned land at Withy Patch	Mrs Bridges	Member of Adur District Council
Item 12(a) – Motion on Prospective sale of County Council-owned land at Withy Patch	Mr Simmons	Executive Member for Health and Wellbeing, Adur District Council and Chairman of the Governing Body of Sir Robert Woodard Academy
Item 12(b) – Motion on Highways Maintenance	Mr Elkins	Member of Arun District Council
Item 12 (c) – Motion on Hate Crime	Mr Simmons	Executive Member for Health and Wellbeing, Adur District Council
Item 12(e) – Motion on Support and recognition for veterans with Post-Traumatic Stress Disorder	Lt Cdr Atkins	Veteran of the Royal Naval Reserve, Vice-Chair of Royal Naval Association and trustee of Building Heroes
Item 13 – Question Time	Mr Burrett	Deferred member of Local Government Pension Scheme
Item 13 – Question Time	Mr Lanzer	Deferred member of Local Government Pension Scheme
Item 13 – Question Time	Mr Smytherman	Chairman of Worthing and District Dementia Action Alliance

Item	Member	Nature of Interest
Item 13 – Question Time – Worthing Hub	Mr High	Chairman of both the County Council and Worthing Borough Council Planning Committees
Item 13 – Question Time – A27	Dr Walsh	Leader of Arun District Council

Written Questions: 17 October 2019

1 Written question from **Dr Walsh** for reply by the **Leader**

Question

Can the Leader please confirm that the former Chief Executive has left the Council by mutual agreement? I understand that the terms are confidential, but will he confirm that it includes a 'compensation payment', which in due course will have to be made public?

Can he also confirm that repayment of his 'relocation' expense of £47,000 will be made, on the disposal of his second home purchased in Chichester, which clearly no longer requires public subsidy?

Answer

The Leader can confirm that the Chief Executive has left the Council by mutual agreement. It is the case that all payments made to the former officer during the current financial year must be published with the Council's accounts.

Members have previously been informed of the contractual basis for the payment made to the chief executive at the time of his appointment in 2016 as part of his recruitment package.

2 Written question from **Mr Smytherman** for reply by **Cabinet Member for Adults and Health**

Question

Could the Cabinet Member please provide the following information regarding dementia care in West Sussex:

- (a) As far as the Council is aware, how many West Sussex residents are diagnosed with dementia and having to pay over £100,000 to cover the cost of care from the time they are diagnosed?
- (b) What can the County Council do to address these costs for those residents that we are aware of?
- (c) Dementia is a terminal disease of the brain, just like any other terminal disease. What can the County Council do to ensure that those diagnosed with dementia have all their care costs paid for by the NHS, which is only fair and equitable?
- (d) Carers continue save the NHS and government millions of pounds each year; many suffer great physical and emotional stress because they do not get the help and support they need and deserve. What is the County Council doing to ensure that carers receive a high level of free help and support when they need it?

Answer

- (a) There is estimated to be 13,878 people living with dementia in West Sussex. The average diagnosis rate in September was 65.9% which equates to around 9,152 people with a formal diagnosis of dementia.

Around 45% of the estimated number of people living with dementia (6,245) have moderate to severe needs. For people with moderate to severe needs more support and perhaps long term care is likely to be needed. The County Council currently funds around 850 people over the age of 65 requiring support with their memory and cognition at an average total weekly net cost of £290,000. Much of this cost (85%) is accountable for by long term residential and nursing care but 15% is accountable for by services such as care and support at home and specialist day care.

Unfortunately, we cannot break down into how many self-fund in homes with a diagnosis of dementia. What we can say is that across care homes and nursing homes, some of which will be registered for dementia, around 54% of people fund their own care.

- (b) With the ageing population of West Sussex expected to rise exponentially in the next 10 years, resources need to focus on supporting people at home for longer and away from more expensive residential and nursing care. A timely diagnosis enables people with dementia and their family and friends, the ability to maximise control over their lives by planning ahead and accessing support to ensure they can live independently for longer. In West Sussex, the Memory Assessment Service (MAS) provides a high-quality diagnosis to around 1,500 individuals annually.

Post-diagnosis, there is an offer of psychological/psychosocial interventions from the MAS for both the individual and their family carer. In 2018/19 the MAS supported 1,251 people with post-diagnostic interventions as well as 990 family carers. There is an ongoing universal offer of support for the individual and their families from the Dementia Adviser/Support service. This is a person-centred service that aims to make it easier for people with dementia to self-manage, live more independently and seek out the right support at the right time. In 2018/19 there were over 2,000 referrals into this service.

For people with dementia whose needs have increased to the point that there is a risk of an unplanned admission to residential and nursing care, services such as Dementia Crisis, Living Well and Community Dementia Matrons will work with the individual and their family to support the person to remain at home. They will link in with other services to provide a co-ordinated approach and to shift the balance of care away from reactive crisis intervention and unplanned care towards independent living. The Dementia Crisis Service avoids around 400 care home admissions annually.

Family and friend carers are influential in supporting the person with dementia to remain at home for longer and it is, therefore, key that we support them in their caring role. Interventions and training such as the Carer Information and Support Programme (CrISP), 'Understanding Dementia' workshops and dementia specific carer groups provide up-to-date, relevant information in a group environment, where carers can share experiences and find out about

local and national services that are able to offer support. Admiral Nurses in the north of the county provide a proactive approach to ensuring that family carers receive support such as specialist training and education in their caring role particularly at times of crisis. Last year, there were 231 referrals into the Admiral Nurse service.

In West Sussex, The Council continues to actively engage and support the market development of care and support 'at home providers' to ensure excellent standards of care for people accessing these services. The Council recognises that good quality domiciliary care and access to community-based opportunities for active engagement is able to contribute to maintaining a person's independence, as well as reduce social isolation, prevent admission and/or delay the permanent admission to care homes and/or hospital. The Council will continue to focus on building these opportunities for developing local markets and working with providers in order to deliver this.

- (c) NHS care costs are already free at the point of delivery. In addition, the CCGs commission a range of local services for diagnosing patients with dementia and post diagnostic support up to the end of life. Detail around dementia and services commissioned is outlined as follows;

From an NHS health perspective:

- Dementia is a progressive neuro-degenerative condition, for which there is currently no cure, although there is promising research ongoing. Notwithstanding this however, even though dementia is progressive, the overall journey to end of life may often be as long as 7 to 15 years, during which time the needs of the patient (and carers) change significantly with each stage of the disease – from mild/moderate through to severe. Promoting self-care and self-empowerment is often a primary requirement for patients who want to stay in their own homes, with their own families, for as long as possible.
- Our efforts are currently focused on:
 - (1) **Prevention of dementia** – we know 'what is good for the heart is good for the brain'. In conjunction with Public Health England, we are promoting the benefits of a healthy diet/lifestyle to all residents in West Sussex.
 - (2) **Identification of dementia** – for those people with suspected dementia, there has been a very strong national and local move to break the stigma around the disease, to encourage patients and families to consider the diagnosis and discuss symptoms with their GPs. GPs in turn are being encouraged to positively consider a diagnosis of dementia and initiate the diagnostic process if appropriate (via the Memory Assessment Service (MAS) – which will soon be re-named as the Dementia Assessment Service). In advanced cases, GPs are also empowered to make a diagnosis of dementia, so that patients (and carers/families) may access post-diagnostic support.
 - (3) **Living well with dementia** – A description of dementia specific services aimed at supporting the person with dementia and their

families is given in the response to question (b). In addition, the Proactive Care teams pre-emptively identify people with advanced needs/frailty (including dementia) so that a 'proactive' care plan and processes for support may be provided, in preparation for any crises. All these services are free for patients (and carers) at the point of delivery. In fact, Proactive Care & Carers Support West Sussex are independent of diagnosis, access being based completely on need.

- (4) **End of life care** – Coastal West Sussex CCG has commissioned the ECHO end of life pathway, which aims to improve coordination and delivery of end of life care, including dementia, for all patients across CWS. Although each disease (e.g. cancer/dementia/COPD, etc.) has different symptoms and profiles and, therefore, care nuances, ECHO is the single point of contact for patients with a terminal illness or approaching the end of life, which provides advice and support.
 - (5) **Outside of these services** – the charity/voluntary sectors provide a plethora of services which health professionals are often linked in to e.g. Dementia Support at Sage House in Tangmere. Some of these services are free, but some are charged for, as per the rules of the relevant organisation. These services are often adapted to the local needs of the communities they serve.
 - (6) **For the future** – the Memory Assessment Service is currently redesigning itself and will be re-launched as a DAS (Dementia Assessment Service) in Jan 2020, which is expected to have a much quicker diagnostic process, to reduce the time from referral to treatment, thus allowing earlier provision of support to the people affected. The focus on greater dementia identification continues, with engagement with GP services and involvement of wider community teams. The Council has active dementia action alliances in various parts of the community, which act as points of engagement for all stakeholders in the local community – including statutory and voluntary services. The County Council and the CCGs are also developing a refreshed joint Dementia Strategy to run for 3 years from 2020 for which there has already been a considerable amount of public consultation and this will seek to identify and address gaps and strengths in current service provision, thus forming a road map for the next few years.
- (d) The identification and support of carers is a strategic priority for West Sussex County Council and its NHS partners and together we are identifying and assessing more carers than ever before.

A range of jointly commissioned services currently support over 25,000 carers per annum. As might be expected with an ageing population, carers of people aged over 65 with long term conditions and carers of people with Dementia represent the highest proportion of new registrations. Last year (2018/19) we registered 3,700 new carers of which over 17% identified as caring for someone with dementia, as their sole or primary caring role.

All dementia carers have the following on offer to them:

- Advice, information and support service e.g. 50 carer support groups running each month
- [Carers support leaflet](#)
- Carers assessments
- Carer Learning and Wellbeing Programme (Modula training, 10 topics)
- Emotional support and counselling
- Emergency planning and support - Carers Alert Card
- Subsidised carer short break respite services (planned & emergency)
- Health and wellbeing payments
- Assistive technology/equipment for independence offer
- Specialist carer bereavement support
- Return to work/training support

In addition to this universal offer, targeted support is provided by a Carer Health Team (CHT), the first service of its kind in the country. The strategic aim of this, award winning, nurse led team is to intervene at the point where a referring professional regards the health of a carer as being adversely affected by their caring roles and responsibilities. Carers can often neglect their own health and/or miss health appointments because of caring commitments.

Analysis of CHT data demonstrates that by far the most prevalent condition among those being cared for is dementia at around 33%, followed by degenerative and neurological conditions. The clinicians work in partnership with the carer to provide personalised advice and information. This could include:

- Advice and training to help in the caring role, such as safe moving and handling techniques
- Review of medication and managing medication
- Navigating the health and social care system
- How to plan for the emergencies and the future
- Information and referral on to other service
- Healthy lifestyle information
- Falls prevention

Over 400 referrals are dealt with by the Carer Health Team every quarter. Targeted support is also provided by Carer Support Workers in each of the county's acute and community hospitals. A relative or friend coming out of hospital often marks the beginning or a change in a caring role.

Over 4,000 carers a year are receiving this service which seeks to support family and friends carers within the hospital setting and link them to appropriate community support at the point of hospital discharge. On an average month around 40-50 dementia carers are supported by this service and many are referred on to the Volunteer Carer Home from Hospital scheme run by our commissioned partner, the British Red Cross.

In addition to the above commissioned services we are seeking to make carers 'everyone's business'. Workers at the operational front line must all understand the 'carer's agenda' and their role in supporting it. This is for two main reasons;

- we require all professionals to help identify carers and signpost them for support if required for many carers do not self-identify. Also;
- carers tell us that their wellbeing is as much about their experiences of the health and social care system as it is about services for them. We need 'the system' therefore not only to recognise carers, but to listen to them and involve them as appropriate.

To this end we have regular communications campaigns to our workforce to remind them of the need to 'Think Carer'. Early in 2020 a new carer Discount Card will be launched in West Sussex and it will be an ideal time to ask local businesses who sign up to consider being, if they are not already, dementia friendly.

3 Written question from **Ms Sudan** for reply by **Cabinet Member for Adults and Health**

Question

In May 2018 the Cabinet Member published a decision regarding the variation of the Shaw Healthcare Contract. This is a 30-year term contract which had 16 years remaining (now 15) for the provision of community day care, residential and nursing across twelve care homes and care homes with nursing with an annual contract value of £19m per annum.

There were to be three phases of the contract variation. Phase one would enable discharge to assess with reablement service for Crawley residents at East Surrey Hospital. Phase two would see an investment made by the County Council to enable increased workforce to be employed and additional equipment purchased to increase dementia beds, short term beds and respite provision. Phase three would result in changes to the day services offer delivered by Shaw Healthcare.

It was intended that the contract variation be implemented by September 2018 but I understand there has been a delay in agreeing the contract variation with Shaw Healthcare.

Can the Cabinet Member, therefore, please tell me:

- (a) Which of the three phases (as summarised above) have been paused as a result of the delay in agreeing the contract variation?
- (b) If phase one has been affected, how many Crawley residents in East Surrey Hospital have been required to stay in hospital longer than necessary since September 2018?
- (c) How many additional dementia and short term beds have been delivered since September 2018?
- (d) Whether there have been any delays in accommodating additional day care residents following the closure of day care services around the county?
- (e) What the issue is in agreeing the new arrangements?

- (f) Whether the County Council has invested any additional money in the contract to enable equipment or additional staff to be employed since May 2018 (other and above the existing contract arrangements)?
- (g) Whether any of the additional 71FTE staff, that were to be funded by the County Council, have been employed since September 2018?
- (h) How many of the Shaw Health Care facilities are currently regarded as 'requires improvement' by the Care Quality Commission (and the extent to which this has changed since May 2018)?
- (i) When the Cabinet Member anticipates the contract variation being resolved?

Answer

- (a) Phase 1 has been delivered; the County Council have commissioned 10 discharge to assess beds under the contract with Shaw Healthcare. This compliments other arrangements across the county.

Phase 2 was paused in April 2019 due to significant quality concerns following three homes rated as inadequate by CQC. The pause was to provide an opportunity to address those quality issues. Delivery of safe service is paramount; therefore, the Council also took the decision to not make any new placements into an inadequate rated service.

The Council and Health Partners, working with Shaw Healthcare, have supported improvements in the services by deploying resources to undertake targeted work to embed change to practice and process. This has been a really positive piece of partnership work, which at the same time assured the safety of individuals living in the homes. This has resulted in two homes moving from inadequate to requires improvement with progress being made in the third home.

Now, the Council is moving forward with a phased variation starting with the services that the Council and Shaw Healthcare are confident can provide services at an acceptable level of quality and performance.

- (b) Phase one has been implemented and is supporting hospital discharge as part of the overall discharge to assess offer.
- (c) At this time there has been no change to the bed profile within the homes, as this is dependent on the additional investment under the variation which has not yet been made.
- (d) Maidenbower (Crawley) and Glen Vue (East Grinstead) services run by the Council were closed in March 2019. All customers were offered alternative arrangements by the closure date, most of which were taken up. Some individuals took up day care places in two Shaw services, Deerswood and Burleys Wood.
- (e) Please see response to (a), above.

- (f) To date the Council has not invested any additional money for Shaw Healthcare under the variation to provide additional staff, however the Council has funded additional staff on an ad hoc basis to meet the increased needs of individuals living in a service.

Under the variation the Council has purchased and delivered additional profiling beds. This equipment roll out was completed in early 2019 to support the care and support needs of individuals now being referred to the services.

- (g) At this time the Council has not invested the money to facilitate the additional 71 FTE. However, Shaw Healthcare Ltd are running a programme of recruitment (with recruited hours and hours to be recruited) and new opportunities for existing staff and bank staff. Details on arrangements to cover the 'hours' are within a mobilisation plan held by the Contracts Manager.
- (h) Shaw Healthcare operate 12 care homes in West Sussex. Currently five of these are rated Good, six are rated Requires Improvement and 1 is rated Inadequate. This compares to May 2018 when the Care Quality Commission published reports rated six as Good and six as Requires Improvement. Throughout this period there has been an increased frequency of inspection resulting in changes in ratings, however, a significant amount of work has been undertaken by Shaw Healthcare and statutory partners over this time to improve or maintain quality in services.
- (i) The Council is currently in negotiation with Shaw Healthcare to initiate a phased variation starting from December 2019, subject to agreement by Shaw Healthcare and the Council, with regards to the preparedness of each service in terms of staffing, quality and safety. By the end of January 2020, subject to the aforesaid, the Council anticipate investment into seven of the 12 services under the Contract variation with a further four by the end of March 2020. The investment into the service which is currently rated as Inadequate by the Care Quality Commission will be made at such a time as the Council and Shaw Healthcare are confident that the service is able to deliver services to the level required under the variation.

The day care variation was scheduled to follow on from the investment for the care homes. The review of the six services is currently underway with an anticipated delivery by the end of March 2020, subject to necessary consultation.

4 Written question from **Mr Oxlade** for reply by **Cabinet Member for Economy and Corporate Resources**

Question

I understand that an informal public consultation in respect of a proposal for a city-wide Parking Management Plan (PMP) across Chichester took place in March 2019. In total, 1,341 questionnaire responses were received, alongside e-mails, letters from the public and stakeholders. In answer to the question "Would you support or oppose the proposals, as they stand, progressing to detailed design and further public consultation later in 2019?" 67% were opposed and 27% were in support.

In a report officers have stated that "It is accepted that there is a significant level of objection to the proposals as they stand, particularly from people who live outside of the proposed PMP area and who might come into Chichester to work etc. Unfortunately, in many cases, it will not be possible to resolve these objections or meet everyone's expectations but despite this, officers are of the view that the proposal for a city wide PMP is still feasible, especially as a series of mitigation measures could be put forward in order to make the proposal more workable and acceptable".

It is understood that modified proposals are being prepared for statutory advertisement likely to be published in January 2020.

The outcome of public consultations in respect of the proposed re-organisation of rural and small schools and a review of the library service are currently awaited.

I would be grateful if the Cabinet Member could tell me, in respect of those decisions taken by a Cabinet Member which were preceded by a public consultation since January 2017, how many:

- (a) How many of the proposals being consulted were supported by the majority of the consultees?
- (b) How many of the decisions were amended as a result of the majority view expressed by those who responded?
- (c) How many of the decisions ignored the outcome of the majority of those who responded to the consultation?

Answer

West Sussex County Council very much values public consultation as an approach to developing services. Approximately 119 public consultations have been carried out since January 2017. Because of the number of consultations it has not been possible to collate this information in time for the written answer. The full details will be shared with all members as soon as practicable.

5 Written question from Mr Bradbury for reply by Cabinet Member for Environment

Question

The positive findings of the recent Glover Review on Areas of Outstanding Natural Beauty (AONBs) highlight, inter alia, the valuable work of AONB Joint Advisory Committees and management boards, including the High Weald, which this year celebrates its 30th anniversary.

Will the Cabinet Member continue to support the work of this excellent body to maintain some of the most beautiful and special places in the county and will she maintain our very modest financial support for the High Weald AONB which represents such excellent value for money?

Answer

The report from the Landscape Review Panel is welcomed, particularly in its general praise of AONBs and their achievements. The Government's response to the Panel's findings are awaited with interest.

The County Council remains committed to supporting the work of the High Weald AONB Unit. This includes:

- supporting the Joint Area Committee through member representation and officer support;
- supporting the Officers' Steering Group with officer representation, support for consultations, provision of advice, and contributions to studies;
- ongoing financial support as agreed within the recently signed Service Level Agreement; and
- the delivery of Management Plan objectives when discharging statutory duties and undertaking other functions.

6 Written question from Mr Jones for reply by Cabinet Member for Environment

Question

Fracking for shale gas is the subject of considerable public interest. In October the National Audit Office published a report setting out the facts about the Government's plans to support shale gas development in England to help Parliament consider whether taxpayers' interests were being protected effectively.

The report found that fracking has already placed financial pressures on local bodies, including local authorities. The full costs of supporting fracking to date are not known but the NAO estimates that at least £32.7m has been spent by public bodies since 2011.

Can the Cabinet Member please let me have an estimate of what the County Council has spent in relation to fracking over the past 10 years, to include member training, additional security measures, Planning Committee meetings and site visits and legal advice.

Answer

The County Council, as a mineral planning authority, has not spent any money over the past ten years on activities that only relate to hydraulic fracturing.

Any spend has been in relation to either: (1) the general issue of onshore oil and gas exploration, appraisal and development (including the potential, or otherwise, for hydraulic fracturing in the county); or (2) the consideration of specific development proposals for onshore hydrocarbons (none of which have involved hydraulic fracturing).

Therefore, it is estimated that approximately £280,000 has been spent on the past ten years on (1) and (2). None of this spend could be described, however, as being incurred solely on 'fracking' as the question asks.

This figure includes costs primarily associated with: officer time (Planning Services and Legal Services); Planning Committee member training; processing planning applications (including security and webcast for committee meetings, consultancy support, legal support; attending liaison groups); a planning appeal (including legal support); and a planning legal challenge (including legal support).

It does not include any officer time for other services which may be associated with the planning process, for example, Democratic Services, Communications, and Highways.

7 Written question from **Mr Quinn** for reply by **Cabinet Member for Environment**

Question

The Cabinet Member took a decision in October to implement the requirement that West Sussex residents present identification at any of the West Sussex Household Waste Recycling Sites (HWRS) with effect from 1 December 2019, despite a recommendation from the Environment, Communities and Fire Select Committee to delay the implementation date and carry out a public consultation.

Whilst I appreciate that the changes have only been implemented for a short period of time, I would be grateful if you could tell me:

- (a) How many residents have attended the HWRSs without the required documentation?
- (b) Of these how many were turned away from the HWRSs?
- (c) Whether there have been any complaints made either to the staff at the HWRSs or to anyone at the County Council in respect of these changes?
- (d) Whether the Cabinet Member has any anecdotal information about the new arrangements?
- (e) Whether any further publicity regarding the new arrangements is planned for after the Christmas period (when residents may be wishing to use the facilities)?

Answer

- (a) From 1 to 11 December 2019 (inclusive) 4,304 visitors (8.76% of the total) were not able to show one of the single forms of ID required. The percentage has reduced from 11.3% on 1 and 2 December to 6.8% on 10 and 11 December. The data is not available to determine what proportion of these were from out of county.
- (b) A very small percentage of West Sussex residents without ID were allowed entry, based on the special circumstances of the visitor. All other West Sussex residents were asked to return with ID before entering the site.

- (c) Most users affected understood the reasoning for being asked to return with ID. A small minority did not accept what they were being told and were involved in more animated conversations with site staff.

The customer service centre experienced a small increase in enquiries. In the first week there were 35 calls relating to this subject and 15 in week two. There have, up to 13 December, been 17 formal complaints. This number is much lower than expected based on reaction to previous changes made at the sites. The main reason for complaint (10 out of 17) was lack of awareness of the scheme or lack of a period of grace and five out of 17 were about the behaviour or attitude of staff implementing the policy. It should be noted that at least one of these complaints was about staff behaviour when the customer refused to accept the policy. During the last two weeks more than 60,000 site visits were made.

- (d) Comments received from several non-West Sussex residents confirmed the conclusion that they used County Council-sites to avoid charging or because of non-availability at their own sites.

Several residents have suggested digital ID. However, this has been discounted to avoid staff handling customers' mobile phones. Others have suggested using a windscreen sticker instead of ID.

- (e) Further publicity is planned for the first few days of the new year and next March ahead of the 'spring surge'. The New Year publicity will be alongside the annual 'recycle your Xmas tree' message.

8 Written question from **Dr Walsh** for reply by **Cabinet Member for Finance**

Question

At the last Council we were provided with a list of senior officers who had taken early retirement or severance deals in the last 10 years, totalling around 70 officers. Could I be provided with the total financial cost of these leavers, to include severance payments, pension contributions and any other additional payments?

Answer

The list of officers provided at the Council meeting on 18 October 2019 was a list of all post-holders from Director to Head of Paid Service level at West Sussex County Council from 2010 to 2019 who had been in post and had left during that period. It was not a list of officers who had taken early retirement or severance or whose departure had otherwise incurred a cost to the Council.

The total cost incurred by the Council in respect of those on the original list who left WSCC during the period is £1,676,133.

This figure comprises all:

- Redundancy payments;
- Settlement payments including contractual payments;
- Pension strain costs

No pension contributions were made.

9 Written question from **Mr Jones** for reply by **Cabinet Member for Fire & Rescue and Communities**

Question

I understand that the Joint Fire Control Centre went live on 4 December. I would be most grateful if the Cabinet Member could:

- (a) Provide full details of the control room's staff establishment and the minimum number of staff who will be on duty at any given time;
- (b) Confirm what arrangements are in place for boosting staffing levels in the event of a major incident or increase in hoax calls;
- (c) Confirm how many staff have transferred from the Sussex control and how many were originally employed in the West Sussex control room;
- (d) Confirm what has been agreed in respect of call handling time and whether this arrangement includes any expectation that callers will be challenged (to verify whether it is a hoax caller or not); and
- (e) Confirm what the average call handling time has been since the new Control Centre went live.

Answer

- (a) The Joint Fire Control establishment is five teams of six people, providing a total of 30 control operators and an additional two managers. The Joint Fire Control minimum crewing is five at any one time. This consists of four control operators and an officer in charge.
- (b) During exceptional circumstances the control room would have the support of a fire officer from the impacted service. There is also the ability to recall control operators to duty. The Joint Fire Control is also buddied up with another fire and rescue service control, this arrangement assists in times of significantly increased call handling.
- (c) Nine staff have transferred into the Joint Fire Control from the Sussex Control Centre under the TUPE arrangements.
- (d) West Sussex Fire & Rescue Service (WSFRS) have a robust performance management system agreed with Surrey Fire & Rescue Service (SFRS) as part of the section 16 legal agreement. There are numerous performance standards with targets assigned. For example call handling times, appliance mobilisation and officer mobilisations. This will allow WSFRS to challenge the level of service in an agreed collaboration governance structure.

SFRS has agreed a robust call challenge protocol with WSFRS to ensure fire and rescue resources are not mobilised to unnecessary calls including hoax calls. This ensures our resources are available when needed.

- (e) As the cut over is in its first week we have not held a performance review meeting against the performance and governance arrangements. These meetings will report to WSFRS. We are monitoring performance as part of the cut over and have experienced mobilisations of under 2 seconds for fire appliances demonstrating exceptional system performance.

10 Written question from **Mr Quinn** for reply by **Cabinet Member for Highways and Infrastructure**

Question

This time last year I expressed my concern about road signs across the county which were dirty, broken, falling down, and obscured by overgrown vegetation. I asked the then Cabinet Member for Highways and Transport for his assurances that these would be dealt with, particularly in the light of the decision to withdraw community support teams in August 2016.

Can the Cabinet Member please advise:

- (a) Whether there will be a winter clearance and clearing programme on high speed roads to include checking on road signs to ensure they are easily visible so our residents and visitors can travel safely through our lovely county; and
- (b) What arrangements are in place in each district and borough to ensure road signs on other roads across the county are regularly monitored and maintained in such a way that they are easily visible for residents and visitors.

Answer

- (a) and (b)

As Highways Authority, the County Council is responsible for the inspection and maintenance of signs on the network. There is no formal countywide programme to undertake clearance of vegetation or clearance of signs. However, there is a fixed cost resource for road signs (a sign gang) and the focus of this resource is repairing and/or the replacing of existing safety critical and regulatory signs. During this financial year (2019/20), where resources have allowed, vegetation clearance has been undertaken on a number of strategic roads, such as the A285, A283 and the A259 and it is hoped that more work of this nature will be undertaken between January and March next year.

As well as this, when the contractor is delivering a works order, whether that be to repair or replace existing signs, it is often specified that sign cleaning and cutting back of vegetation is undertaken in the vicinity, to ensure that resources are maximised our resource and good value for money is being achieving.

As Highways Authority, there is a responsibility and statutory duty to ensure that, as far as reasonably practical, the highway is safe for all users. As part of this duty, the

County Council operates a regime called Safety Plus and from this is derived a programme of driven, walked and cycled inspections for all the roads, footways and cycle ways for which the County Council is responsible.

The frequency of the programmed inspections varies depending on the road classification, with an A road being subject to a monthly driven inspection and a quiet residential road usually subject to an annual, driven, carriageway inspection.

As part of the routine inspections, any safety related defect will be identified and a works order raised. For signs, this would mean focusing on safety signs which are damaged or obscured by vegetation, as well as any missing safety related sign.

As well as programmed inspections, ad-hoc inspections are undertaken in relation to customer enquiries - customers report issues and concerns directly to the County Council and potential highway safety issues can then be resolved efficiently and expediently. Highway Stewards will also cut back or clean any signs where it is safe and practical for them to do so.

Graffiti removal partnerships are in place with district/boroughs and town councils and they will ensure that graffiti and flyposting are removed from highway signs.

Through the highways community offer, 'Improving Local Spaces and Places', work is being undertaken with communities who wish to undertake non-safety work. Some communities are already proactively cutting back vegetation and cleaning signs and others have expressed an interest.

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Question Time: 17 December 2019

Members asked questions of members the Cabinet and chairmen as set out below. In instances where a Cabinet Member, the Leader or a chairman undertook to take follow-up action, this is also noted below.

Best Start in Life

Cabinet Member for Education and Skills

The Cabinet Member answered questions on the small schools consultation, from Mr Jones and Dr O'Kelly.

In response to a request from Dr O'Kelly that, in any future consultations, local members should be involved to help inform the process, the Cabinet Member agreed that this should be the case.

A Prosperous Place

Cabinet Member for Highways and Infrastructure

The Cabinet Member answered questions on the following matters.

A27, from Mr M Jones, Mr Montyn, Mr S J Oakley, Dr O'Kelly and Dr Walsh.

In response to a question from Mr Montyn about the A27 at Chichester whether the Cabinet Member would work jointly with the re-elected MP to demonstrate to the Secretary of State the urgency of the matter, the Cabinet Member confirmed that he would be engaging with the MP for Chichester.

In response to a question from Mr Oakley about congestion on the A27 and concerns from local residents about the potential impact of the closure of the Shopwyke/Oving Road crossroads, the Cabinet Member said he would see if there were any statistics on the likely impact.

Also in relation to the A27 and ongoing congestion, Dr O'Kelly asked the Cabinet Member if he would consider, in view of the climate urgency and health concerns, whether, in parallel to improving the A27, there should be safe integrated cycle routes and improved pricing for buses. The Cabinet Member agreed to look at the suggestions to see what was feasible.

Poor highways drainage, from Mr S J Oakley and Mr Wickremaratchi.

A Strong, Safe and Sustainable Place

Cabinet Member for Fire & Rescue and Communities

The Cabinet Member answered questions on the following matters.

Worthing community hub, from Mr Baldwin, Mr High and Mr Jones.

Fire & Rescue Service drone, from Mr Jones.

Independence in Later Life

Cabinet Member for Adults and Health

The Cabinet Member answered a question on lobbying government for more money for adult social care and written question 2, from Mrs Millson, Mr S J Oakley and Mr Smytherman.

A Council that works for the Community

Leader

The Leader answered questions on written question 1 from Dr Walsh.

In response to a suggestion from Dr Walsh that the reference to a payment at the time of the appointment in 2016, rather than after 18 months, was incorrect, the Leader said he would write to Dr Walsh.

Cabinet Member for Economy and Corporate Resources

The Cabinet Member answered questions on the following matters.

Mental health first responders for staff, from Ms Goldsmith.

In relation to a pilot on mental health first aiders, in response to questions from Ms Goldsmith about when the pilot would start, how many people it would involve and when it would be completed, the Cabinet Member said he would keep members informed of the details of the pilot.

Let's Talk about our Towns, from Mr Wickremaratchi.

Proportionality

Background

- 1** It is the duty of the County Council, following the establishment of the Fire & Rescue Service Scrutiny Committee with effect from 14 February 2020, to review the entitlement of political groups to seats on committees in line with the proportionality rules set out in the Local Government and Housing Act 1989. The rules allow adjustments to be made to make whole numbers of seats and, once the County Council has determined how adjustments should be made, appointments are made to committees on that basis.
- 2** The proportionality rules are as set out below:
 - (1) No political group can have all the places on a committee (the exception is the Cabinet).
 - (2) A group having an overall majority on the County Council is entitled to a majority of seats on each committee.
 - (3) The gross number of seats is allocated in accordance with each group's entitlement.
 - (4) The number of seats on each committee is allocated in accordance with each group's entitlement.
- 3** The application of these rules produces different figures so the figures have to be reconciled by applying the rules in descending order of importance. The critical rule is rule (2) if, as in the case of the County Council, there is an overall majority, and numbers of seats are then reconciled with rules (3) and (4). Under the rules, if there are members of the Council who do not belong to a political group (independent members) then, once the division of seats between the political groups has been made, any remaining seats are allocated to the independent members by the County Council.
- 4** A table showing the number of seats on committees using the above formula following the establishment of the Scrutiny Committee is set out overleaf.

Committee	Places	Con	Lib Dem	Lab	Ind Con	Ind
Performance and Finance	15	12	2	1	0	0
Children and Young People's Services	12 (16+)	9	1	1	1	0
Environment and Communities	12	9	2	1	0	0
Fire & Rescue Service	7	5	1	1	0	0
Health and Adult Social Care	12(19+)	9	2	1	0	0
Planning	13	11	1	1	0	0
Regulation, Audit and Accounts	7	5	1	1	0	0
Rights of Way	9	7	0	0	1	1
Governance	9	7	1	1	0	0
Standards	9	7	1	0	1	0
Allocation of seats	105	81	12	8	3	1

Recommended

That the proportionality on committees be approved.

Tony Kershaw

Director of Law and Assurance

Contact: Charles Gauntlett 033 022 22524

Background papers

None

Pay Policy Statement 2020/21

Background

- 1 The Localism Act requires each local authority to produce a Pay Policy Statement (the 'statement') explaining its approach to the pay of its 'chief officers' and its 'lowest paid' employees and the relationship between the two. The statement has to be published and accessible to the public. The statement must be approved annually before 31 March each year prior to the financial year to which it relates.

Pay Policy Statement from 1 April 2020

Legislative changes

- 2 As in previous years, legislative changes have been expected in relation to public sector exit payments and as a consequence wording of the Pay Policy Statement may need to change. At the time of updating the Pay Policy the timeline for the proposed changes remains uncertain. Authority has been given to the Director of Human Resources and Organisational Change and the Director of Law and Assurance to approve any changes to the wording of the Pay Policy Statement relating to changes in legislation.

Amendments

- 3 **Appendix 1 to this report**, the Pay Policy Statement 2020/21, sets out the pay determination arrangements for staff. Only minor changes to the Pay Policy Statement have been made since it was last updated in February 2020 and these are summarised below. They include the consequences of the arrangement for the joint appointment of the Chief Executive through an agreement with East Sussex County Council. The changes are highlighted in italic and strike-through text in Appendix 1:
 - (a) Paragraph 4.1: Reference to the Senior Management Group (SMG) job assessment method is not applicable to the most senior role in the organisation and has been removed, correcting an oversight in the previous year's Pay Policy Statement. Text has been inserted to clarify that the arrangements apply only where the Head of Paid Service (Chief Executive) is an employee of West Sussex County Council.
 - (b) Paragraph 4.2 has been inserted to explain the arrangements with East Sussex County Council for the determination of salary and the payment of salary costs where the Head of Paid Service (Chief Executive) is an employee of that authority.
 - (c) Paragraph 6.2: Removal of superfluous text and provision of clarity for the Head of Paid Service (Chief Executive) being an employee of East Sussex County Council.
 - (d) Paragraph 6.3: Text updated to reflect the next date a pay review is due for employees on SMG grades at tiers 2 and 3.
 - (e) Paragraph 6.6: Text amended to clarify that total sum available for pay increases is a decision of the Cabinet Member for Finance on the recommendation of the Chief Executive rather than being a decision of the Chief Executive.

- (f) Paragraph 6.7 amended to incorporate approval arrangements with East Sussex County Council should an additional payment be considered for the Head of Paid Service (Chief Executive) for exceptional performance.

Notes

- 4** The County Council publishes information relating to the remuneration of staff over a level defined by government guidance in the Annual Report and Accounts and on the West Sussex Data Store (Finance section) on the County Council's website.
- 5** Paragraph 14.2 highlights that in addition to the above information, the County Council is due to publish its next Gender Pay report by 31 March 2020.
- 6** The pay multiples between the highest paid salary and the median earnings and between the highest paid salary and the lowest paid staff are **set out in Appendix 2**. The reference figure used is that of the chief executive prior to the current arrangement with East Sussex County Council. The new arrangement means a significantly lower figure for the remuneration paid to this post.

Recommended

That the proposed revisions to the Pay Policy Statement, as set out in Appendix 1, be approved.

Janet Duncton

Chairman of the Governance Committee

Contact: Colin Chadwick 033 022 23283

Appendices

- Appendix 1 – Pay Policy Statement 2020/21
- Appendix 2 – Pay Multiples

Background papers

None

West Sussex County Council Pay Policy Statement

For financial year 1 April 2020 - 31 March 2021
As approved by the County Council on TBC

1. Aim of the Pay Policy

- 1.1 The County Council's pay policy aims to ensure value for money whilst enabling the County Council to deliver high quality services to the residents of West Sussex.
- 1.2 The County Council seeks to set pay rates that are competitive but will determine pay at an appropriate level in accordance with relevant legislation, overall affordability, and other relevant factors in recruiting and retaining its workforce.

2. Governance Arrangements

- 2.1 The Governance Committee determines the terms and conditions of employment for all staff.
- 2.2 The Scheme of Delegation provides for the Director of Human Resources and Organisational Change to manage, review and apply the County Council's Human Resources strategy and policies and to apply, with the Chief Executive, the appropriate pay and conditions for the appointment of staff. The responsibilities of members are as described in this Statement.
- 2.3 The Chief Executive is required to keep the Governance Committee informed of any matters of significance relating to staff terms and conditions.

3. Scope of the Pay Policy Statement

- 3.1 This pay policy statement meets the statutory duty to provide the County Council with a description of the policy on staff remuneration for annual approval. It provides information on remuneration arrangements for staff directly employed by the County Council, excluding staff in schools.
- 3.2 The County Council defines its lowest paid employees as those staff paid on the first spinal column point of the County Council's pay grades for National Joint Council (NJC) for Local Government Services staff.
- 3.3 The relationship between the remuneration of the lowest paid employees and that of the Council's senior officers is as described in this statement and by reference to published data requirements.

4. Grading, or Fixed Pay Point, Structure

- 4.1 For ~~staff~~ the officer on Strategic Management Grade (SMG) Tier 1 (i.e. the Chief Executive/Head of Paid Service) a single fixed pay point and grading is determined by the Leader **and** Cabinet Member for Finance ~~and Resources~~, **with advice from the** ~~and~~ Director of Human Resources and Organisational

Change, **with** using (a) the local SMG job assessment method and (b) reference to benchmarking remuneration arrangements, including Hay evaluation scores, of relevant comparator organisations. ***This arrangement applies where the post holder is an employee of the County Council.***

- 4.2 ***For the period covered by this Statement the payment for the services of the Head of Paid Service (the Chief Executive) will be by way of a payment to East Sussex County Council, which will be the employer of the person appointed to the post and who also holds the equivalent post at East Sussex. That Council will determine the salary in consultation with this Council's Leader and Cabinet Member for Finance. This Council will be responsible for paying half of the salary and associated on-costs of the post.***
- 4.3 For staff on Strategic Management Grades (SMG), Tiers 2 and 3 (i.e. Executive Directors and Directors), a single fixed pay point and grading is determined by the Chief Executive and the Director of Human Resources and Organisational Change (other than in the case of the Director of Human Resources and Organisational Change – in which case it will be the Chief Executive alone), using (a) the local SMG job assessment method and (b) reference to benchmarking remuneration arrangements, including Hay evaluation scores, of relevant comparators where available. This method applies a number of weighted criteria and internal and external benchmarking.
- 4.4 For staff on Strategic Management Grade (SMG) Tier 4 (i.e. Heads of Service or equivalent posts that report in to a SMG Tier 1, 2 or 3 post) a single fixed pay point within SMG Tier 4 Hay pay range is determined using (a) the HAY job evaluation scheme (b) reference to benchmarking remuneration arrangements of relevant comparators (c) the levels of skills and experience of the role holder.
- 4.5 For staff on Hay Grades the County Council uses the Hay job evaluation scheme to allocate jobs to the appropriate Hay pay grade.
- 4.6 For staff on NJC pay grades the County Council uses the NJC formal job evaluation procedures to allocate roles to the appropriate council pay grade.
- 4.7 For staff appointed on Uniformed Fire Fighters, Teachers (Centrally Employed), Soulbury and Youth Worker terms and conditions, grading is established using a national framework.
- 4.8 Salaries for staff who have transferred into the authority under Transfer of Undertakings (Protection of Employment) Regulations (TUPE) or Cabinet Office Statement of Practice (COSOP) arrangements are those applicable at time of transfer and, by agreement, may also be determined in accordance with the local pay framework described above.
- 4.9 NJC and Hay pay grades are published on the County Council's website.

5. Pay Progression

- 5.1 Staff on NJC and Hay grades are eligible for annual incremental increases to base pay until they reach the top of the grade for their role. There is no further base pay progression once the employee reaches the maximum of the grade,

- with the exception of a small number of staff who retain an entitlement to an additional long service increment, in accordance with the rules of a scheme which is no longer current.
- 5.2 Incremental progression is subject to 'satisfactory' performance and this will be defined within the Council's Performance Management Policy/Procedure.
- 5.3 Pay progression for Uniformed Fire and Rescue Service, Teachers (Centrally Employed), Soulbury and Youth and Community Worker roles is based on assessment against national standards and/or terms and conditions of service.
- 5.4 Pay progression for newly qualified social workers is determined by the Continuous Professional Development (CPD) and Pay Progression Policy. Progression is subject to satisfactory completion of an Assessed and Supported Year in Employment (ASYE).
- 5.5 Pay progression can also be achieved where an agreed career grade scheme is in place. Employees must satisfy specified criteria.
- 5.6 In exceptional circumstances staff increments may be accelerated within an employee's grade at the discretion of the Director in consultation with the Director of Human Resources and Organisational Change on the grounds of special merit or ability.
- 5.7 The pay progression arrangements for staff who have transferred into the authority with protected terms and conditions are those applicable at time of transfer.

6. Local Pay Awards

- 6.1 There is no automatic annual cost of living increase for staff on SMG or Hay grading arrangements.
- 6.2 Pay awards for Strategic Management Grade, Tier 1 are determined locally through an agreement with **East Sussex County Council**. Any pay increase ~~will be effective from April 2018;~~ and will be subject to reference to benchmarking remuneration arrangements of relevant comparators. Any pay award will follow consultation with the officer concerned.
- 6.3 Pay awards for staff on Strategic Management Grades, Tiers 2 and 3 are determined locally by the Chief Executive and Director of Human Resources and Organisational Change (other than in the case of the Director of Human Resources and Organisational Change – in which case it will be the Chief Executive alone). ~~Any pay increase will be effective from January 2019; thereafter from April 2020; and thereafter every 2 years.~~ **Pay reviews are undertaken every 2 years with the next review due April 2020.** Any pay increase will be subject to (a) good or exceptional performance in an appraisal and performance based on delivery of corporate objectives and/or (b) reference to benchmarking remuneration arrangements of relevant comparators. Any pay award will follow consultation with the staff concerned.
- 6.4 The pay awards for staff on Strategic Management Grades, Tier 4, are determined locally and are approved by the Chief Executive in consultation with

the Director of Human Resources and Organisational Change. Any pay award will follow consultation with the staff concerned.

- 6.5 The pay awards for staff on Hay pay grades are determined locally and are approved by the Chief Executive in consultation with the Director of Human Resources and Organisational Change; and following consultation with the staff concerned and UNISON.
- 6.6 The total sum available for any pay increase for staff on ~~SMG or Hay grading arrangements~~ is decided annually by the **Cabinet Member for Finance on the recommendation of the** Chief Executive, in consultation with the Director of Finance **and Support Services**, Performance and Procurement (S151 Officer) and Director of Human Resources and Organisational Change. This is based on consideration of appropriate market and other relevant information, including the performance of the County Council and affordability.
- 6.7 In exceptional circumstances; and as approved by the Leaders **of East Sussex and West Sussex County Councils in the case of SMG Tier 1**; and as approved by the Chief Executive in the case of SMG Tier 2 to 4 and Hay grades - an unconsolidated additional payment may be made to recognise exceptional performance.

7. Market Supplements

- 7.1 The County Council may pay a market supplement, in addition to base salary, in order to recruit or retain staff with special skills, experience or knowledge.
- 7.2 Market supplements are applied, reviewed and withdrawn in accordance with the County Council's market supplement policy which is published on the County Council's website.

8. Remuneration on Appointment and Promotion

- 8.1 It is the County Council's policy to appoint at the minimum of the relevant pay range – where a pay range as opposed to a single spot pay point exists, unless:
- the individual is deemed to be immediately capable of performing the role at the optimum level required for the post;
 - the market value for the individual's experience and/or skills demands a higher entry point;
 - appointment above the minimum of the grade is required to ensure pay parity with other employees performing the role, with similar skills and experience; or
 - nationally determined arrangements apply to remuneration on recruitment and promotion.
- 8.2 The Governance Committee has delegated the authority to determine standard terms and conditions for staff and to delegate to appropriate roles the determinations of salaries on appointments as set out in this Statement.

9. Other elements of the Remuneration Package

9.1 Allowances and Enhancements

The County Council pays allowances to staff for additional responsibilities and duties as required to deliver services. The Allowances and Enhancements Policy is published on the County Council's website.

Allowances for Uniformed Firefighters, Teachers (centrally employed by the County Council), Soulbury and Youth and Community Workers are determined in accordance with national arrangements, and as amended locally.

Staff who have transferred into the authority are covered by the applicable terms in place at time of transfer and as amended locally.

The Director of Law and Assurance is the Returning Officer for County Council elections and is eligible to receive election fees for carrying out these duties.

9.2 Annual Leave

Annual leave entitlements vary according to the terms and conditions of employment. Annual Leave entitlements are published on the County Council's website.

9.3 Pension Scheme

Membership is determined by the relevant conditions of service and is subject to the rules of the scheme. The County Council operates the following pension schemes: Local Government Pension Scheme (LGPS), the Teachers' Pension Scheme (TPS) the Teachers' Pension Scheme 2015, the Fire Fighters Pension Scheme (now closed to new entrants) (FPS), the New Fire Fighters Pension Scheme (NFPS) (now closed to new entrants), the Firefighters' Pension Scheme 2015, the NHS Pension Scheme and the 2015 NHS Pension Scheme.

9.4 Abatement of Pension

Staff who are employed or re-employed by the County Council and who are in receipt of pension either under the Local Government Pension Scheme (LGPS), or the Fire Fighters Pension Scheme (FPS and NFPS) are subject to the rules on abatement of pension for the relevant scheme. The Abatement of Pension Policy is published on the County Council's website.

9.5 Staff in receipt of an NHS or Teachers' pension are subject to the relevant Pension Scheme Regulations on abatement.

10. Termination of Employment

10.1 The County Council has determined that a vote by the Council on severance payments above a defined threshold is not required. This is due to the fact that the Governance Committee determines all pay policies including those affecting severance payments.

10.2 Redundancy

The County Council's policy on redundancy, redundancy payments and re-employment is determined by the Governance Committee and is available on the County Council's website.

Staff who have transferred into the authority are covered by the applicable terms in place at time of transfer.

10.3 Settlements of employment-related claims

In exceptional circumstances, and specifically so as to settle a claim or potential dispute, the Director of Law and Assurance can agree payment of a termination settlement sum in consultation with the Director of Human Resources and Organisational Change.

11. Pay Protection

11.1 The County Council's pay protection policy is approved by the Governance Committee. The policy provides a mechanism for assisting employees to adjust to a reduction in pay as a result of organisational change, job evaluation or redeployment as a result of ill health or disability.

11.2 Staff who have transferred into the authority with protected terms and conditions are covered by the applicable terms in place at time of transfer.

12. Remuneration of staff on a Contract for Services, or engaged via a third-party Agency

12.1 The County Council intends that individuals engaged via a Contract for Services are remunerated at a rate consistent with pay of directly employed staff performing a comparable role. However the County Council may reflect market factors in remuneration levels, whilst ensuring value for money.

13. Employment Tax

13.1 The Council encourages the direct employment of staff and pays them via the payroll system in order to ensure that appropriate deductions for income tax and national insurance contributions are made. However in exceptional circumstances individuals may be engaged through a Contract for Services in accordance with the relevant legislation.

14. Publication of information on the remuneration of staff; or individuals engaged via Contracts for Service

14.1 The County Council publishes information relating to the remuneration of staff over a level defined by Government guidance in the Annual Report and Accounts and on the West Sussex Data Store on the County Council's website. In addition the County Council publishes the pay ratio between the highest paid salary and the lowest salary and this information is available on the County Council's website. ***For the purposes of the period covered by this Statement the reference salary will be the payment made to the Chief***

Executive during the period in which the post holder was directly employed by the County Council.

- 14.2 Gender pay reporting will be published annually in accordance with legislative requirements.
- 14.3 The County Council will ensure that all of its arrangements for managing personal data in relation to staff contractual, payment and performance arrangements are managed in accordance with all Data Protection legislation and the County Council's current Data Protection Policies. The County Council is committed to ensuring the security and maintaining the confidentiality of all personal staff data.

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Pay Multiples

Date	Highest Paid	Median Pay	Median Pay: Pay Ratio (to highest paid)	Lowest Pay	Lowest Pay: Pay Ratio (to highest paid)
31/03/19	£190,000	£24,750	1:7.68	£16,394	1:11.59
31/03/18	£190,000	£23,850	1:7.97	£15,014	1:12.65
31/03/17	£190,000	£24,095	1:7.89	£14,514	1:13.09
31/03/16	£153,717	£23,763	1:6.46	£13,614	1:11.29
31/03/15	£152,666	£23,580	1:6.47	Not reported	Not reported
31/03/14	£119,366	£19,696	1:6.06	Not reported	Not reported

* Excludes staff based in schools

Notes:

- (1) Pay multiples:
 - (a) As specified in the Local Government Transparency Code 2015, the 'pay multiple' compares the taxable earnings of the highest paid member of staff to the median full time equivalent taxable earnings of all staff (excluding staff based in schools) at the specified date.
 - (b) 'Lowest pay' is the Full-time equivalent lowest taxable earnings of all staff (excluding schools) at the specified date.
- (2) The variation in the median pay level for all other staff between 2014 and 2015 is due to the way the median has been calculated. The calculation has taken into account guidance available at the time of publishing.

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Cabinet Report: Delivering the West Sussex Plan 2017-22

This report sets out the key strategic decisions, policy and programme initiatives, consultations, government announcements and key events within each Cabinet portfolio area to deliver our strategic priorities.



Best Start in Life

Cabinet Member for Children and Young People – Jacquie Russell

- The Government has [announced](#) up to £165m new funding for the **Troubled Families programme** to enable a range of public services to continue providing intensive support for some of the most vulnerable families. The County Council has led the field across England in the numbers of successful outcomes it has achieved since the programme's inception, intervening early with families to help them regain stability.

Cabinet Member for Education and Skills – Nigel Jupp

- A [consultation](#) has commenced to seek views on **proposals for change to some small schools** in the county. Following assessment of the feedback from the consultation a decision will be taken as to whether proposals should be implemented. All interested parties are encouraged to take part and [submit](#) their views.
- The County Council is awaiting the outcome of a survey at **Woodlands Meed** to assess the condition of the existing building and suitability to meet the needs of the College's students. As improvement works to the school are likely to require a significant amount of public funding, a full review of the report, in conjunction with the school governors, is essential before any recommendations are made in relation to proposals for the school.



A Prosperous Place

Leader – Paul Marshall

- On 17 January the Leader, Cabinet and senior officers met **West Sussex MPs**. The meeting provided an opportunity to build relationships following the recent General Election, and to discuss issues of mutual interest and concern. Topics covered in the meeting were: the A27, climate change, budget and Medium-Term Financial Strategy, corporate improvement, Children's Services improvement and Fire and Rescue Service improvement.

- The Leader and Chief Executive attended a meeting of the **SE7 Leaders' Board** on 11 January. The meeting provided an opportunity to discuss how SE7 authorities can collaborate to tackle a number of key challenges, including climate change. Leaders also discussed how the SE7 authorities can work together to influence the new Government on issues of importance to local government in the region, including sustainable local government funding and adult social care.

Cabinet Member for Highways and Infrastructure – Roger Elkins

- [The A285 safety improvement project](#) has won the **prestigious Green Apple Gold Award** for environmental best practice. An innovative construction method, utilised by Balfour Beatty Living Places, for the County Council scheme was central to 6,375 tonnes of materials being recycled and re-used in the improvement project, instead of being sent to landfill. Compared to typical schemes, this method prevented more than 60 tonnes of CO2 emissions.

Cabinet Member for Economy and Corporate Resources – Bob Lanzer

- In December 2018, the Government announced an [Industrial Strategy](#) to boost productivity by backing businesses to create good jobs and increase the earning power of people throughout the UK with investment in skills, industries and infrastructure. Local Enterprise Partnerships (LEPs) were asked to lead a process to produce **Local Industrial Strategies** (LIS) on behalf of local areas through negotiation with the Government. The Coast to Capital LEP will engage with stakeholders to develop draft LIS proposals, to form the basis of negotiation with the Government. The Leader is a member of the Coast to Capital Board, which considered progress on the LIS and the draft proposals at its meeting in January. Further information is available on the [Coast to Capital website](#).



A Strong, Safe and Sustainable Place

Cabinet Member for Fire & Rescue and Communities – Duncan Crow

- The County Council's Staying Safe Online team are delivering **free 'digital online safety sessions'** for parents and carers in schools across the county throughout February and March, to learn how to keep their children safe online and raise awareness for [Safer Internet Day](#) (11 February).
- West Sussex Fire and Rescue Service has established a new model to allow the continuation of **school Firebreak courses** for year 8 and 9 pupils. Students attend a fire station for a week, taking part in a structured, disciplined programme of events that combine practical training with classroom-based workshops. The new arrangements will come into effect from April and will be accessed via West Sussex Service for Schools.

Cabinet Member for Environment – Deborah Urquhart

- The Cabinet Member Environment was very pleased to note the [recommendation](#) of Mid Sussex District Council's (MSDC's) Scrutiny Committee for Community, Customer Services and Service Delivery that a trial scheme, delivered in partnership with the County Council, for separately collecting **food waste** and absorbent hygiene products, should proceed in Mid Sussex from April. If approved by MSDC's Cabinet on 10 February, the trial - which is funded and jointly overseen by the County Council - aims to demonstrate the viability of a new '1-2-3' service model to boost recycling and reduce waste for disposal.
- The County Council is completing the [solar power for schools programme](#) which is saving money and reducing carbon emissions at more than 80 West Sussex schools. The next step will be a business case to begin a pilot project to understand whether batteries can be installed in schools to reduce energy costs further by storing cheap, surplus energy.
- [Your Energy Sussex](#), run by the County Council in partnership with Robin Hood Energy, is currently offering a very competitive 24-month fixed **energy tariff with 100% renewable electricity**. The supplier funded free energy for a small number of vulnerable pre-payment tariff customers at Christmas and is working with Citizens Advice to distribute [emergency fuel vouchers](#) for residents facing a financial crisis this winter.



Independence for Later Life

Cabinet Member for Adults and Health – Amanda Jupp

- To encourage physical activity in schools, the Public Health Directorate has been working with colleagues in district and borough councils on the delivery of the [Daily Mile Programme](#). Following engagement with schools, the number of West Sussex primary schools registered to implement the Daily Mile in 2019 rose from 50 to 63.
- A pioneering programme [supporting children with alcohol dependent parents](#) is already making a difference. This was the view from Public Health England and Department for Work and Pensions officers funding the programme who recently visited the County Council's Public Health project team, frontline workers and service users. The two-year programme includes children's therapy and midwifery pathways, a digital offer and measures to reduce parental conflict.

Contact: Helen Kenny 033 022 22532

Background papers None

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Governance Committee: Minor changes to Council procedures, Pensions delegations, authority to effect constitutional changes arising from withdrawal from the EU and establishment of a Joint Waste Committee

Minor changes to Council procedures

Background and context

- 1** Two minor changes are proposed to Council procedures arising from a review of the recent experience of managing Council business and its impact on officer resources and in relation to transparency.

Notice of motion reports

- 2** Notices of motion submitted to the County Council can either be debated at the meeting or referred, most often to a Cabinet Member. Following this the Cabinet Member will agree a response which is used to inform the Council debate. These are currently published as an executive decision. This practice has been reviewed and the conclusion is that this process is not required. A simpler process is recommended: that the response be published as a short report in The Bulletin.
- 3** Changes to Standing Orders to allow a Cabinet Member response to a motion referral to be published in The Bulletin, rather than as a decision report, are **set out at Appendix 1**.

Written Question deadline

- 4** Standing Orders provide that the deadline for receiving written questions for response from the relevant Cabinet Member or Committee Chairman prior to the Council meeting is 9.00 a.m. on the fourth working day before Council (usually a Monday morning). The rationale is two-fold – first to enable questions to be topical and second because a previous policy meant that written questions on topics covered in the Cabinet Member report were not accepted. The latter is no longer applicable, as members can submit any written question on matters relevant to the County Council or county in general and can do this up to four weeks before Council, long before the agenda and cabinet member report are available. Questions are becoming increasingly lengthy or complex.
- 5** Increased pressures on staffing throughout the organisation in recent years have made the ability to answer questions within three working days more challenging. It is therefore proposed that the deadline for written questions be moved earlier, to the start of the fifth day prior to Council (usually the previous Friday). This should allow questions to be answered in a more timely manner, while not affecting the ability to ask topical questions.
- 6** An amendment to Standing Orders to change the deadline for written questions to five working days is **set out at Appendix 1**.

Recommended

- (1)** That the proposed minor changes to Council procedures set out above and in Appendix 1 be agreed.

Pensions delegations

Background and context

- 7** West Sussex County Council is the Administering Authority for the West Sussex Local Government Pension Scheme (LGPS). The Administering Authority is responsible for maintaining and investing its own Fund within the LGPS. How an Authority delegates its LGPS administrative function is for each Authority.
- 8** In addition, the County Council is an employer whose employees, and former employees, are members of the LGPS. The Council therefore has responsibilities as a scheme employer, separate from its function as scheme administrator.
- 9** The term 'Scheme Manager' is also used for some statutory provisions but is simply another term for the Administering Authority function. For the purpose of the West Sussex Pension Scheme this is the County Council. Its functions are discharged in accordance with the Council's scheme of delegation by:
 - The Governance Committee (further delegated to the Pensions Panel)
 - Officers (Director of Finance and Support Services and the Director of Law and Assurance) as described in the scheme of officer delegation.
- 10** Officers have undertaken a review of delegations to ensure that the wording of the terms of reference remain appropriate. Some minor clarifications are proposed as a result of this. There is no proposal to change the scope or content of some officer delegations in relation to the scheme manager function.

Proposal

Governance Committee

- 11** The current wording of the Governance Committee's terms of reference for pensions responsibilities and how it is proposed that they be updated is **set out at Appendix 2** to reflect the current practice and terminology and the role of the Pensions Panel.

Pensions Panel

- 12** For consistency with other delegated functions from the Governance Committee, it is proposed that the terms of reference for the Pensions Panel are amended, as **set out at Appendix 2**, to ensure that it is clear that the functions are fully delegated to a sub-committee and which can make decisions in its own right. Amendments to the Pensions Panel's terms of reference are to refer to the Scheme Manager responsibilities and to provide examples of what this entails, rather than an exclusive list.

Performance and Finance Scrutiny Committee

- 13** The current wording of the Performance and Finance Scrutiny Committee's (PFSC's) terms of reference includes consideration of the annual report of the West Sussex Pension Fund on its management and performance (terms of reference 12).
- 14** As there is no part of the function of the Council as Scheme Manager which falls or can fall within the responsibilities of the Executive (the Cabinet) it is not

appropriate for any of the scrutiny committees to provide a scrutiny function. It is therefore proposed that this reference is removed as the consideration of pension matters is not consistent with PFSC's area of responsibility.

Recommended

- (2) That the changes to Part 3 of the Constitution, as set out at Appendix 2, be approved; and
- (3) That paragraph 12 be deleted from the Performance and Finance Scrutiny Committee's terms of reference.

Authority to effect constitutional changes arising from withdrawal from the EU

- 15** The County Council's Constitution contains a number of provisions which arise from or refer to legislation from the EU. It will be necessary for these references to be amended to take account of the departure of the United Kingdom from the EU on 31 January and to make any further changes needed to accommodate the transition arrangements as provided in UK primary legislation.
- 16** On the 31 January 2020 the European Union (Withdrawal) Act (EUWA) 2018 meant that EU law ceased to have direct legal effect within the UK. All directly applicable EU legislation became UK domestic law. The provisions will continue to have the same effect but the source of authority will no longer be the EU. Transitional provisions in the EUWA mean that anything done or in force before exit day and which relates to any element of retained EU law is preserved.
- 17** It is necessary for all references to EU legislation, obligations and directives within the Council's Constitution and in any policies and internal guidance to be amended to take account of these changes. As a precaution authority is also sought to amend any legal instrument or agreement to which the County Council is a party which may be required to ensure continued effect and to preserve the rights and interests of the Council.
- 18** The Governance Committee has delegated authority to the Director of Law and Assurance to make any changes to the Council's Constitution, policies and guidance documents to reflect changes in legislation arising from the UK's withdrawal from the EU and to agree and settle changes to any other affected legal instrument or agreement to which the County Council is or will become a party. The County Council is asked to confirm this delegation of authority.

Recommended

- (4) That delegation of authority to the Director of Law and Assurance to make any changes to the Council's Constitution, policies and guidance documents to reflect changes in legislation arising from the UK's withdrawal from the EU and to agree and settle changes to any other affected legal instrument or agreement to which the County Council is or will become a party be confirmed.

Establishment of a Joint Waste Committee

Background and context

- 19** In 2018 the County Council set aside up to £200,000 of funding over two years to support trials, in partnership with the waste collection authorities, of a new recycling, food waste, absorbent hygiene product and residual waste collection model. The proposal was built on modelling work which suggested that adopting this approach across the county could collectively save up to £1.7m a year and boost the countywide recycling rate to around 58%.
- 20** It has been agreed with Mid Sussex District Council that such a trial will be developed for part of its area from spring 2020. The trial would implement a '1-2-3' system which is a scheme to separately collect food waste and absorbent hygiene products weekly, other recycle separately and residual waste three-weekly.
- 21** Operating the trial and any further rolling out of the scheme would require the two councils agreeing important decisions on the implementation of the scheme and the use of the available fund. Rather than require the two Councils to use separate internal governance for these decisions it is proposed that a joint committee be established. This would include, as a minimum, the respective cabinet members from the two councils holding the relevant portfolios. Decisions would be taken unanimously. Administrative support will be shared.

Proposal

- 22** A proposed a constitution and terms of reference for a joint executive committee between the County Council and one or more district and borough councils for use in connection with inter-authority partnership work on recycling projects is **set out at Appendix 3** for approval.

Recommended

- (5) That the constitution and terms of reference for a joint executive committee between the County Council and one or more district and borough councils for use in connection with inter-authority partnership work on recycling projects, as set out at Appendix 3, be approved; and
- (6) That should any minor amendments be required following consultation with Mid Sussex District Council, the Director of Law and Assurance be authorised to make the changes in consultation with the Chairman.

Janet Duncton

Chairman of Governance Committee

Contact: Charles Gauntlett 033 022 22526

Appendices

- Appendix 1 – minor changes to Council procedures
- Appendix 2 – Pensions delegations
- Appendix 3 – constitution and terms of reference of joint committee

Background papers: None

Minor changes to Council Procedures

(additions shown in bold, italic text, deletions struck through)

Motion reports: Standing Order 2.53(b)

That the Chairman may, if he or she considers it convenient and conducive to the dispatch of business, allow such motion to stand referred to the relevant cabinet member ... In such instances motions relating to an executive matter shall, upon being formally moved and seconded without speeches, stand referred to the relevant cabinet member for consideration. The response of the Cabinet Member shall be published **in *The Bulletin*** ~~Executive Decision Database (EDD) and may (if necessary) be called in;~~ it shall be reported to the next ordinary meeting of the County Council. The Cabinet Member's response will not be final until it has been reported to the next ordinary meeting of the County Council for debate in relation to the original motion.'

Written Question deadline: Standing Order 2.39

The notice of a question to be asked in pursuance of Standing Order 2.38 shall be in writing and shall be given to the Director of Law and Assurance no earlier than four weeks before the meeting and at the latest by **12.00 noon** ~~9.00 a.m.~~ on the **fifth** ~~fourth~~ working day before the meeting of the County Council at which the question is to be asked; the Chairman may allow this provision to be relaxed if, in his or her opinion, it would be an advantage to the County Council's business to do so.

*(N.B. This will be by **12.00 noon** ~~9.00 a.m.~~ on the **Friday** ~~Monday~~ prior to the meeting when the County Council meets on a Friday.)*

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Pensions delegations: Changes to Part 3 of the Constitution – Scheme of Delegation

(additions shown in bold text, deletions struck through)

Governance Committee terms of reference

Current wording terms of reference:

- '9. To exercise the powers and duties of the County Council in relation to the Local Government Superannuation Acts and Regulations made thereunder including decisions on investment under The Local Authority (Discretionary Payments) Regulations 1996 and the Local Authority Pension Scheme Regulations 2013.'

Proposed amendment to reflect the current practice and terminology and, in particular the role of the Pensions Panel:

- '9. **To make arrangements for the discharge of the County Council's function as Scheme Manager and the exercising of the powers and duties of the County Council in its capacity as Administering Authority in relation to the** Local Government Superannuation Acts and Regulations **made thereunder and in particular to arrange for the discharge of those responsibilities through a formally constituted panel to be named the Pensions Panel.'**

Pensions Panel terms of reference

Proposed amendment to terms of reference:

Terms of Reference

To exercise the powers and duties of the County Council in its capacity as Administering Authority in relation to the Local Government Superannuation Acts and Regulations made thereunder including to be responsible to the Governance Committee for:

- (1) Appointment of professional and specialist investment advisers and managers on a consultancy basis.
- (2) Consideration of the recommendations of the advisers and managers including the Fund's investment strategy.
- (3) Determination of the Pension Fund's investment strategy and oversight of the delivery of the strategy by the Local Government Pension Scheme (LGPS) ACCESS Joint Committee and directly appointed investment managers.
- (4) Consideration of and response to the recommendations of the LGPS ACCESS Joint Committee.
- ~~(5) Determination of and overseeing the County Council's investment policy.~~
- (6) Consideration of and response to key scheme governance, funding and administration issues, including responses to statutory consultations.
- ~~(7) Overseeing the management of the Pension Fund investments.~~
- (8) Monitoring the Fund's performance.
- (9) Ensuring that arrangements are in place for consultation and communication with stakeholders as necessary.

- (10) Establishing member groups to review aspects of investment strategy or to undertake work on key themes and to report back to the Panel.
- (11) Consideration of the work of the Regulation, Audit and Accounts Committee with regards to the Pension Fund accounts, internal and external auditors' reports, development and operation of risk management and approval of changes to anti-fraud and corruption strategy.'**

Waste Projects Joint Committee

Purpose

To exercise delegated executive authority and to provide political oversight for the planning, implementation and delivery of specific joint projects for waste management and disposal within the area of a district or borough within the county using such funds as have been made available for the project and to meet the jointly agreed aims of the project.

Constitution

Two members of the County Council, to include the Cabinet Member with responsibility for waste services.

Two members of the relevant District or Borough Council, to include the Executive Member or relevant Committee chair with responsibility for waste services

The quorum of the meeting will be two members, one from each authority.
All decisions must be unanimous or otherwise with the agreement of the two Councils.

Terms of Reference

1. To exercise on behalf of both Councils the functions of the Councils in relation to the specified waste project being jointly pursued by the Councils in partnership.
2. To take decisions in relation to the aims and outcomes for the specified waste project and to give direction to the relevant officers for the delivery of the project.
3. To monitor and provide oversight to the performance of the project against the project aims and outcomes.
4. To allocate funds from the budget agreed between the Councils for the delivery of the project.

Governance

The Joint Committee will meet at a frequency suited to the needs of the project and at locations the councils agree.

The members will be appointed by the respective Cabinet or Executive Member of the councils or by virtue of their designated executive role or by the relevant Committee with responsibility for waste services.

The meetings will be in public and agendas and minutes will be made public accordingly, except where confidential or exempt information is to be discussed.

Scrutiny will be through joint scrutiny arrangements to be agreed by the councils by reference to settled joint scrutiny procedures. The relevant scrutiny committees of each council may request information on the project for consideration.

The Joint Committee will draw upon such administrative resources from either council as may be required for the effective management of business.