

Public Document Pack

Tony Kershaw
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12 June 2019

Environment, Communities and Fire Select Committee

A meeting of the committee will be held at **10.30 am** on **Thursday, 20 June 2019** at **County Hall, Chichester**.

Tony Kershaw
Director of Law and Assurance

The meeting will be available to view live via the Internet at this address:

<http://www.westsussex.public-i.tv/core/portal/home>

Agenda

- 10.30 am 1. **Declarations of Interest**
- Members and officers must declare any pecuniary or personal interest in any business on the agenda. They should also make declarations at any stage such an interest becomes apparent during the meeting. Consideration should be given to leaving the meeting if the nature of the interest warrants it. If in doubt please contact Democratic Services before the meeting.
2. **Minutes of the last meeting of the Committee** (Pages 5 - 12)
- The Committee is asked to agree the minutes of the meeting held on 9 May 2019 (cream paper).
3. **Urgent Matters**
- Items not on the agenda which the Chairman of the meeting is of the opinion should be considered as a matter of urgency by reason of special circumstances, including cases where the Committee needs to be informed of budgetary or performance issues affecting matters within its terms of reference, which have emerged since the publication of the agenda.
4. **Responses to Recommendations** (Pages 13 - 26)
- The Committee is asked to note the responses to recommendations made at the 9 May 2019 meeting from:

Cabinet Member for Safer, Stronger Communities

Leader

Cabinet Member for Highways and Infrastructure

Cabinet Member for Environment

Chief Executive

10.50 am 5. **Framework for Considering Requests for Events on West Sussex Highways** (Pages 27 - 48)

Report by Executive Director of Place Services and Director of Highways, Transport and Planning.

The Committee is asked to consider whether the proposed protocol enables events to happen in a beneficial way, whether it covers the issues sufficiently, has the right objectives and principles and otherwise addresses concerns arising from recent experience.

11.50 am 6. **Highways, Transport and Planning Service Area Review & Highway Maintenance Infrastructure Plan** (Pages 49 - 100)

Report by Executive Director of Place Services and Director of Highways, Transport and Planning

The Committee is asked to scrutinise the proposed Highway Maintenance Plan.

Adjournment for Lunch at 12.50pm

The Committee will adjourn for 30 minutes for lunch.

1.20 pm 7. **A259 Littlehampton Corridor Improvements** (To Follow)

Report by Executive Director of Place Services and Director of Highways, Transport and Planning

The Committee is asked to preview the Cabinet Member's proposed decision, and to consider the measures undertaken to improve the accuracy of budgeting for future schemes.

2.05 pm 8. **Street Lighting LED Conversion Programme and Central Monitoring (CMS) Programme** (Pages 101 - 116)

Report by Executive Director of Place Services and Director of Highways, Transport and Planning

Members are asked to consider the implementation of the Street Lighting LED conversion programme, the associated

ongoing cost saving and the future proofing and flexibility of installing a central monitoring system (CMS).

2.35 pm 9. **2018/19 Fire and Rescue Service Performance Review and Annual Report** (Pages 117 - 158)

Report by Chief Fire Officer

The Committee is asked to consider the performance of the Fire and Rescue Service.

3.15 pm 10. **Requests for Call-in**

There have been no requests for call-in to the Select Committee and within its constitutional remit since the date of the last meeting. The Director of Law and Assurance will report any requests since the publication of the agenda papers.

11. **Forward Plan of Key Decisions** (Pages 159 - 174)

Extract from the Forward Plan dated 11 June 2019 – attached.

An extract from any Forward Plan published between the date of despatch of the agenda and the date of the meeting will be tabled at the meeting.

The Committee is asked to consider whether it wishes to enquire into any of the forthcoming decisions within its portfolio.

12. **Possible Items for Future Scrutiny**

Members to mention any items which they believe to be of relevance to the business of the Select Committee, and suitable for scrutiny, e.g. raised with them by constituents arising from central government initiatives etc.

If any member puts forward such an item, the Committee's role at this meeting is just to assess, briefly, whether to refer the matter to its Business Planning Group (BPG) to consider in detail.

3.25 pm 13. **Date of Next Meeting**

An additional meeting of the Committee will be held on 10 July 2019 at 10.30am at County Hall, Chichester. This meeting will scrutinise the Her Majesty's Inspector of Constabulary, Fire and Rescue Services' inspection report and Review of the Integrated Risk Management Plan Action Plans.

Any member wishing to place an item on the agenda for the meeting must notify the Director of Law and Assurance by 28 June 2019.

To all members of the Environment, Communities and Fire Select Committee

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.

Environment, Communities and Fire Select Committee

9 May 2019 – At a meeting of the Environment, Communities and Fire Select Committee held at 10.30 am at County Hall, Chichester.

Present: Mr Barrett-Miles (Chairman)

Mr S J Oakley	Mrs Bridges, Left at	Mr R J Oakley, Left at
Mr Barling, Left at	3.40pm	3.00pm
2.45pm	Mr Jones	Mr Purchase, Arrived at
Mr Barnard	Mr Jupp	11.35am and left at
Lt Col Barton, Left at	Mr McDonald, Left at	1.30pm
1.30pm	1.05pm	

Apologies were received from Mr Oppler

Absent:

Also in attendance: Mr Elkins, Ms Goldsmith, Ms Kennard and Mrs Urquhart

Part I

80. Declarations of Interest

80.1 In accordance with the Code of Conduct the following interests were declared

- Mrs Bridges declared a personal interest as a Member of Adur District Council and as a Member of Lancing Parish Council.
- Mr S Oakley declared a personal interest in the Draft Guidance on Parking at New Developments as a Member of Chichester District Council.
- Mr Jupp declared a personal interest in item 6 as a Member of Horsham District Council.
- Mr Jones declared a personal interest in item 6 as a Member of Crawley Borough Council.
- Lt Col. Barton declared a personal interest in item 7 as a Member of Adur District Council.

81. Minutes of the last meeting of the Committee

81.1 Resolved – that the minutes of the Environment, Communities and Fire Select Committee held on 13 March 2019 be approved as a correct record, and that they be signed by the Chairman.

82. Responses to Recommendations

a) Recommendations of the A29 Realignment Scheme

- 82.1 The Committee noted the Cabinet Member's Response to the Committee's Recommendations on the A29 Realignment Scheme.
- 82.2 The Committee hoped that the Cabinet Member had learnt from this experience and that, in future engagement with the Committee will happen earlier in the process.

b) Highways and Transport Improvement Schemes

- 82.3 The Committee noted the Cabinet Member's Response to the Committee's Recommendations on the Highways and Transport Improvement Schemes

c) Draft Guidance on Parking at New Developments

- 82.4 The Committee noted the Cabinet Member's Response to the Committee's Recommendations on the Draft Guidance on Parking at New Developments
- 82.5 The Committee asked that the Cabinet Member ensures that the Committee has sight of the revised document as requested at the last meeting and that the Planning Authorities are consulted first on this revised document.

d) Community Hubs and Plans for Worthing Library

- 82.6 The Committee noted the Cabinet Member's Response to the Committee's Recommendations on the Community Hubs and Plans for Worthing Library. In response to questions about future locations, the Leader anticipated that more information would be shared with members within weeks.

83. Appointment of new member to Business Planning Group

- 83.1 Resolved – that Mr Barling be appointed to the Group to fill the vacancy.

84. Economic Growth Plan 2018 - 2023 Action Plan

- 84.1 The Committee considered a report by Executive Director Economy, Infrastructure and the Environment (copy appended to signed minutes).
- 84.2 Carolyn Carr, Economic Growth Manager and Sue Cooper, Principal Insight Analyst introduced the report with a presentation (copy of slides appended to the signed minutes), which highlighted the work that has been carried out and showed where the County Council was best placed to make a positive difference.
- 84.3 The Committee made comments including those that follow. It:

- Welcomed the report and was broadly supportive. It asked to be kept up to date with progress monitoring at a future Business Planning Group. The Committee wanted to be assured that the money is making a positive difference.
- Raised concerns that the night-time economy was not emphasised strongly enough but was particularly pleased to hear of the success of “Let’s Talk about our Towns” which did include this issue.
- Concerns were raised about the length of time it is taking to get the “The Track” Creative Digital Hub in Bognor Regis in place. The Committee would like to have more details.
- Concerns were raised whether the funds spent in support of the Plan might have been better spent on basic infrastructure.
- With regards to Theme Three: Growing the Green Energy County, the Committee would like to see a greater emphasis on the links with Climate Change.

84.4 Resolved – That the Committee:-

1. Broadly supports the Economic Growth Plan but requests that officers attend a future Business Planning Group to provide update on performance measures.
2. Supports a greater emphasis on the development of the night-time economy, with the County Council taking a lead coordinating role.
3. Request more details on “The Track” from officers particularly regarding the reasons for the delay.
4. Requests that Theme Three strengthens the link with Climate Change and the commitments made at the County Council on 5 April 2019.

85. Halewick Lane Battery Storage Project

85.1 The Committee considered a report by Executive Director Economy, Infrastructure and Environment and Director of Energy, Waste and Environment (copy appended to signed minutes).

85.2 Following comments from Mrs Urquhart, Cabinet Member for Environment, Tom Coates, Senior Advisor, Daire Casey, Business Development Manager, Siobhan Walker, Programme Manager and Steve Read, Director of Energy Waste and Environment introduced the report with a presentation (copy of slides appended to the signed minutes). This report gave an overview of the project and the business case behind the estimated income that will be generated. The report also detailed the consultation work that has been carried out. Mrs Urquhart clarified that energy storage schemes such as the one proposed operate by purchasing electricity when it is cheap at times of low demand, store it in large

batteries and sell it back to the National Grid at a significantly higher price at times of high demand. This helps to balance supply and demand on the grid and reduces overall generating requirements.

85.3 The Committee made comments including those that follow. It:

- Welcomed the report, but wanted reassurance that this is the best use of the site. It was acknowledged that, as this is a closed landfill site options for development are limited and this use had the support of the South Downs National Park Authority. Assurances were given that the proposal was based on a strong business case. ultimately marketable. Other sites are being considered for similar projects.
- Raised concerns over the surface water flooding event that occurred in August 2018 and requested reassurance that this project would not add to the fears of the nearby residents. It was noted that no letters of objection were received to the planning application. The timing of the demolition and construction will be crucial as a neighbouring landowner is carrying out works currently and this is impacting on the access road.
- Supported the reuse of recycled electric car batteries as an exemplar of best practice but queried the warranty on the battery life and whether this project will be able to take advantage of advances in technology over the life of the project. It was noted that the business case assumed the batteries would be routinely replaced after 7 – 8 years and would be upgraded accordingly.
- Raised concerns around noise from the site. A risk assessment was carried out as part of the planning process and found that the noise impact would be minimal as is the case with the operational Westhampnett project. There is already some screening around part of the site.

85.4 Resolved – That the Committee:

1. Supports the project but requests that the timing does not conflict with work already taking place on the neighbouring site.
2. Request that a comprehensive traffic management plan is produced.
3. Requests that the costs are clearly set out for the final decision report.

86. Highways Maintenance Service Procurement

86.1 The Committee considered a report by Executive Directory Economy, Infrastructure and Environment and Director of Highways and Transport

86.2 Matt Davey, Director of Highways and Transport and Peter Smith, Programme Manager introduced the report with a presentation (copy of slides appended to the signed minutes). The report detailed the reasons

for seeking an independent options appraisal study and the lessons learned following withdrawal of the earlier procurement.

86.3 The Committee made comments including those that follow. It:

- Welcomed the report and the opportunity to seek a better way forward subject to there being a clear audit trail of decision making.
- Raised concerns that this approach could still lead to a greater risk of legal challenge but was reassured that although this wasn't the primary reason to change there is a genuine belief that this would be more resilient and result in better outcomes. This approach would also mitigate against contractor failure such as in the case of Carillion.
- Questioned staffing levels required and although no increase in staffing numbers is envisaged, it noted that Highways, Transport and Planning is currently going through a restructuring process and this is looking at those staff who have experience of procurement to support this work.
- Reiterated its request for a summary of the costs associated with the abandoned procurement, including the costs of extending the contract with the existing contractor.
- Queried the role of communities in this process and whether town and parish councils could have access to the contractors or buy additional services. It was confirmed that this would be the case.
- Requested details of Chief Executive's involvement in the process, hoping that he will have an overview of the process.

86.4 Resolved – That the Committee:-

1. Agrees with the way forward suggested in the report with a request that the Chairman seeks clarification on the involvement of the Chief Executive. Agrees that the split between contracts is appropriate and supports the business case.
2. Requested that information on the new structure of Highways, Transport and Planning be tabled at the next Business Planning Group on 1 July 2019.
3. Requests that Cabinet Member for Highways and Transport reassures the Committee that there is a clear audit trail for decision making for the procurement.

87. West Sussex Crowd

87.1 The Committee considered a report by the Director of Law and Assurance (copy appended to the signed minutes).

87.2 Nick Burrell, Senior Advisor introduced the report with a presentation (copy of slides appended to the signed minutes), which

addressed some of the highlights and issues that have occurred during the first year of the West Sussex Crowd process and that this will be the focus for the Governance review. He also shared some of the feedback that had been received from applicants about the process.

87.3 The Committee made comments including those that follow. It:

- Supported the idea of micro funding but queried why the total of £750 had been agreed as this was felt to be too low. Responses from the County Local Committee Chairman also support the micro fund but would like to be a higher amount and for the percentage figure to be removed as this was felt to be an artificial barrier which would put some groups off from applying.
- Raised concerns around the number and distribution of successful projects. Could the Committee see a breakdown of successful projects by division as there is a perception that deprived divisions are lagging behind. Also it was suggested that larger groups like the West Sussex Crowd platform but smaller groups can find it quite challenging especially for small amounts of funding.
- Raised concerns that there has been a significant rise in organisations dropping out of the process. The Cabinet Member for Safer, Stronger Communities, added that some of the projects had been successful without receiving any CIF funding.
- Requested details of the amount of commission that Spacehive have received.

87.4 Resolved – That the Committee supports the idea of a micro fund in principle but that it should be set at £1000 and have more flexibility in the percentage available.

88. Business Planning Group Report

88.1 The Committee considered a report by the Chairman of the Business Planning Group (copy appended to the signed minutes).

88.2 Resolved – That the report be noted.

89. Forward Plan of Key Decisions

89.1 The Committee considered the Forward Plan dated 1 May 2019 (copy appended to the signed minutes).

89.2 Resolved – That the Forward Plan be noted and that the A259 Littlehampton Corridor Improvements be added to the agenda for the next meeting.

90. Possible Items for Future Scrutiny

- 90.1 The Committee requested further details regarding the changes to the Executive Leadership Team and how this will impact on the service of the Chief Fire Officer.
- 90.2 Resolved – The Committee asked the Chairman to raise this issue with The Leader and Chief Executive through Democratic Services.
- 90.3 The Committee requested that it carries out the annual review of the County Council's role in Community Safety and decided to focus on the issue of "County Lines" drug network.
- 90.4 Resolved – The Committee ask that Emily King, Principal Manager, Community Safety and Wellbeing attend the next Business Planning Group on 1 July 2019.

91. Date of Next Meeting

The Committee noted that its next scheduled meeting will take place on 20 June 2019 at 10.30am at County Hall, Chichester.

The meeting ended at 3.55 pm

Chairman

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Debbie Kennard

Cabinet Member for Safer, Stronger Communities

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County Hall

Chichester

PO19 1RQ



Andrew Barrett-Miles
Chairman, Environment, Communities
and Fire Select Committee

20 May 2019

Via Email to Sally Manning

Dear Andrew,

West Sussex Crowd

Thank you for your Committee's recommendation below on the West Sussex Crowd at the Environment, Communities and Fire Select Committee meeting on 9 May 2019.

'Supports the idea of a micro fund in principle but that it should be set at £1000 and have more flexibility in the percentage available.'

I would like to take this opportunity to thank the select committee for its comments on the good performance of the fund last year and welcomed its input into improvements to the West Sussex Crowd.

I have considered the committee's recommendation and will proceed with introducing a smaller fund in relation to the Community Initiative Fund for projects seeking to secure funding of no more than £750 for their total project costs.

I am confident this level of funding is consistent with the need identified by Members, partners and residents and consistent with the evidence of managing the previous small grants fund.

I am mindful that this is a new initiative and Members in their own areas know their communities best. I will leave the enforcement of the 30% of the budget down to individual CLC Chairman's discretion allowing additional money to be added to the fund if take-up is high.

Members also requested further detail on performance of the fund by division, this is attached to this letter and shows areas of high performance and areas we need to focus on, I have also requested the amount of commission that Spacehive has received from the first year and will provide this to the committee before its next meeting.

Agenda Item 4

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Debbie Kennard', written in a cursive style.

Debbie Kennard

Cabinet Member for Safer, Stronger Communities

Enclosed - Community Initiative Fund Applications per Member's Division

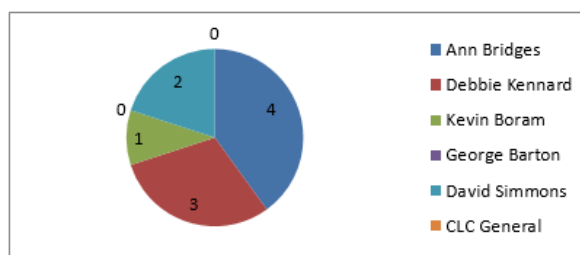
Community Initiative Fund
Applications per Member's Division

Breakdown of the number of applications per each member's division within a CLC that has been approved by the committee and the 'member average' figure for each CLC.

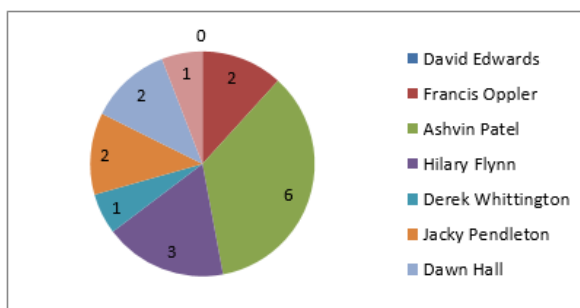
The first set of data covers 2017-18, the second set covers 2018-19.

2017-18

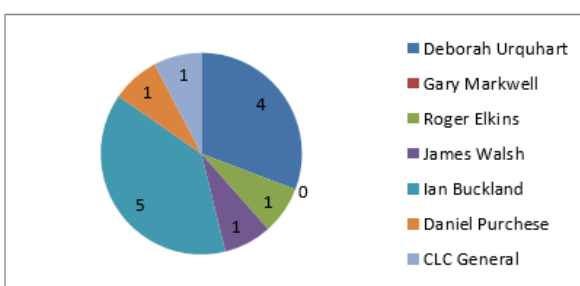
<u>Adur</u>	
Ann Bridges	4
Debbie Kennard	3
Kevin Boram	1
George Barton	0
David Simmons	2
CLC General	0
	10
Average	1.67



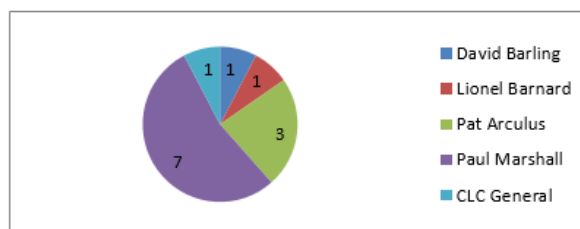
<u>Joint Western</u>	
David Edwards	0
Francis Oppler	2
Ashvin Patel	6
Hilary Flynn	3
Derek Whittington	1
Jacky Pendleton	2
Dawn Hall	2
CLC General	1
	17
Average	2.13



<u>Joint Eastern</u>	
Deborah Urquhart	4
Gary Markwell	0
Roger Elkins	1
James Walsh	1
Ian Buckland	5
Daniel Purchase	1
CLC General	1
	13
Average	1.86

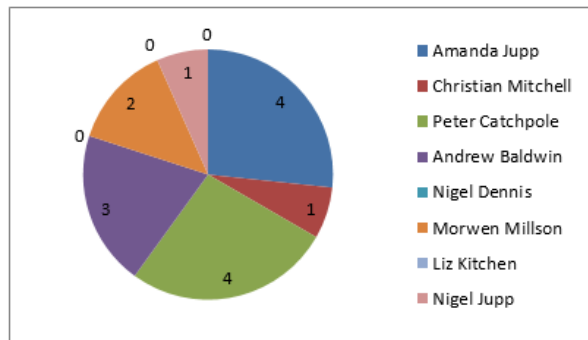


<u>Chanctonbury</u>	
David Barling	1
Lionel Barnard	1
Pat Arculus	3
Paul Marshall	7
CLC General	1
	13
Average	2.60

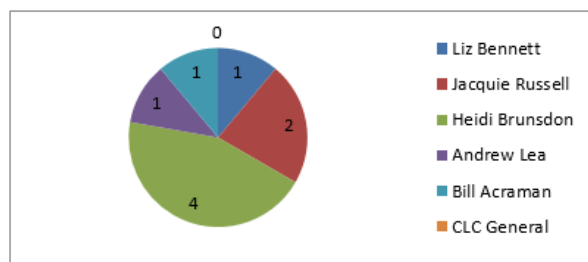


Agenda Item 4

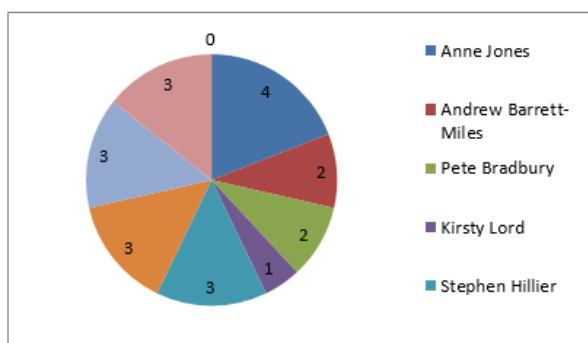
<u>North Horsham</u>	
Amanda Jupp	4
Christian Mitchell	1
Peter Catchpole	4
Andrew Baldwin	3
Nigel Dennis	0
Morwen Millson	2
Liz Kitchen	0
Nigel Jupp	1
CLC General	0
	15
Average	1.67



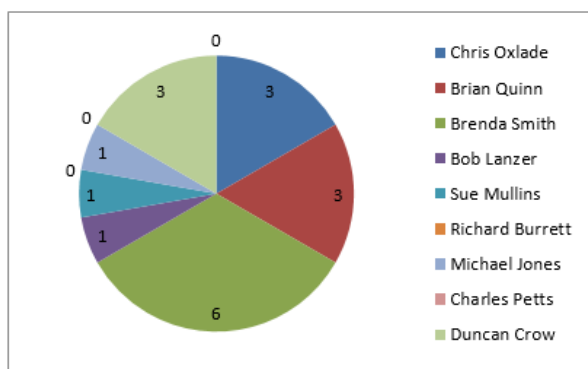
<u>North Mid Sussex</u>	
Liz Bennett	1
Jacque Russell	2
Heidi Brunsdon	4
Andrew Lea	1
Bill Acraman	1
CLC General	0
	9
Average	1.50



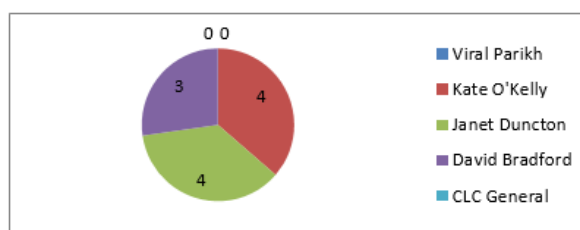
<u>Central & South Mid Sussex</u>	
Anne Jones	4
Andrew Barrett-Miles	2
Pete Bradbury	2
Kirsty Lord	1
Stephen Hillier	3
Sujan Wickremaratchi	3
Joy Dennis	3
Andrew Lea	3
CLC General	0
	21
Average	2.33



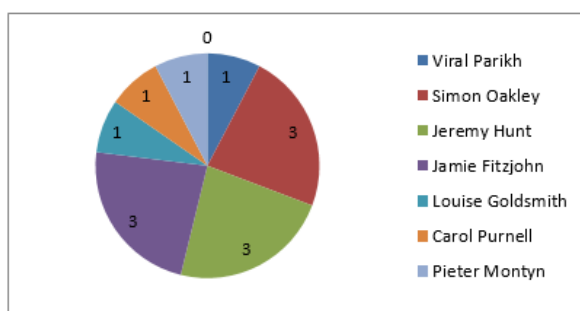
<u>Crawley</u>	
Chris Oxlade	3
Brian Quinn	3
Brenda Smith	6
Bob Lanzer	1
Sue Mullins	1
Richard Burrett	0
Michael Jones	1
Charles Petts	0
Duncan Crow	3
CLC General	0
	18
Average	1.80



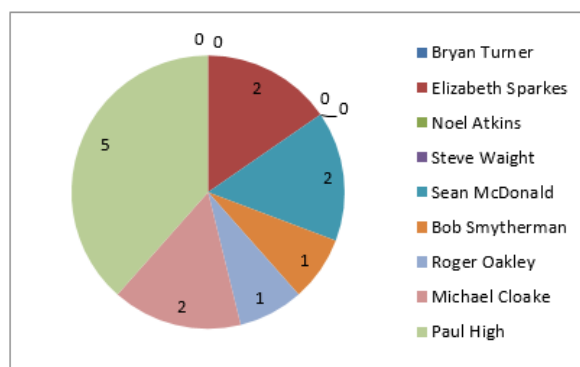
<u>North Chichester</u>	
Viral Parikh	0
Kate O'Kelly	4
Janet Duncton	4
David Bradford	3
CLC General	0
	11
Average	2.20



<u>South Chichester</u>	
Viral Parikh	1
Simon Oakley	3
Jeremy Hunt	3
Jamie Fitzjohn	3
Louise Goldsmith	1
Carol Purnell	1
Pieter Montyn	1
CLC General	0
	13
Average	1.63

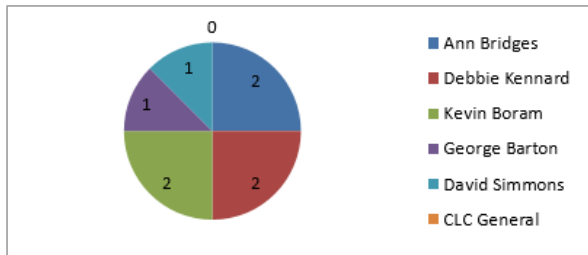


<u>Worthing</u>	
Bryan Turner	0
Elizabeth Sparkes	2
Noel Atkins	0
Steve Waight	0
Sean McDonald	2
Bob Smytherman	1
Roger Oakley	1
Michael Cloake	2
Paul High	5
CLC General	0
	13
Average	1.30

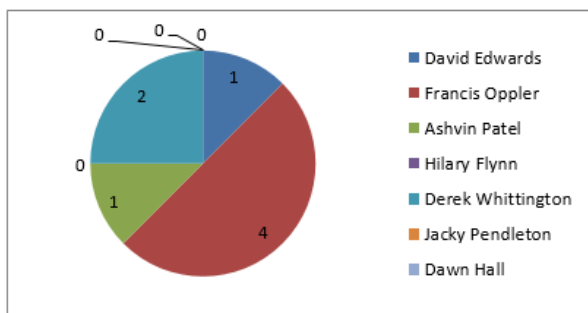


2018-19

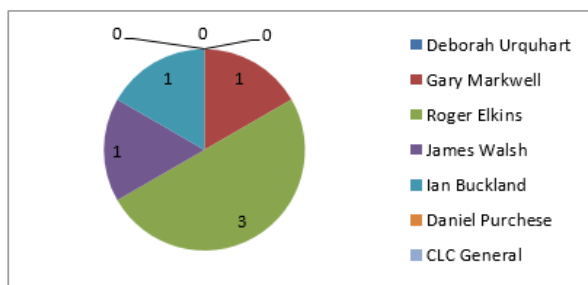
<u>Adur</u>	
Ann Bridges	2
Debbie Kennard	2
Kevin Boram	2
George Barton	1
David Simmons	1
CLC General	0
	8
Average	1.33



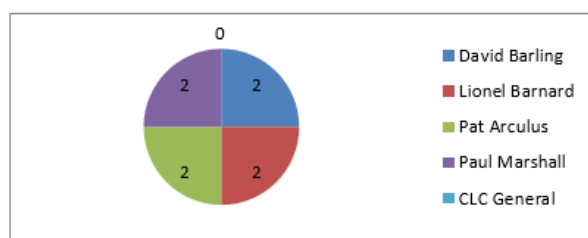
<u>Joint Western</u>	
David Edwards	1
Francis Oppler	4
Ashvin Patel	1
Hilary Flynn	0
Derek Whittington	2
Jacky Pendleton	0
Dawn Hall	0
CLC General	0
	8
Average	1.00



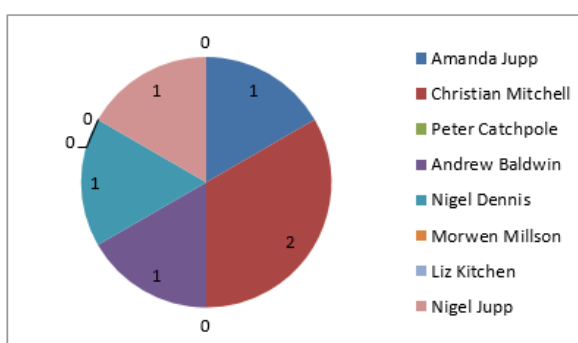
<u>Joint Eastern</u>	
Deborah Urquhart	0
Gary Markwell	1
Roger Elkins	3
James Walsh	1
Ian Buckland	1
Daniel Purchase	0
CLC General	0
	6
Average	0.86



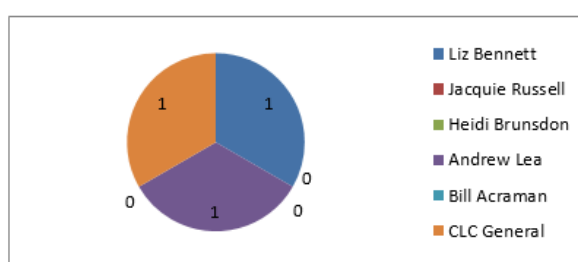
<u>Chanctonbury</u>	
David Barling	2
Lionel Barnard	2
Pat Arculus	2
Paul Marshall	2
CLC General	0
	8
Average	1.60



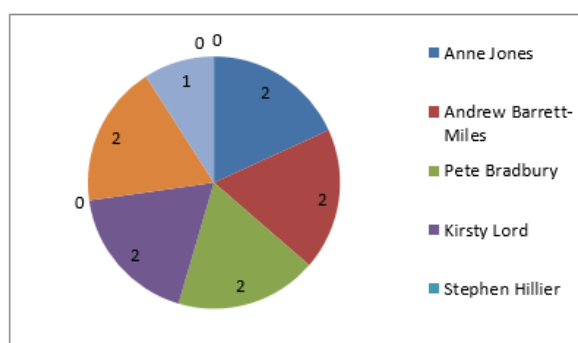
<u>North Horsham</u>	
Amanda Jupp	1
Christian Mitchell	2
Peter Catchpole	0
Andrew Baldwin	1
Nigel Dennis	1
Morwen Millson	0
Liz Kitchen	0
Nigel Jupp	1
CLC General	0
	6
Average	0.67



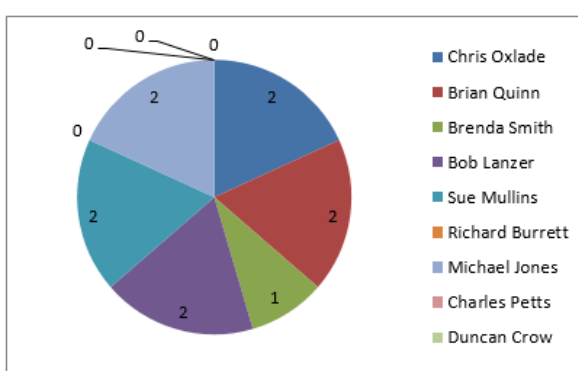
<u>North Mid Sussex</u>	
Liz Bennett	1
Jacquie Russell	0
Heidi Brunson	0
Andrew Lea	1
Bill Acraman	0
CLC General	1
	3
Average	0.50



<u>Central & South Mid Sussex</u>	
Anne Jones	2
Andrew Barrett-Miles	2
Pete Bradbury	2
Kirsty Lord	2
Stephen Hillier	0
Sujan Wickremaratchi	2
Joy Dennis	1
Andrew Lea	0
CLC General	0
	11
Average	1.22

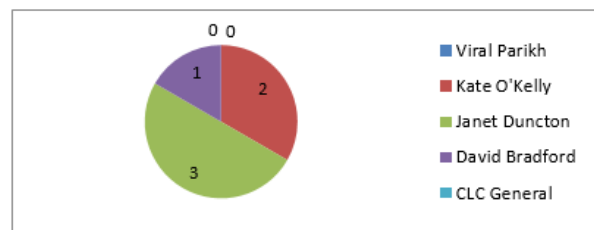


<u>Crawley</u>	
Chris Oxlade	2
Brian Quinn	2
Brenda Smith	1
Bob Lanzer	2
Sue Mullins	2
Richard Burrett	0
Michael Jones	2
Charles Petts	0
Duncan Crow	0
CLC General	0
	11
Average	1.10

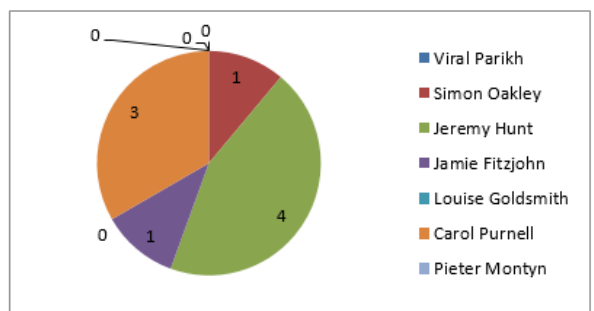


Agenda Item 4

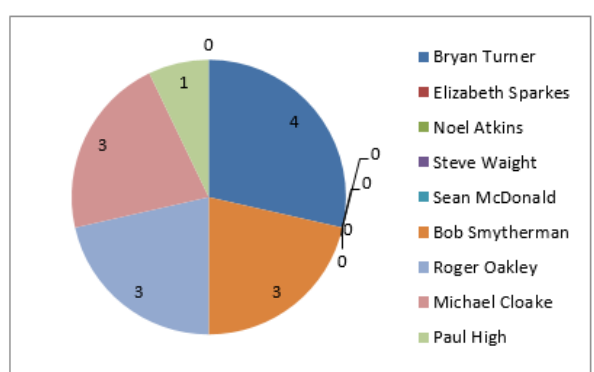
<u>North Chichester</u>	
Viral Parikh	0
Kate O'Kelly	2
Janet Duncton	3
David Bradford	1
CLC General	0
	6
Average	1.20



<u>South Chichester</u>	
Viral Parikh	0
Simon Oakley	1
Jeremy Hunt	4
Jamie Fitzjohn	1
Louise Goldsmith	0
Carol Purnell	3
Pieter Montyn	0
CLC General	0
	9
Average	1.13



<u>Worthing</u>	
Bryan Turner	4
Elizabeth Sparkes	0
Noel Atkins	0
Steve Waight	0
Sean McDonald	0
Bob Smytherman	3
Roger Oakley	3
Michael Cloake	3
Paul High	1
CLC General	0
	14
Average	1.40



Louise Goldsmith
Leader of the Council

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Mr Andrew Barrett-Miles
Chairman of the Environment, Communities & Fire Select Committee

Dear Andrew,

Environment, Communities and Fire Select Committee: Economic Growth Plan 2018 – 2023

Thank you for the Committee's recommendations and comments on the Economic Growth Plan 2018-2023 which you discussed at your meeting on 9 May.

Please find attached a note which provides responses to those recommendations.

I welcome the Committee's on-going input into the progress and achievement of the Economic Growth Plan.

Yours sincerely

A handwritten signature in black ink, appearing to read "Louise Goldsmith", written over a horizontal line.

Louise Goldsmith
Leader
West Sussex County Council

Responses to Select Committee's Recommendations on: Economic Growth Plan 2018-2023

1. Broadly supports the Economic Growth Plan but requests that officers attend a future Business Planning Group to provide update on performance measures.

The broad support for the Economic Growth Plan and progress since its adoption in June 2018 is welcomed. The importance of measuring the contribution of the Plan to achieving the County Council's Prosperous Place priorities and to supporting the West Sussex economy is fully acknowledged and supported. A performance framework has been established and benefits will be tracked. Officers will be pleased to attend a future Business Planning Group to provide an update on the approach.

2. Supports a greater emphasis on the development of the night-time economy, with the County Council taking a lead coordinating role.

The County Council's work through the Economic Growth Plan is to work with the Districts and Boroughs to support the future of town centres and high streets, for example through facilitating debate with national experts, through the Growth Deals, and through supporting bids to Government including the Future High Streets Fund. During the development of the Economic Growth Plan, including through engagement with Members and partners, the night-time economy was not raised for particular consideration or inclusion in the Plan. This matter will be considered further at County Council on 7 June through a Notice of Motion.

3. Request more details on "The Track" from officers particularly regarding the reasons for the delay.

Members' views on the delays to "The Track" are noted and understood. The main reason for the delay is due to the length of time it has taken to negotiate the tri-partite lease with GTR and Network Rail to lease two spaces at Bognor Regis Railway station that will host the creative digital hub. The leasing of spaces on railway stations usually follows a standard lease, but this has not been possible in this case, mainly due to an under lease being required for the operating model (where the County Council has appointed Town Square Spaces as hub operator), and due to the County Council under-taking a fit-out of the two Grade 2 Listed spaces to convert them from `shells` into spaces ready for creative and digital businesses to work. The lease negotiations are drawing to a close, with both the lease and the under lease now agreed. The final element to be approved by Network Rail is the description of the Membership Agreement that hub users will sign with Town Square Spaces. Officers would be

pleased to provide an update to the Business Planning Group on the steps and timescale to launch the Hub, once the lease negotiations complete.

4. Requests that Theme Three strengthens the link with Climate Change and the commitments made at the County Council on 5 April 2019.

Noted and being actioned. Officers are updating the Green Energy County (theme three) high level measures to strengthen the links to the County Council's Climate Change commitments. This will be reflected in the update to the Business Planning Group on Performance Measures

Mr Andrew Barrett-Miles
Chairman
Environment, Communities and Fire Select
Committee

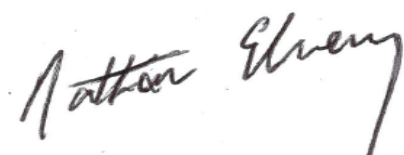
Dear Andrew

Thank you for your letter of 17th May seeking clarification of my role in the highways maintenance procurement. I fully understand why the additional reassurance is being sought.

In view of the importance of this procurement and the background I have appointed Lee Harris, Executive Director of Place Services as the Senior Responsible Officer (SRO) for this project. This is a step up from the previous procurement when the Director of Highways and Transport was the SRO. As SRO, Lee, reports to me and chairs the project board. We cover the highways maintenance procurement in our monthly one to one meetings and delivering the procurement successfully is one of Lee's five key targets for 2019/20 agreed in his personal performance appraisal.

I trust that this assures you and your committee that I have a clear line of sight on the progress with the highways procurement project. I am of course at your disposal if at any time you would like to meet.

Kind regards,



Nathan Elvery
Chief Executive
West Sussex County Council

Roger Elkins

Cabinet Member for Highways and
Infrastructure

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Mr Andrew Barrett-Miles
Chairman
Environment, Community & Fire Select Committee

10 June 2019

Dear Mr Barrett-Miles

Highways Maintenance Service Procurement

At its meeting on 9 May 2019, the Committee requested that the Cabinet Member for Highways and Infrastructure reassures the Committee that there is a clear audit trail for decision-making for this procurement.

I can assure the Committee that, under the agreed governance structure, decisions have been made at Executive Director and Director level, informed and supported by the Project Board of Service Heads and senior leads from Commercial & Finance, Legal and Procurement.

The Steering Group, which meets quarterly and oversees progress, includes the Executive Director of Place Services, the Director of Highways, Transport and Planning, the Director of Law and Assurance and the Cabinet Member for Highways and Infrastructure.

All meetings and decisions are minuted and recorded and all decisions have a clear audit trail.

The Chief Executive has written to you separately on his role in the procurement.

Yours sincerely

A handwritten signature in blue ink, appearing to be "RE", followed by a horizontal line.

Roger Elkins
Cabinet Member for Highways and Infrastructure

7 June 2019

Andrew Barrett-Miles
Chairman, Environment, Communities and Fire Select Committee

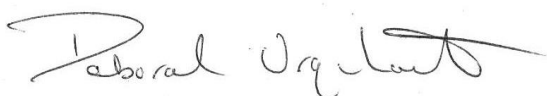
Dear Andrew

Re: Halewick Lane Battery Storage Project

Following the recommendations made by the Select Committee on 9 May, I can confirm the following:

1. Every effort will be taken to ensure that the planned works on site will not conflict with any existing restoration works being completed on the adjacent landfill. The project manager will be engaging with the tenant farmer and landowner to ensure that all works can be programmed in sensitively. This project will also look to facilitate improvements to the road with regards to the existing local concerns about drainage.
2. The traffic management component of the project will form part of the overall construction management plan for the site for both demolition and construction of the project. The project manager is due to attend the parish council meeting on 26 June to further discuss the traffic management implications ahead of formalising the plan.
3. The costs have now been more clearly addressed in the decision report and the associated business case and appendices.

Yours sincerely



Deborah Urquhart
Cabinet Member for Environment

Environment, Communities and Fire Select Committee
20 June 2019
Framework for Considering Requests for Events on West Sussex Highways
Report by Executive Director for Place Services and Director of Highways, Transport and Planning
<p>Summary</p> <p>West Sussex has seen an increase in events taking place on the highway. In order to better consider the benefits from such events and manage the impacts on communities a more open and planned approach to the consideration of such events is required based on sound principles and an understanding of the Council's objectives.</p> <p>This report presents a proposed framework, which sets out a clear timeline and process for the consideration of requests for managing requests for orders to facilitate road closures for events on West Sussex highways.</p>
<p>West Sussex Plan: Policy Impact and Context</p> <p>The proposal supports the prosperous place priority in the West Sussex Plan by ensuring a well-managed highway network which will help to support local businesses and communities.</p>
<p>Focus for Scrutiny</p> <p>The Committee is asked to consider whether the proposed protocol enables events to happen in a beneficial way, whether it covers the issues sufficiently, has the right objectives and principles and otherwise addresses concerns arising from recent experience.</p>

PROPOSAL

1. Background and Context

- 1.1 During the past few years West Sussex has seen an increase in events taking place on the highway and generally across the county. In order to better assess the benefits from such events and the impacts on the community they must be adequately considered through a fair and proper assessment of the request.
- 1.2 The increase in events taking place on closed and open roads has led to some concerns from local communities regarding their impact, especially in rural areas.

- 1.3 A framework for co-ordinating and considering requests to facilitate events on West Sussex highways has been developed, setting out a clear timeline and process for the approval of road closures to ensure it is consultative and transparent, whilst balancing the impacts and the benefits. It also sets out expectations in relation to how partners and event organisers communicate and co-ordinate to minimise any impact attributed to events.

2. Proposal Details

- 2.1 The Framework for co-ordinating and managing requests to facilitate events on West Sussex highways is aimed at key stakeholders and event organisers and specifically refers to the consideration of road closures for events on the highway under Section 16A Road Traffic Regulation Act 1984 which is used for a large sporting event, social event or entertainment which is held on a road and the regulations and guidance associated with this provision.
- 2.2 The Framework does not include the process for approvals of road closures under Town and Police Clauses Act 1847 which is administered by the district and borough councils and used for small events such as street parties or carnivals.

FACTORS TAKEN INTO ACCOUNT

3. Consultation

- 3.1 The Framework has been produced following good practice established in similar counties experiencing an increase in large scale highways events.
- 3.2 Consultation with the district and borough councils, emergency service providers and internal County Council stake holders has been undertaken. Every effort has been made to ensure the document is fit for purpose and offers West Sussex County Council the best possible tool to support the proper consideration of applications associated with major events on the highway in the County.

4. Financial (revenue and capital) and Resource Implications

- 4.1 There are no financial implications to the Council regarding the implementation of the policy. The resources required to undertake the actions as noted in the guidance, where necessary will continue to be met from within the services existing budget. There is however a proposal to seek cost recovery for work undertaken in relation to such events, many of which have commercial benefits for the organising body or its sponsors.
- 4.2 The Framework will support West Sussex County Council and partners in the recovery of event-related expenditure. This is set out in the attached Framework document.
- 4.3 Events may be given a waiver against some of these charges in special circumstances such as community or charitable events supported by West Sussex County Council. This will be determined by the Director of Highways Transport and Planning. This will not however affect or influence the

application of the statutory provisions to the consideration of the application in each case. This will be made clear to the applicant.

5. Legal Implications

There is a statutory and regulatory framework for the consideration of traffic regulation order requests associated with events on the public highway. The County Council has the power to grant or refuse requests for special event road closures based on professional and operational consideration by reference to the legal provisions. The County Council's scheme of delegation provides for co-ordinating and approving events on West Sussex highways to be discharged by the Director of Highways, Transport and Planning.

6. Risk Assessment Implications and Mitigations

Adoption of a framework will ensure a consistent, fair and evidence based response is given for all events needing such orders from West Sussex County Council.

7. Other Options Considered (and Reasons for not proposing)

- 7.1 There is no statutory requirement for a Highway Authority to have a framework for co-ordinating and considering requests to facilitate events on the highway. It is considered good practice to set out the necessary considerations involved for the benefit of potential applicants and communities and individuals who may be affected.
- 7.2 The adoption of a framework will enable the County Council to have a clear and transparent process to agree requests to enable events and will limit reputational and operational risks.

8. Equality and Human Rights Assessment

Neither the report nor the Framework will have a detrimental impact on individuals or groups with protected characteristics or any impact on human rights. The power to make special event road closures is already delegated to officers and the Framework will assist in applying this both fairly and consistently. The process applied in each case will include an impact assessment to ensure compliance with the public sector equality duty.

9. Social Value and Sustainability Assessment

The Framework for co-ordinating and approving orders relating to events on West Sussex highways will empower officers of the Network Management Team to manage the public highway effectively and support officers' efforts to ensure all highway users have all reasonable and lawful use of the highway. Each event relating to an application will likely have an impact on local communities and business interests –whether beneficial or detrimental and the Council will, within the constraints of the legislative framework, consider the social value aspects of such impact.

10. Crime and Disorder Reduction Assessment

None There are no significant Crime and Disorder Act implications but consultation with the police and other public services in relation to the safe use of roads during events will be a factor in the consideration of applications.

Contact Officer: Jeff Elliott, Highway Network Manager Tel: 033 022 25973

Lee Harris
Executive Director for Place
Services

Matt Davey
Director
Highways, Transport and Planning

Appendix 1: Proposed Framework for managing requests for closed road events on West Sussex highways

Framework for co-ordinating and considering traffic regulation orders to facilitate events on West Sussex highways

Background papers

None

Making West Sussex a better place

Framework for co-ordinating and approving events on West Sussex highways

V2.8 for recirculation June 2019

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1. Introduction

During the past few years West Sussex has seen an increase in events taking place on the highway and generally across the County. West Sussex County Council and our partners recognise that to realise the benefits from such events the impacts on the community must be adequately considered and mitigated.

The increase in events taking place on closed and open roads has led to some concerns from local communities regarding their impact, especially in rural areas. This has demonstrated a clear need for:

- Good consultation with local communities regarding road closures and events.
- Effective management of the increase of events so they do not adversely impact communities.
- Comprehensive, multi-channel communications and engagement with West Sussex residents and businesses, both impacted and wider
- Consideration of the cumulative impact of events on rural areas of the county.
- Clear evidence of the benefits of events for local or wider communities, including targets.

This guidance note sets out a Framework for the management and approval of events on the highway, or events that have a major impact on the highway network in West Sussex.

The Framework sets a clear timeline and process for the consideration of road closures under Section 16A of the Road Traffic Regulation Act 1984 (Special Events Act 1994) for events on the highway, to ensure it is consultative and transparent, whilst balancing the impacts and the benefits. It also sets out expectations in relation of how partners and event organisers communicate and co-ordinate to minimise any adverse impact attributed to events.

The Framework is aimed at key stakeholders¹ and event organisers and specifically refers to the approval of road closures for events on the highway under Section 16A (Special Events) of the Road Traffic Regulation Act 1984 (Special Events Act 1994) which is used for large sporting event, social event or entertainment which is held on a road.

This guidance note does not include the process for approvals of road closures under Town and Police Clauses Act 1847 which is administered by the district and borough councils and is used for small events such as street parties or carnivals.

This Framework has been produced by West Sussex County Council, in consultation with the district and borough councils and Sussex Police.

¹ WSCC, district and borough councils, parish councils, Private Landowners, Sussex Police and Local members

1.1 Key Objectives

Below are the key objectives which underpin this Framework and enable the County Council and partners² to manage both the positive and negative impacts of events:

- To ensure events which bring benefits to the people of West Sussex and result in a net benefit to the county and its residents can be supported (taking into account factors such as economic growth, health and transport benefits)
- Decisions in relation to events are supported by evidence based business cases
- Event applications for road closures will be assessed under Section 16A Road Traffic Act 1984 (Special Events Act 1994)³ on a set of principles⁴, in which the benefits outweigh the impact
- Events are planned so as to ensure full and transparent organiser requests for road closures under Section 16A of the Road Traffic Regulation Act 1984 (Special Events Act 1994). Organisers will be required to undertake and provide results of consultation with stakeholders, local authorities, local communities and elected members before an application for road closures is submitted
- Events are supported through effective communications and organisers will be required to submit a proposed public, business and media communications and engagement campaign plan before an application for road closures is submitted, appropriate to the scale of the event
- The County Council will proactively engage with event organisers and National Governing Bodies of Sport to ensure they reduce the impact of events on local communities
- Impact and benefits realisation are properly evaluated

² District and borough councils, Sussex Police and private landowners

³ Does not include Town and Police Clauses Act

⁴ See page 6

2. Context

2.1 Types of Road Closures and Legal Powers

There are many organisations that provide approval of road closures for events on the highway. The table below shows the breakdown of this and what legal powers are available to do this by event type.

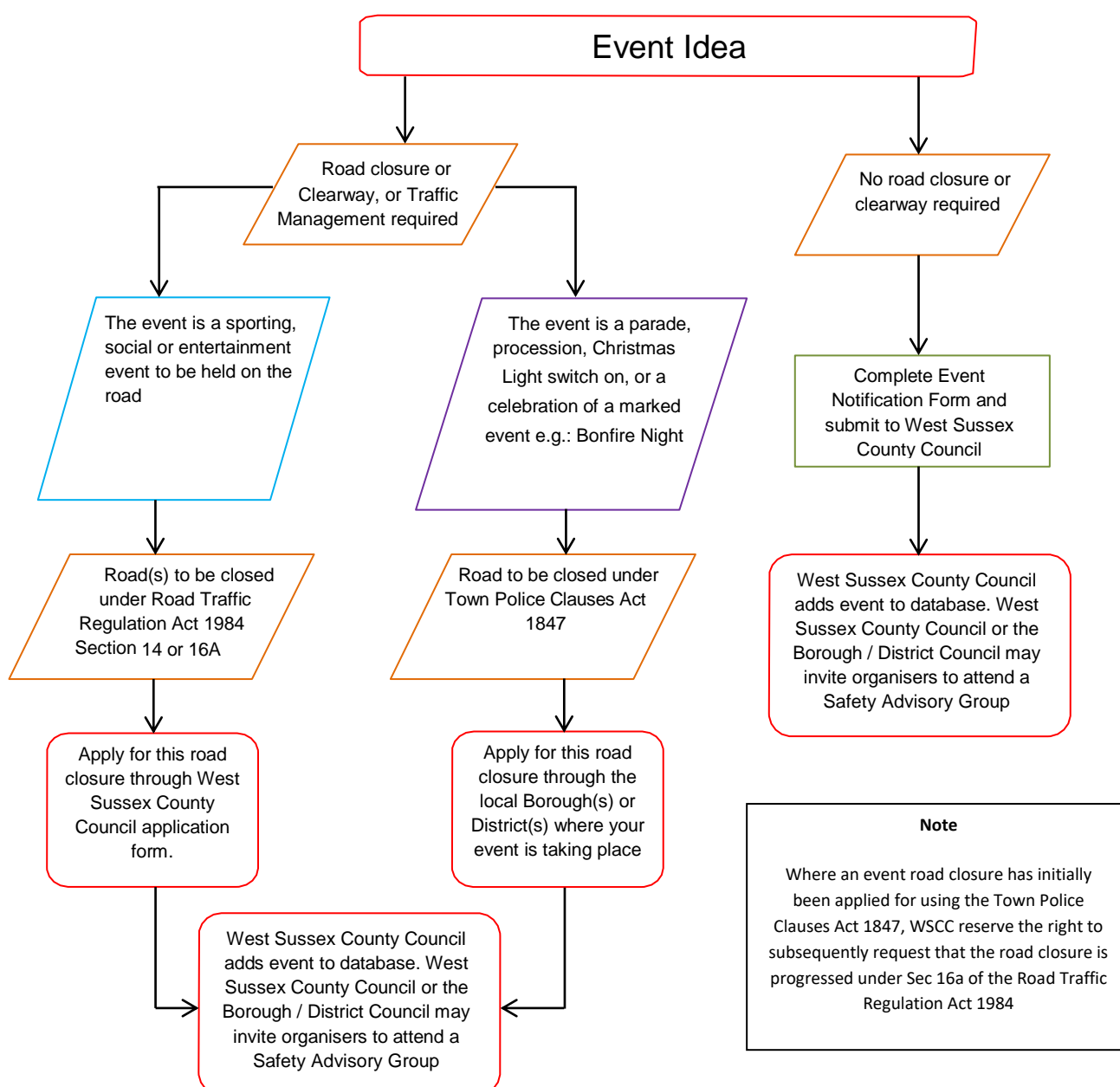
TTRO (Temporary Traffic Regulation Order) to close a road.

Event Type	Legal Powers	Approver	Closure	Duration
Sporting Event	Section 16a Road Traffic Regulation Act 1984 (Special Events Act 1994)	West Sussex County Council (if WSCC is the authority for that road)	Roads Use TTRO and provide alternative route	3 days can be extended to 6 days by Secretary of State agreement
Entertainment Event				
Public Procession	Town Police Clauses Act 1847	Local/Parish Council in consultation with West Sussex County Council	Roads Use TTRO and provide alternative route	No limit defined
Rejoicing & Thronging Event				
Fair				
Social Event & Street Party				
Illuminations Event				
Road Racing Event	Road Traffic Act 1988 sections 12a-12f and 13	West Sussex County Council (if WSCC is the authority for that road)	Roads Use TTRO and provide alternative route	No limit defined
Cycle Racing Event	Road Traffic Act 1988 section 31			
Play Street	Town Police Clauses Act 1847	Local/Parish Council in consultation with West Sussex County Council	Roads Use TTRO and provide alternative route	No limit defined
Off Highway event affecting passing traffic	Section 14 Road Traffic Regulation Act 1984 (Special Events Act 1994)	West Sussex County Council (if WSCC is the authority for that road)	Roads Use TTRO and provide alternative route	3 days can be extended to 6 days

2.2 Do you require a road closure for your event?

If the answer is No – If an event organiser does not require a road closure, then they are advised to consider the impact of the event on other roads and are asked to research and ensure no other events are using or affecting the same roads that your event will be taking place on. This is done by checking roadworks.org on the internet. It is recommended that event organisers advise West Sussex County Council of their planned event to events@westsussex.gov.uk. This ensures that West Sussex County Council is aware of the event taking place and enables advice to be provided to other organisers who may apply to use the same part of the highway network.

If the answer is Yes – If the event does require a road closure then please consult the flow chart below which will determine the type of road closure, what you need to do, who to apply to and the relevant process.



3. Process for West Sussex County Council approving events on closed roads using Section 16A of the Road Traffic Regulation Act 1984 (Special Events Act 1994)

Under the Traffic Management Act 2004, Highway Authorities such as West Sussex County Council are under a duty to effectively manage their road network. This duty includes managing their road network with a view to securing, as far as may be reasonably practicable, the expeditious and safe movement of traffic on their own network and to facilitate it on others.

Under West Sussex County Council's powers as A Highway Authority, it can close roads under Section 16A of the Road Traffic Regulation Act 1984 (Special Events Act 1994). There is currently no legal requirement for consultation with residents or businesses before making an order.

West Sussex County Council recognises that an event organiser, when requesting road closures must demonstrate that the benefits of the event outweigh the impact and it also recognises that there should be a transparent and consultative approach to approving the the planning of the event.

3.1 Approval process for road closure requests made under Section 16A of the Road Traffic Regulation Act 1984 (Special Events Act 1994)

Event applications requiring road closures will be assessed based upon any likely impact on the expeditious and safe movement of traffic on the authority's road network.

Decisions on granting the application will be taken by the Director of Highways Transport and Planning, on the advice of the relevant Traffic Manager, informed by and on the advice of the relevant Safety Advisory Group.

The WSCC Safety Advisory Group (an officer level group which advises on the safety of events and considers any licences needed for events) and chair, sits outside of any district and borough Safety Advisory Group process and its intention and purpose is to concern itself with the WSCC public highway network and considerations of safety and suitability of any event on the highway network. A WSCC Safety Advisory Group will occur as an exception, due to the scale or impact of a proposed event, rather than the norm and is not aimed at replacing the work of existing district and borough Safety Advisory Groups. Its role is to consider the network impact of an event that crosses districts or offers such impact that a WSCC Highways Safety Advisory Group is considered necessary. When deployed it will be chaired by the Resilience & Emergencies Team.

Where an event is considered to be significant in terms of its effects on communities, or where the event covers two or more electoral divisions, a decision on granting is likely to be referred to the West Sussex County Council Cabinet. The assessment process will include consultation with local members, using the County Local Committee if practicable to do so.

Consultation and engagement with the public, communities, businesses, public services and other persons likely to be affected for events will be undertaken and evidenced by the event organiser, before an application for road closures is made. This must be undertaken in a timely and transparent way so that all such persons:

- Are aware of the plan with sufficient notice
- Have the opportunity to prepare for any such impact
- Have the opportunity and means to comment on and influence the plan
- Have their representations recorded and evaluated by the organiser
- Are able to see and consider any action or mitigation taken in response

The output from this consultation process and any ongoing consultation will need to be provided by the event organiser in support of any road closure request.

3.2 Principle Evidence for assessing events on closed roads under Section 16A of the Road Traffic Regulation Act 1984 (Special Events Act 1994)

West Sussex County Council recognises that events which adverse impacts on communities must be removed. The following principles must be evident in an event application from an event organiser for it to be considered for road closures:

- The record and reputation of the event organiser (references will be sought)
- Support from the Governing Body (if a sport event)
- Community benefits (charitable, leisure, health, wellbeing and social)
- Economic benefits (local area or West Sussex as a whole)
- Cumulative impact of events on an area (one closed road event per calendar year)
- Benefits to the image of the area (enhance the reputation of West Sussex tourism and the visiting economy, innovation and responsiveness to change)
- Feedback from local councillors representatives (County, D&B, Parish)
- Consultation with community undertaken by the event organiser and evidenced

There is no weighting to be placed on any of the above specific principles, however all will need to be addressed as part of the review before a decision is taken.

Events with significant evidence of community benefits may be considered to take precedence over other new smaller events with lower net benefits where competing for road use or where the two events cannot easily be accommodated in terms of road safety.

Event organisers considering holding a new event requiring a road closure on the same route as a major event considered to bring significant net benefits within the same calendar year, would require a high level of local support from local residents/businesses and local elected representatives before it would be considered to support the benefits assessment.

3.3.1 Consultation with County Council services

The event organisers will have to consult with the following as a minimum prior to the submission of a request for road closure and shall provide the outcome of such consultation with the request:

County Council Departments

- Highways (to identify road safety and route planning matters)
- Transport (to consider impact on public and private transport road use)
- Resilience & Emergency Team (for event management)
- Adult Social Care (for impact on local communities and essential services)
- West Sussex Fire & Rescue (for emergency response and event management)
- Communications Team (for event promotion and public engagement)

3.3.2 Consultation for events requiring road closures using Section 16A (special events) of the Road Traffic Act 1984 (Special Events Act 1994).

West Sussex County Council will require event organisers to consult with the following stakeholders before making formal application to the County Council for road closures (under Section 16A of the Road Traffic Regulation Act 1984 (Special Events Act 1994)). All

comments from stakeholders will be presented to WSCC as part of the event organiser's application and will be taken into consideration when a decision is taken.

The event organiser will have to consult with the following as a minimum:

- District and Borough Councils (for the areas affected)
- Parish Councils (for the areas affected)
- County and Local Councillors (including local committee chairmen and D&B)
- Sussex Police
- South East Coast Ambulance
- Bus companies
- Business interests likely to be affected
- Residents along the proposed route and those otherwise directly affected

3.4 Fees charged to event organisers with road closures under Section 16A of the Road Traffic Act 1984 (Special Events Act 1994)

West Sussex County Council and partners must recover event related expenditure necessarily incurred in discharging the processes set out in this framework. Event organisers will be charged fees in relation to the following services:

- Officer time: Reviewing event plans, consultation sessions on event plans pre Safety Advisory Group and decision making process
- Temporary Traffic Regulation Orders: Drafting and advertising
- Street Cleansing (as required from D&B): Planning and delivery
- Crowd Management/Public Safety surrounding event (as required): Advice, planning, deployment and management
- Any additional hours for services requested or required by the event organiser will be charged at an hourly rate
- Any promotional advertising of the event (print and digital), unless this is included as part of the organiser's campaign plan, and funded by the organiser

Event organisers will be notified of the projected fees and of any potential additional charges, following notification of their planned event and further upon formal receipt of their application for a road closure.

Events may be given a waiver against some of these charges in exceptional circumstances, which will be agreed in consultation by the Director of Highways Transport and Planning on the advice of the relevant Traffic Manager. This will apply where the community or economic benefits of an event are considered to align significantly with the aims and outcomes of the West Sussex Plan.

3.5 Withdrawing support for road closures

In certain circumstance West Sussex County Council may have to withdraw support for an event after an application has been approved or once the process for approval is underway.

Events could be jeopardised if any of the following matters arise and may be refused permission to continue:

- The scope of an event changes significantly and/or it differs considerably from the original application
- There are major changes to the plan which mean that the event is no longer compatible with our policies objectives and principles of this framework or the council's core duty in relation to traffic management
- The date changes to one that coincides with other events, road or building works that would increase the impact on the surrounding area
- The venue changes to an inappropriate location where the adverse impact is greater
- A licence application⁵ is refused (where critical to the event)
- Any of the timelines agreed are not met
- A major contractor withdraws critical support with a significant effect on the net benefits assessment
- Failure to comply with any conditions or actions agreed
- A partner such as the Police will not support the application
- Failure to sufficiently consult and engage with local communities in relation to the event plans
- Any actions that damage the reputation of West Sussex County Council or its partners
- Failure to pay fees charged by West Sussex County Council
- Adverse weather conditions affecting the safety of the event
- Failure to sufficiently promote the event to the general public

Where such matters are expected to arise the event organiser will be advised verbally as well as in writing by West Sussex County Council, other local authority or Safety Advisory Group of the need to correct any matter as soon as it appears likely to become an issue.

If at any time during this process West Sussex County Council or associated partners decide to refuse permission for planning to proceed, or for the event to go ahead, the event organiser will be informed as soon as that decision is made and then provided with the reason in writing.

5 Administered by the District or Borough council

4. Co-ordination and communication of events which have an impact on the highway.

It is recognised that there are hundreds of events taking place on the county's roads every year and there are various organisations that are responsible for approving them see table on page 4.

In respect of contact for West Sussex County Council this will include a single point of contact which both event organisers and stakeholder organisations can send event information to events@westsussex.gov.uk

In addition to this, district and borough councils, Sussex Police, private landowners and other relevant bodies are being encouraged to share information on events taking place in their area, so that they can be recorded within roadworks.org. This will ensure that there is a comprehensive picture of events taking place in the county which should support the management of impacts to communities and ensure, where possible, that multiple events do not take place at the same time and place.

5. Sports events on open roads (sportives)

Sportives are sporting events which take place on open roads and all participants should adhere to the Highway Code. Whilst not produced to manage such open road events, this framework and the guidance included within it will be of relevance to organisers of any event which may have an adverse effect on any community or other road users and the principles of early and transparent communication and engagement should apply.

Event organisers do not need any approvals for their events from the Highway Authority or Police. Event organisers do often register their events with their National Governing Body (NGB) of sport, for promotion and insurance purposes.

The Home Office produced the [HSE/GOV good practice guide](#) for small and sporting events taking place on the highway, roads and public places which most major sporting governing bodies endorse and promote.

It is recognised that sportives contribute to the health and wellbeing of West Sussex residents, by offering people the opportunity to take part in physical activity. Some of these events also raise money for charities and good causes. High profile sportives which take place in West Sussex include the Palace to Palace cycle ride.

In order to address longstanding issues with sportives in relation to:

1. Event organisers not informing the highway authority
2. Event organisers not adhering to the Home Office guide
3. Participants not adhering to the Highway Code
4. The cumulative impact on certain communities

It is proposed that West Sussex County Council will work with event organisers and the National Governing Body to encourage greater responsibility and to reduce the impact, through the following measures:

1. Record the event after receipt of notification to events@westsussex.gov.uk
2. Recommend that the event is recorded on www.roadworks.org
3. Work nationally with other local authorities who are experiencing similar issues, to influence central government policy on sportives and open road events

5.1 Better communication and working relationship between authorities and sportive organisers

The County Council will seek to improve communication between event organisers of sportives and the relevant authorities. This is to ensure there is better awareness of events

impacting communities and to ensure that the event organiser is being responsible and respectful towards the participants and also local communities.

It is proposed to do this via the following methods:

Method	Action	Operational Detail
Notification	Event organisers will be encouraged to notify relevant authorities at least 12 months before their event	This will be promoted through National Governing Bodies and the authorities via event guidance documents
Communication	West Sussex County Council will communicate information regarding events to the relevant stakeholders upon request	Via events@westsussex.gov.uk
Advisory	Event organisers will be referred to this West Sussex County Council 'Framework for Co-ordination of events on the highway'	westsussex.gov.uk
Review	West Sussex County Council will periodically conduct a review to determine the effectiveness of this process	

Appendices - Timelines for significant events on closed roads

Appendix 1

Timeline – Year 1 of Sec 16A Road Closure for an event

An event requiring a Section 16A road closure for the first time should give the West Sussex County Council a minimum of 12 months' notice before the event takes place. This will allow the County Council to carefully consider any application and ensure enough time for each stage to be completed.

The timescales suggested are fixed and applicants will need to ensure an application is received within these timescales. It is Officer discretion as to whether the Council will accept an application after the 12-month notification period. Acceptance and consideration will be dependent upon a number of factors such as number of road closures required, type of road and if there is enough time to ensure all stages are fully complete in time for the event.

The table below outlines the timescales for the completion of each stage of the first year application.

Months/weeks from event	Activity	Action by
12+ months from event	Submit event detail. Complete the event application form and submit to West Sussex County Council events@westsussex.gov.uk	Event Organiser
	Initial internal consultation takes place. Any objections raised will be discussed with the event's organiser before moving onto the next stage. Internal consultation includes consulting the following: <ul style="list-style-type: none"> • Traffic Manager (WSCC Highways) • Head of Resilience & Emergency Team (WSCC) • West Sussex Fire & Rescue Service • Head of Road Safety and Traffic Management (Sussex Police) • Area Highway Managers (WSCC) • Traffic Management Events Officer (WSCC Highways) • WS SAG Chair • Communications manager (WSCC communications team) 	West Sussex County Council
	In principle support and conditions given, or reasons for refusal via email or letter. Statement of relevant legislation to be used. Organiser is allowed to issue 'save the date' communications, but at their own risk	

Months/Weeks from event	Activity	Action by
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12 months from event	Outline public and business awareness communications campaign plan to be submitted to West Sussex County Council	Event Organiser
11 months from event	West Sussex County Council will provide a list of appropriate contact details	West Sussex County Council
	Evidence of communications and responses to Consultation process as detailed in 3.3 of this framework to be submitted to West Sussex County Council	Event Organiser
8 months from event	Attendance at Safety Advisory Group (SAG) – Frequency to be established	Event Organiser (invitation will be sent from WSCC)
6 months from event	Public and business awareness communications campaign progress review	Event Organiser and West Sussex County Council's communications team
5 months from event	Traffic Management Plan to be submitted to West Sussex County Council	West Sussex County Council
2 months from event	Attendance at Safety Advisory Group (SAG)	Event Organiser (at the discretion of the SAG Chair)
	Intention to make road closure advertised	West Sussex County Council
	1st road closure order published	West Sussex County Council
1 month from event	Road closure paperwork complete	West Sussex County Council
	Public and business awareness communications campaign progress review	Event Organiser and West Sussex County Council's communications team
3 weeks from event	Road closure signs displayed (if required)	Event Organiser
2 weeks from event	Final road closure orders published	West Sussex County Council
Post event		
1 month post event	Feedback and debrief from event. All relevant stakeholders should be invited to take part	Event Organiser

Appendix 2

Timeline – Year 2 of Sec 16A Road Closure for an event

After year one of introducing Sec 16A road closures the application process is shortened for any subsequent road closure applications for that event. This allows time for a debrief to be held for the event where the road closures will be discussed amongst stakeholders. Any alterations necessary for the following years will be recommended.

Months/weeks from event	Activity	Action by
9+ months from event	Organiser can promote intentions to re-run the event ('save the date'), but at own risk	Event Organiser
9 months from event	Submit event detail. Complete the event application form and submit to West Sussex County Council events@westsussex.gov.uk	Event Organiser
	Public and business awareness communications campaign plan to be submitted to West Sussex County Council	Event Organiser
	Initial internal consultation takes place. Any objections raised will be discussed with the event's organiser before moving onto the next stage. Internal consultation includes consulting the following: <ul style="list-style-type: none"> • Traffic Manager (WSCC Highways) • Head of Resilience & Emergency Team (WSCC) • West Sussex Fire & Rescue Service • Head of Road Safety and Traffic Management (Sussex Police) • Area Highway Managers (WSCC) • Traffic Management Events Officer (WSCC Highways) • WS SAG Chair • Communications manager (WSCC communications team) 	West Sussex County Council
	In principle support and conditions given, or reasons for refusal via email or letter. Statement of relevant legislation to be used	
6 months from event	West Sussex County Council will provide a list of appropriate contact details	West Sussex County Council
	Evidence of communications and responses to Consultation process as detailed in 3.3 of this document to be submitted to West Sussex County Council	Event Organiser
	Public and business awareness communications campaign progress review	Event Organiser and West Sussex County Council's communications team

Months/weeks from event	Activity	Action by
-------------------------	----------	-----------

5 months from event	Attendance at Safety Advisory Group (SAG) – Frequency to be established	Event Organiser (invitation will be sent from WSCC)
4 months from event	Traffic Management Plan to be submitted to West Sussex County Council	West Sussex County Council
2 months from event	Attendance at Safety Advisory Group (SAG)	Event Organiser (at the discretion of the SAG Chair)
	Intention to make road closure advertised	West Sussex County Council West Sussex County Council
	1st road closure order published	
1 month from event	Road closure paperwork complete	West Sussex County Council
	Public and business awareness communications campaign progress review	Event Organiser and West Sussex County Council's communications team
3 weeks from event	Road closure signs displayed (if required)	Event Organiser
2 weeks from event	Final road closure orders published	West Sussex County Council
Post event		
1 month post event	Feedback and debrief from event. All relevant stakeholders should be invited to take part	Event Organiser

Glossary

Term	Meaning
------	---------

D&B	District and Borough councils
events@westsussex.gov.uk	E-mail address for communicating event details within WSCC
H&TP	WSCC's Highways, Transport and Planning Directorate which has responsibility for implementing road closures.
Major Event	Any event that falls under Section 16A of the Road Traffic Regulation Act 1984.
NGB	National Governing Body of Sport, including British Cycling, UK Athletics, British Triathlon.
Regulated events	Events which fall within the jurisdiction of the following legislation; Road Traffic Regulation Act 1984, Road Traffic Act (Cycle Racing on Highways Regulation 1960, amended 1980 & 1995) and Town Police Clauses Act 1847.
roadworks.org	A website that shows planned events.
ROW	The Rights of Way network.
Safety Advisory Group (SAG)	Safety Advisory Group – an officer level group which advises on the safety of events and consider any licences needed for events.
Sportive	An unregulated organised, mass-participation event. A sportive is a ride rather than a race, although participant times will normally be recorded.
TTRO	Temporary Traffic Regulation Order
Unregulated events	Events which are not governed by legislation and as such West Sussex County Council and partners have no power to prevent.
WSCC	West Sussex County Council

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Environment, Communities and Fire Select Committee
20 June 2019
Highways, Transport and Planning Service Area Review & Highway Maintenance Infrastructure Plan
Report by Executive Director of Place Services and Director of Highways, Transport and Planning
<p>Summary</p> <p>The County Council, in its capacity as Highway Authority, has a duty to maintain the highway under Section 41(1) of the Highways Act 1980. However, the Act does not specify the levels of service required, in order to meet that duty. In previous years an annual Highway Maintenance Plan has been produced which detailed the highway maintenance service levels customers could expect to receive.</p> <p>A document named "Well-managed Highway Infrastructure" was published in October 2016, replacing "Well-maintained Highways", "Management of Highway Structures" and "Well-lit Highways". Like its predecessors, "Well-managed Highway Infrastructure" is a national, non-statutory code of practice which sets out a series of general principles for highway maintenance. It is endorsed and recommended by the Department for Transport and its production has been overseen by the UK Roads Liaison Group (UKRLG) and its Roads, Bridges and Lighting Boards.</p> <p>In order to demonstrate that the County Council complies with the principles of "Well-managed Highway Infrastructure" a robust decision-making process, an understanding of the consequences of those decisions, and how the associated risks are managed to ensure highway safety must be demonstrated. As part of that process, a new Highway Infrastructure Maintenance Plan needs to be produced, which clearly lays out the levels of service customers may expect, and which integrates with a revised "Safety Plus" inspection manual. "Safety Plus" is a formalised system of highway inspections which ensures highway inspections are carried out and any safety defects identified and repaired within prescribed timescales.</p> <p>A new Highway Infrastructure Maintenance Plan (attached as an Appendix) is proposed to meet this objective.</p>
<p>West Sussex Plan: Policy Impact and Context</p> <p>The proposal supports the prosperous place priority in the West Sussex Plan. The provision of a Highway Infrastructure Maintenance Plan, with clearly defined customer service levels, will help manage customer expectations. A well-managed highway network will help to support local businesses and communities by ensuring safe, reliable, and consistent journey times.</p>
<p>Financial Impact</p> <p>Any revision to service levels will be designed with sufficient flexibility to contain expenditure within projected budgets when the new highways contract(s) commence. The estimated annual value of the revenue works services affected by this decision is £8.707m.</p>
<p>Focus for Scrutiny</p> <p>The Committee is asked to scrutinise the proposed Highway Maintenance Plan</p>

PROPOSAL

1. Background and Context

- 1.1. The County Council, in its capacity as Highway Authority, has a duty to maintain the highway under Section 41(1) of the Highways Act 1980. However, the Act does not specify the levels of service required, in order to meet that duty.
- 1.2. A document named "Well-managed Highway Infrastructure" was published in October 2016, replacing "Well-maintained Highways", "Management of Highway Structures" and "Well-lit Highways". Like its predecessors, "Well-managed Highway Infrastructure" is a national, non-statutory code of practice which sets out a series of general principles for highway maintenance.
- 1.3. There are no prescriptive or minimum standards in the Code. Adoption of a risk based approach, taking account of the advice in the Code, will enable this authority to establish and implement levels of service appropriate to local circumstances. The Code of Practice is endorsed and recommended by the Department for Transport and its production has been overseen by the UK Roads Liaison Group (UKRLG) and its Roads, Bridges and Lighting Boards.
- 1.4. In order to demonstrate that the County Council complies with the principles of "Well-managed Highway Infrastructure" a robust decision-making process, an understanding of the consequences of those decisions, and how the associated risks are managed to ensure highway safety must be demonstrated. As part of that process, a new Highway Infrastructure Maintenance Plan needs to be produced, which clearly lays out the levels of service customers may expect, and which integrates with a revised "Safety Plus" inspection manual. "Safety Plus" is a formalised system of highway inspections which ensures highway inspections are carried out and any safety defects identified and repaired within prescribed timescales.
- 1.5. Highway maintenance contributes in varying degrees to the core objectives of safety, customer service, sustainability and serviceability. Levels of service and delivery arrangements need to be established having regard to these objectives and be focussed on outcomes, rather than on inputs mainly related to maintenance type.
- 1.6. Delivery of a safe and well maintained highway network relies on good evidence and sound engineering judgement. The new Highway Infrastructure Maintenance Plan demonstrates how the Highways, Transport and Planning Service in West Sussex will develop levels of service in accordance with local needs, priorities and affordability.

2. Proposal Details

- 1.7. A new Highway Infrastructure Maintenance Plan (Appendix 1) has been produced, which clearly lays out the levels of service customers may expect, integrates with a revised "Safety Plus" inspection manual, and explains how the County Council meets its statutory duty to maintain the highway.
- 1.8. The Highway Infrastructure Maintenance Plan demonstrates that the County Council complies with the principles of the Code of Practice, sets out the service

levels that can be expected by customers, and explains the risk based rationale behind the setting of those service levels.

- 1.9. The Highway Infrastructure Maintenance Plan has a key role to play in determining affordable service levels and in ensuring that the service continues to be delivered to the required quality at an affordable cost. The overriding principle behind the plan is to ensure the safety of the highway, and any proposed changes to service levels have been risk assessed, with safety being the first factor evaluated.

- 1.10. Proposed changes to service levels are summarised in the table below.

Analysis Topic	Service Level Variation	Change to Service Standard
Safety Plus	No change in service levels	
Highway Condition Surveys	No change in service levels	
Drainage Management	No change in service levels	Better use of data to empty gullies only when required. Efficiency Saving.
Highway Trees	More safety driven	Risk based approach to tree investigations and prolonging the cyclical pollarding frequency
Pedestrian Guardrail	More safety driven	Reactive repairs only in approximately 40 locations each year.
Highway Structures	More risk based approach	Cyclic programmes of general and preventative maintenance reduced.
Traffic Systems	No change in service levels	
Winter Maintenance	Revised risk based policy aligned with neighbouring authorities	Reduction of Precautionary Salting network from 1804kms (41% of the network) to 1232kms (28% of the network) to only include: Major Road Network (P1) and other Primary routes and County distributors (P2).
Vegetation Management	Reduced Service Levels to redirect resources to safety based maintenance	Reduction of urban grass cuts from 7 to 5. Reduction of rural grass cutting from two 1m swath cuts and one full cut to one 1m swath cut and one full cut. Reduction of weed spraying to selected targeted areas. Annual hedge cutting programme reduced to two year cycle.
Graffiti	No change in service levels	As levels of graffiti have decreased there will be minor

		reductions in contributions to third parties
Signs, Bollards & Road Markings	Reduced Service Levels to redirect resources to safety and regulatory based maintenance	Prioritise replacement of regulatory signs (e.g. give way signs). Prioritise replacement of safety orientated markings and regulatory lining in CPZs.

FACTORS TAKEN INTO ACCOUNT

3. Consultation

The Executive Director of Place Services, the Director of Finance and Support Services and the Director of Law and Assurance have been consulted. The Environment, Communities and Fire Select Committee will consider the proposals at its meeting on 20 June 2019.

4. Financial and Resource Implications

The Highways Maintenance Revenue Budget for 2019/20 approved by Full Council in February 2019 is £8.707m. Any revision to service levels will be designed with sufficient flexibility to contain expenditure within budget.

	2018/19 £m	2019/20 £m	2020/21 £m	2021/22 £m	2022/23 £m	Total £m
Revenue Works Budget	9.597	8.707	8.707	8.707	8.707	44.425
Change From Proposal	0.000	0.000	0.000	0.000	0.000	0.000
Remaining Budget	9.597	8.707	8.707	8.707	8.707	44.425

5. Legal Implications

- 1.11. Highway authorities have certain legal obligations with which they need to comply, and which may be the subject of claims for loss or personal injury, or of legal action by those seeking to establish poor or non-compliant activities by highway authorities. In such cases the principles of the "Well-managed Highway Infrastructure" Code of Practice may be a relevant consideration.
- 1.12. Where this authority elects, in the light of local circumstances to adopt policies or approaches different from those suggested by the Code of Practice, it is essential that they are identified, together with the reasoning for such differences, approved by the Cabinet Member for Highways and Infrastructure and published. This proposal adopts the risk based approach recommended by the Code of Practice and does not recommend policies or approaches different to those suggested by the Code of Practice.

6. Risk Assessment Implications and Mitigations

- 6.1 The risk of not reviewing and implementing revised service levels using an affordable risk based approach, and publishing a Highway Infrastructure Maintenance Plan laying out those service levels, is that the County Council's statutory duty to maintain the highway under Section 41(1) of the Highways Act 1980 will not be met.

7. Other Options Considered

Service level analyses have been completed, which considered a number of alternative levels of service for different work types, against the available budget. The findings of these service level analyses are laid out in the appendices to the Highway Infrastructure Maintenance Plan.

8. Equality and Human Rights Assessment

The public sector equality duty will apply to the delivery of the services which fall within the service area review. The potential to disadvantage accessibility for disabled or other vulnerable road users with protected characteristics has been assessed against each service level option as one of the four key factors considered when evaluating risk. This will ensure that the County Council is able to fulfil its obligations, through the delivery of the services, and provide sufficient assurance that the duty will be complied with. The proposal has no implications under the Human Rights Act 1998.

9. Social Value and Sustainability Assessment

The proposal has no implications to the Council's duty under the Public Services (Social Value) Act 2012.

10. Crime and Disorder Reduction Assessment

There are no foreseeable crime and disorder implications to this proposal.

Lee Harris

Executive Director of Place Services

Matt Davey

Director

Highways, Transport and Planning

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Appendix

Appendix 1 – Draft Highway Infrastructure Maintenance Plan

Background papers

None

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HIGHWAYS,
TRANSPORT
&
PLANNING

HIGHWAY INFRASTRUCTURE MAINTENANCE LEVELS 2019



Highway Infrastructure Maintenance Plan

Highway Infrastructure Maintenance Levels

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Introduction

Delivery of a safe and well maintained highway network relies on good evidence and sound engineering judgement. The intention of this Highway Infrastructure Maintenance Plan is to demonstrate how the Highways, Transport & Planning Service in West Sussex will develop levels of service in accordance with local needs, priorities and affordability.

Background

Highway maintenance contributes in varying degrees to the core objectives of safety, customer service, sustainability and serviceability. These objectives may be summarized by the key words Safety, Traffic, Access and Damage (STAD). Levels of service and delivery arrangements need to be established having regard to these objectives and be focussed on outcomes, rather than on inputs mainly related to maintenance type. The Highways Infrastructure Maintenance Plan sets out the service levels that can be expected by customers and explains the rationale behind the setting of those service levels.

Purpose

Highway authorities have certain legal obligations with which they need to comply, and which may be the subject of claims for loss or personal injury, or of legal action by those seeking to establish poor or non-compliant activities by highway authorities. In such cases the principles of the "Well-managed Highway Infrastructure" Code of Practice may be a relevant consideration. Where this authority elects in the light of local circumstances to adopt policies or approaches different from those suggested by the Code, it is essential that they are identified, together with the reasoning for such differences, and are approved by the Cabinet Member for Highways and Infrastructure and published. The purpose of this Highway Infrastructure Maintenance Plan is to demonstrate how the Highways, Transport & Planning Directorate complies with the principles behind the Code and in particular to illustrate the risk based approach used to establish revenue funded highway maintenance service levels.

Scope

The West Sussex Highways, Transport & Planning service is moving towards adopting a risk-based approach and a risk management regime for all aspects of highway maintenance policy. This will include investment, setting levels of service, operations, including safety and condition inspections, and determining repair priorities and replacement programmes. This decision making process will be undertaken against a clear and comprehensive understanding and assessment of the likelihood of asset failure and the consequences involved. The scope of this Highway Infrastructure Maintenance Plan is to cover all aspects of the West Sussex Highways, Transport & Planning service excluding the following:

- Highway Improvement and New Construction including planned works e.g.: reconditioning of roads
- Network Management, Including Management of Utilities

- Provision of Home to School Transport and the Blue Badge Scheme
- Parking Strategy and On Street Parking Enforcement
- Management and Maintenance of Public Rights of Way

Maintenance Responsibilities

The main maintenance work types are as follows:

Reactive

Responding to inspections, complaints or emergencies;

Routine

Regular scheduled maintenance and small scale repairs;

Cyclic

Grass cutting and landscape maintenance, gully emptying, bridge drainage clearance;

Programmed

Planned works primarily reconditioning or structural renewal of roads and footways;

Regulatory

Inspecting and regulating the activities of others; and

Winter Service

Keeping the highway free of ice and snow so far as reasonably practical.

Statutory Obligations

The Highways Act 1980

Sets out the main duties and powers of Highway Authorities and in particular it imposes a duty to maintain highways maintainable at public expense in a condition fit for purpose. Almost all claims against authorities relating to highway functions arise from alleged breach of this section. The Act provides a defence against action relating to alleged failure to maintain on grounds that the authority has taken such care as in all the circumstances was reasonably required to secure that the part of the highway in question was not dangerous for traffic.

Railways and Transport Safety Act 2003 and Highways Act 1980

Lays out duties for the winter service, and the duty to ensure that so far as is reasonably practicable, safe passage along a highway is not endangered by snow or ice.

The Traffic Management Act 2004

The Act establishes a duty for local traffic authorities 'to manage their road network with a view to achieving, so far as may be reasonably practicable having regard to their other obligations and policies, to secure the expeditious

movement of traffic on the authority's road network, and to facilitate the expeditious movement of traffic on road networks for which another authority is the traffic authority'. This can be summarised as a duty to facilitate and secure the efficient movement of traffic on the highway network.

[New Roads and Street Works Act 1991 \(NRSWA\)](#)

NRSWA regulates the activity of various companies and agencies that have statutory powers and obligations to work in the highway. Local authorities have a duty to co-ordinate works on the highway.

[The Health and Safety at Work Act 1974 and CDM Regulations 2015](#)

Health and Safety legislation provides a general requirement for highway, traffic and street authorities to carry out work in a safe manner, and establish arrangements for the management of construction works.

[Road Traffic Regulation Act 1984](#)

Legislation providing powers to regulate or restrict traffic in the interest of safety.

[Road Traffic Act 1988](#)

Provides a duty for Highway Authorities to promote road safety, including a requirement to undertake accident studies, and take such measures as appear appropriate to prevent such accidents occurring.

[Climate Change Act 2008](#)

Obliges a highway authority to reduce greenhouse gas emissions and prepare to adapt to longer term climate change.

[Traffic Signs Regulations and General Directions 2016](#)

Legislation that sets out the conditions and standards for traffic signs and road markings.

[The Equalities Act 2010](#)

Invokes the Public Equality Duty.

[The Localism Act 2011](#)

This legislation confers on local authorities the power, with certain limitations, to do anything that individuals generally may do for the benefit of the authority, its area, or persons resident or present in its area. It also introduced measures such as the community right to challenge.

[Public Nuisance](#)

An action without lawful cause or excuse which causes anger, injures health or damages property.

[Wildlife and Countryside Act 1981](#)

Protects animals, plants and habitats within the UK.

Town and Country Planning Act 1990

Provides planning protection to trees in Conservation Areas or protected by Tree Preservation Orders (TPOs).

The Local Government Act 2000

Provides for the general duty of best value and aims to improve local services in terms of both cost and quality.

NB – this is not an exhaustive list of applicable legislation.

Risk Based Approach

West Sussex County Council manages its highway infrastructure by effective highways asset management and compliance with the principles of the Well-managed Highway Infrastructure Code of Practice.

Well-managed Highway Infrastructure was published in October 2016, replacing Well-maintained Highways, Management of Highway Structures and Well-lit Highways. Like its predecessors, Well-managed Highway Infrastructure is a national, non-statutory code of practice which sets out a series of general principles for highway maintenance. It is endorsed and recommended by the Department for Transport and its production has been overseen by the UK Roads Liaison Group (UKRLG) and its Roads, Bridges and Lighting Boards.

"We inspect, repair and maintain our highways to keep them safe and provide the best highway service we can to West Sussex's residents, visitors and businesses, whilst co-ordinating activities on the highway to minimise disruption to road users and facilitate utility services. We do this by balancing asset management principles, local operational needs and available resource."

(Roger Elkins, Cabinet Member for Highways and Infrastructure)

Standard Risk Assessment

		Impact				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Issues to Consider

A risk based approach needs to be adopted for all aspects of highway infrastructure maintenance, including setting levels of service, inspections, responses, resilience, priorities and programmes. The following four factors (STAD) have been considered when assessing risk:

Safety

- Likelihood of increase in injuries and fatalities (KSI);

Traffic

- Likelihood of delayed traffic movement, due to deteriorating highway network, leading to reduced customer service;

Access

- Potential to disadvantage accessibility for vulnerable road users and reduced network sustainability; and

Damage

- Increase in deterioration to the highway asset leading to increased reactive maintenance costs and reduced network serviceability.

Network Hierarchy

A risk based approach also needs to consider the different levels of risk according to the status of the road type on the road network hierarchy. This is to take account, for example, that the Safety and Traffic risk implications will be different on a major road network route, when compared to a route on the rural road network. The following four road classifications have been considered when assessing risk as shown in the example below:

Major Road Network

The criteria used to define the Major Road Network are:

- Roads where traffic flow is greater than 20,000 vehicles per day (vpd);
- Roads where traffic flow is greater than 10,000 vpd and in addition, the proportion of heavy goods vehicles (HGVs) or large goods vehicles (LGVs) on that section of road is greater than 5% or 15% respectively; and
- Any road section that falls close to several of the thresholds is also eligible for inclusion

Resilient Road Network

- A Resilient Road Network is identified in the Code of Practice as that which receives priority through maintenance and other measures in order to maintain economic activity and access to key services during disruptive events. The process for identifying the Resilient Network considers which routes are absolutely essential and which can be done without for a time. These decisions did not simply follow road

classification or categorisation. An economically rational approach is taken to spending on resilience, ensuring that enough is invested, with the right prioritisation, and avoiding wasteful and economically unjustified expenditure.

Other Urban Road Network

- Defined as any urban road, within a 40mph speed limit or less, that is not on the Major Road or Resilient Road networks.

Other Rural Road Network

- Defined as any rural road, outside a 40mph speed limit or less, that is not on the Major Road or Resilient Road networks.

Initial Risk Assessment

An initial risk assessment has been completed for each area which is subject to a service level analysis. The example below shows an initial risk assessment for winter weather (snow and ice) across four classes of road on the network and against the four initial risk factors (Safety, Traffic, Access and Damage).

	Initial Risk			
	Safety	Traffic	Access	Damage
Major Road Network	25	20	20	12
Resilient Road Network	25	20	20	12
Other Urban Roads	16	16	16	12
Other Rural Roads	16	16	16	12

Mitigating factors:

Once risks have been identified and assessed, the techniques used to manage the risk fall into one or more of these four major categories:

- Avoidance (eliminate - withdraw from or not become involved)
- Reduction (optimize - mitigate)
- Sharing (transfer - outsource or insure)
- Retain (retain - accept and budget)

Generally speaking avoiding a risk means not performing an activity that could carry risk or mitigating the risk by implementing a service level which eliminates the risk entirely. Risk reduction or "optimization" involves reducing the severity of the risk or the likelihood of the risk from occurring by implementing appropriate service levels. Sharing risk may be briefly defined as sharing with another party the burden of loss or the benefit of gain, from a risk, and the measures to reduce a risk. In Highways, Transport & Planning this is not often possible or practical. Evaluating and retaining the risk means accepting the risk and accepting any consequential loss. In most cases, once a risk is identified in this Highway Infrastructure Maintenance Plan it is either avoided by eliminating the risk entirely or reduced by mitigating the risk.

If the outcome of a risk assessment reveals an undesirable risk then, subject to available budget, mitigating measures will be considered based on the model shown above and implemented if appropriate. The risk will then be reassessed based on the residual risk remaining after the mitigating measures have been taken into account as shown in the winter weather example below:

Mitigating Actions	Residual Risk			
	Safety	Traffic	Access	Damage
Precautionary salting and snow clearance determined by road temperature information and weather forecast.	9	4	4	6
Precautionary salting and snow clearance determined by road temperature information and weather forecast.	9	4	4	6
Invoke parish and district winter maintenance plans.	9	12	15	12
Invoke parish and district winter maintenance plans.	12	12	12	12

Delivering the Service

The main goal of Highways, Transport & Planning is to deliver the highway service with the following overall prime outcome:

- To deliver an efficient, safe and sustainable highways service, within the available budget.

West Sussex County Council has established a set of key objectives within the [West Sussex Transport Plan 2011-2026 \(LTP3\)](#). LTP3 reflects the following transport priorities:

- Delivering sustainability
- Improving accessibility
- Improving safety, health and security
- Reducing pollution

- Reducing congestion
- Improving quality of life
- Promoting economic growth

Highways, Transport & Planning aim to translate those objectives into the following outcomes:

- Safer roads
- Improved standard and condition of the Area Network
- Reduced congestion for users
- Better “real time” Area Network information
- Fewer events which lead to disruption on the Area Network
- Minimise amount of reactive or responsive services
- Improved customer satisfaction
- Improving asset management and whole life cost decision making
- Effective, efficient and economical service delivery
- Meeting targets for social, economic and environmental aspects of sustainability
- Supporting the local economy

When determining the balance between structural, preventative and reactive maintenance, the Highways, Transport & Planning service in West Sussex adopts the general principle that “prevention is better than cure”.

Highways Asset Management

West Sussex County Council maintains 4,400km (2,750 miles) of highway network and associated assets. Typically, assets are roads, footways, street lights, street furniture, traffic signals, gullies and drains, trees, grass verges, signs, road markings, bridges and other structures. These assets help to ensure that journeys around and through the county are safe and reliable.

It is recognised that the local highway network is West Sussex’s most valuable asset we own. It plays a vital part in delivering the vision in West Sussex County Council’s strategic statement going forward. Roads enable safe and reliable journeys, which support social and economic prosperity. They also facilitate the transport of services essential to health and wellbeing, such as emergency services, medical services and food transportation.

Asset management is widely accepted as a means to deliver a more efficient and effective approach to management of highway infrastructure assets through longer term planning and ensuring that levels of service are defined and achievable for available budgets. It supports making the case for funding, for better communication with stakeholders, and facilitates a greater understanding of the contribution highway infrastructure assets make to economic growth and social well-being of local communities.

West Sussex is facing significant challenges in maintaining a safe and reliable highway network during a time of diminishing resource, ageing highway assets and increasing public expectation.

The Government changed the rules for funding highway maintenance several years ago. A proportion of government funding is now dependent on local authorities being able to evidence that they fully use asset management techniques in highway maintenance. Asset management describes a common sense approach to the maintenance and future investment decisions for all the assets that make up our highway.

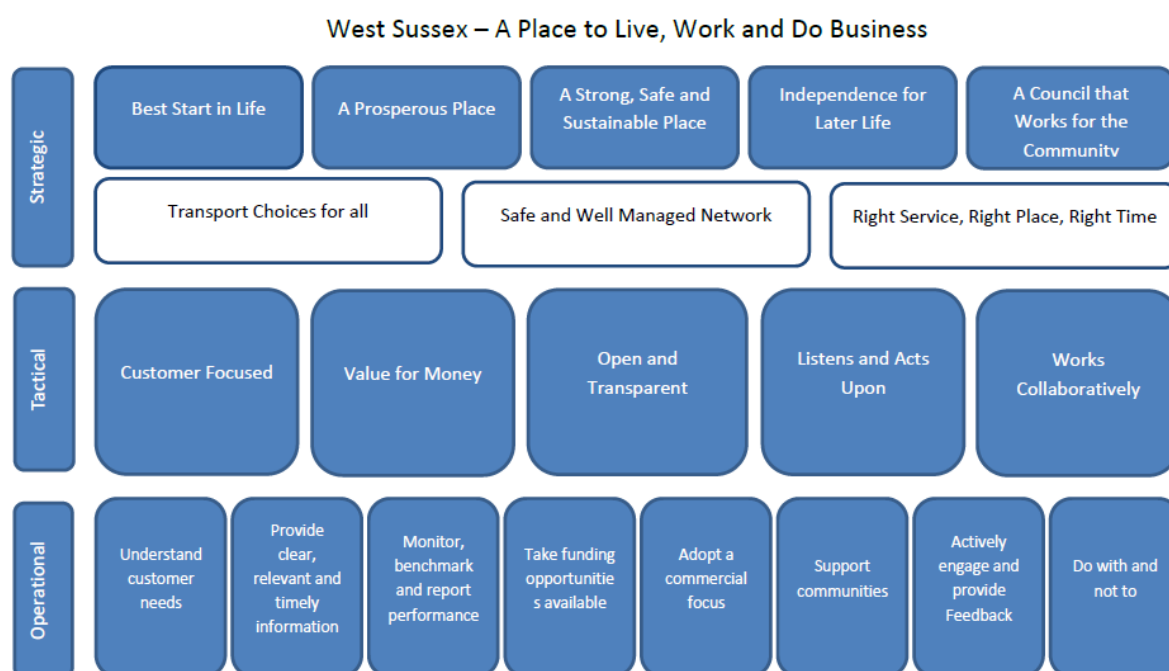
The County Council must ensure a well-managed highway infrastructure that is fit for purpose, not only now but for future generations. This document outlines how the County Council will comply with the principles of Well-managed Highway Infrastructure, have a robust decision-making process, an understanding of the consequences of those decisions, and how the associated risks are managed to ensure highway safety.

Strategic Objectives

The County Council's main objectives are to improve the quality of life for the people of West Sussex focussing on the following key themes at a strategic level:

- Best start in life
- A prosperous place
- A strong safe and sustainable place
- Independence for later life
- A council that works for the community

These corporate aims and how they link to highway infrastructure themes are illustrated in the following diagram:



Business Priorities

The County Council has set out its long term vision and strategy for transport in the West Sussex Transport Plan 2011-2026 (WSTP). The WSTP aims to improve the quality of life for the community and businesses in West Sussex through transport infrastructure improvements. This WSTP is supported by local plans for new housing and employment development being prepared by local planning authorities and together these set out ambitious plans for investment in new or improved highway infrastructure over the 10-15 years

The County Council has adopted [The West Sussex Plan 2017-2022](#) which identifies "A Prosperous Place" as one of its key priorities. This will include delivery of the Strategic Transport Improvement Programme (STIP) to facilitate the identification and delivery of strategic transport improvements. This STIP aims to deliver the objectives of the Coast to Capital Strategic Economic Plan and central Government commitments set out in the Coast to Capital Growth Deal. The STIP will be delivered by the Highways, Transport & Planning service which is responsible for management and delivery of highway improvements.

The Highways, Transport & Planning Service is responsible for delivering the County Council's Highway Authority functions for nearly the entire road network within the county area. It also develops transport policies and implements a whole range of maintenance and improvement schemes aimed at assisting travel and improving road safety, while minimising the impact of its operations and transport in general on the environment.

These business priorities translate into the following key outcomes:

- Fewer people killed or seriously injured on West Sussex's roads

- Customer satisfaction by providing 'the right services in the right way for the right people'
- Maximising lifespan and minimising lifecycle costs of the highway and its assets and improving maintainability by embedding asset management principles into everything we do
- Growth and economic prosperity through an efficient highway and transport infrastructure
- Everyone can choose to travel safely, efficiently and pleasantly to employment, education, social and cultural opportunities

Achieving the Right Balance

Planning for highway maintenance should take into account and add value to other elements of local transport policy and strategy wherever possible, including supporting economic growth, regeneration, public health, resilience, emergency services, walking and cycling, bus and freight partnerships, casualty reduction and prevention, travel planning, safer routes to school, and routes to stations and other interchange facilities.

In striving to achieve this, the Highways, Transport & Planning service is faced with the constant demand to continue to deliver a quality service in an environment of budget pressures and increasing customer expectation. This Highway Infrastructure Maintenance Plan has a key role to play in determining affordable service levels, and to work with stakeholders to ensure that the service continues to be delivered to required quality and at affordable cost, that provides customer satisfaction.

Financial Backdrop

West Sussex County Council is under pressure to deliver savings, through efficiencies in the service, particularly for routine revenue services. The directorate has an ambition that further revenue savings could be generated throughout the life of the Highway Infrastructure Maintenance Plan.

In addition to a review of service levels on a risk managed basis in line with the principles of Code of Practice 'Well-managed highway infrastructure' the service is constantly reviewing service operations using the following themes:

- Efficiencies leading to reduced cost and affordability
- Less duplication and a reduction in waste
- Integration and co-location of teams and systems
- Common strategies and objectives
- Maximising innovation and working with contractors to drive cost efficiency
- Identify and allocate the risk through collaborative management

Appendices

Service Level Analysis

- [Appendix 01](#) - Safety Plus / Reactive service
- [Appendix 02](#) - Highway Condition Surveys
- [Appendix 03](#) - Highway Drainage
- [Appendix 04](#) - Highway Trees
- [Appendix 05](#) - Pedestrian Guardrail
- [Appendix 06](#) - Structures
- [Appendix 07](#) - Traffic Systems
- [Appendix 08](#) - Winter Maintenance
- [Appendix 09](#) - Vegetation Management
- [Appendix 10](#) - Graffiti
- [Appendix 11](#) - Signs, Bollards, and Road Markings

Service Level Analysis - Safety Plus Reactive Service

FUNCTION	Safety Plus / Reactive Service (under Safety Plus regime)
DESCRIPTION	
To maintain the highway in safe condition and assist in defending against any litigation claims	
WEST SUSSEX STANDARDS – what we will do:	
<ul style="list-style-type: none"> • Cyclic condition inspections as part of the wider highway inspection regime and targeted inspections informed by fault reports from customers • Carry out Safety Plus inspections to identify hazardous (to any user of the highway including drivers, pedestrians, equestrians and cyclists) defects, so that they may be made safe or repaired within a pre-determined response time. These are known as intervention defects. • Other less urgent defects that are not intervention defects are recorded through to necessary officers and actioned if budget available. • The Safety Plus inspection regime also assists in providing the evidence for a defence in any case of litigation brought against the County Council where lack of adequate maintenance of the highway has been alleged by a third party. • Make safe or permanent repairs to defects within defined timescales 	
WEST SUSSEX STANDARDS – what we won't do:	
<ul style="list-style-type: none"> • Repairs to private roads • All repairs that do not meet our intervention levels 	
This means that:	

Appendix

- Continue to review the resources required to undertake Safety Plus Inspections
- Ensure Safety Plus inspection regime is aligned to asset management principles
- Continue to review the performance of the Safety Plus regime
- Continue to review against Code of Practice 'Well Maintained Infrastructure'

The risk assessment for Safety Plus is included within the Safety Plus Inspection Policy.

Service Level Analysis – Highway Condition Surveys

FUNCTION	Condition Assessment of carriageway, footways and cycle ways
DESCRIPTION	
<p>Highway Infrastructure Assets Technical Surveys support the understanding of the inventory, function, criticality, sensitivity, characteristics and use of roads, footways, cycleways and various assets comprising the highway network. Asset data, information and knowledge are key enablers to the delivery of an effective Asset Management approach. Consistent and reliable asset information and data is essential for the County Council to continue to make informed decisions and fulfil the service delivery requirements. There are a number of different asset management related processes and systems that are supported by the data and information funded through this budget area, and in use across the Highways, Transport and Planning services including:</p> <ul style="list-style-type: none"> • Asset Register and Highway Inventory – for Roads, Footways & Cycleways, Traffic Signals, Signs and Lines. • Pavement Management System - road, footways and cycleway condition survey and recording regime supporting the core highway maintenance objectives of : <ul style="list-style-type: none"> ○ Network safety ○ Network serviceability ○ Network sustainability • Development of maintenance programmes : <ul style="list-style-type: none"> ○ Lifecycle Planning, ○ Maintenance need and priority assessment, ○ Forward Integrated Investment Planning, ○ Annual Delivery Programmes, <p>Performance Monitoring and Visualised Asset Management Systems</p>	
WEST SUSSEX STANDARDS – what we will do:	
<ul style="list-style-type: none"> • A risk-based approach to highway maintenance needs founded on information that is sufficiently robust to enable decisions on levels of service to be taken and reviewed over time. 	

Appendix

- Collate, manage and make available highway network information and inventory data in ways that are sustainable, secure, meet statutory obligations, and facilitate transparency for network users
- Support the requirement to maintain information for the purpose of Street Works management, including:
 - identifying streets described as traffic sensitive
 - identifying structures and other features described as special engineering difficulty
 - identifying reinstatement categories
- Collaborate and co-ordinate with District and Borough Council's to manage and improve National Street Gazetteer, and National Land and Property Gazetteer
- The timely update of accurate inventory information to Government each year for road length, provision of local maintenance funding, and national valuation purposes
- Manage the capture, review and analysis of road, footway and cycleway network condition data
- Analyse and investigate condition data, alongside information from Safety and Service Inspections, and customer enquiries, to identify future maintenance needs and investment priorities, alongside local and regional economic objectives and drivers
- Produce integrated forward plans, and Annual Delivery Programmes for the future maintenance, renewal and protection of Highway Infrastructure Assets
- The regular and timely completion of safety inspections as part of the "Safety Plus" strategy.
- The principal, general and safety inspections for West Sussex Highway Structures
- The capture, collation, recording and management of Inventory data for Highway Structures and Intelligent Traffic Systems
- The capture and analysis of highway drainage systems condition data or below ground infrastructure

<ul style="list-style-type: none"> • The capture, management and recording of land drainage and flood alleviation infrastructure • The direct assessment and prioritisation of Local Transport Improvement Plan or Community Highway Schemes • The direct funding Local Transport Improvement Plan or Community Highway Scheme feasibility studies and business cases. • The capture of data and information for the detailed design of specific schemes and programmes of work approved in the Annual Delivery Programmes specific
WEST SUSSEX STANDARDS: What we won't do:
<ul style="list-style-type: none"> • No change is service standards for highway condition surveys
This means that:
<p>WSCC will:</p> <ul style="list-style-type: none"> • Deliver a proactive approach to the collection, recording and management of data and information <p>And will use data and information to:</p> <ul style="list-style-type: none"> • Monitor trends in the condition of the highway network • Inform effective decision making • Consider alternative treatment strategies • Consider whole life costing to ensure most effective treatment is used

Appendix

Service Level Analysis – Drainage Management

FUNCTION	Drainage Management
DESCRIPTION	
<p>To maintain where possible a functioning and efficient surface water drainage system preventing ponding, flooding by:</p> <ul style="list-style-type: none"> Periodically empty silt from gullies, manholes, soakaways and catchpits Inspect culverts and cleanse as necessary Cleanse pipe and filter drains as necessary Clear highway ditches, channels and grips where necessary 	
WEST SUSSEX STANDARDS – what we will do:	
<ul style="list-style-type: none"> Emergency response where there is deemed to be an immediate or imminent risk to highway safety or of internal property flooding from the highway Cyclic maintenance of highway gullies defined hotspots / high priority (twice yearly) Cyclic maintenance of highway gullies defined medium priority (yearly) Cyclic maintenance of all other highway gullies defined low priority (every four years) Targeted cyclical maintenance of known manholes, catchpits and soakaways (4 year programme) Targeted maintenance of highway drainage identified via reports of defects or flooding and where there is a high risk to highway safety and/ or the risk of internal property flooding Investment for investigation of drainage defects where there is a high risk to highway safety and/ or the risk of internal property flooding Capital investment for drainage renewals and improvements where there is a high risk to highway safety and/ or the risk of internal property flooding 	

- Enforcement of drainage and highway rights where there is a risk to highway safety and the risk of internal property flooding
- Work with adjacent landowners to maintain highway drainage system outside of the highway boundary (i.e. ditches)
- Where appropriate maintain or cut grip to remove excess water off rural highway roads
- Maintain limited maintenance on highway balancing / attenuation ponds

WEST SUSSEX STANDARDS: What we won't do:

- Routine Maintenance of any drainage asset serving non-highway land, sewers or property even if it drains the highway
- Maintain highway drainage serving private streets or un-adopted roads
- Investigate drainage defects where there is a medium or low risk to highway safety and the risk of internal property flooding
- Action to investigate or remediate minor ponding on the highway
- Drainage renewals and improvements where there is a medium or low risk to highway safety and the risk of internal property flooding
- Provide highway drainage to drain water from land other than the adopted highway
- Provide property level protection to prevent flooding from the highway or any other source
- Install additional drainage to compensate for undulations in road or altered profiles
- Installation of additional drainage to accommodate flows of water from private land, springs or failed third party assets such as water mains or down pipes

Appendix

This means that:

WSCC will:

- Continue to recognise the importance of highway drainage systems
- Continue to monitor, review and improve its performance on flooding hot spots
- Act as land drainage authority and enforce land owners to perform their riparian responsibilities
- Clear/recut grips as required
- Identify locations that have a greater amount of detritus than average and increase cleansing frequency at these locations

Risk Assessment Matrix 03 – Drainage Management

Well Managed Highway Infrastructure: A Risk Managed Approach - Service Level Risk Assessments

Service Standard Risk Assessment

Function: Highway Drainage

Means of Assessment: Visual inspection at times of high rainfall within two hours of event

		Impact				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Potential Risks:

Safety Increase in injuries and fatalities

Traffic Delayed movement to traffic due to more defects and road closures

Access Increased disadvantage to people with limited mobility due to delays

Damage Increase in reactive maintenance costs leading to increased revenue budget pressure

Risks rated as 'High' will be deemed to have exceeded tolerance levels and will be subject to escalation to the Senior Management Team for review and action. The target residual rating for a risk is expected to be 'medium' or lower - Highways and Transport Risk Management Policy and Strategy (2019-2021)

Scenario: Decline in drainage asset condition leads to more flooding.

	Initial Risk				Mitigating Actions	Residual Risk			
	Safety	Traffic	Access	Damage		Safety	Traffic	Access	Damage
Major Road Network	25	16	12	16	Road made safe for highway users (road closed, lane closure or flood signing provided), flooding cleared and repairs ordered if required. Priority given to mitigating internal property flood damage.	4	3	3	4
Resilient Road Network	20	16	12	16	Road made safe for highway users (road closed, lane closure or flood signing provided), flooding cleared and repairs ordered if required. Priority given to mitigating internal property flood damage.	4	2	3	4
Other Urban Roads	9	8	9	12	Road made safe for highway users (road closed, lane closure or flood signing provided), flooding cleared and repairs ordered if funding available. Priority given to mitigating internal property flood damage.	3	4	6	15
Other Rural Roads	12	8	9	16	Road made safe for highway users (road closed, lane closure or flood signing provided), flooding cleared and repairs ordered if funding available. Priority given to mitigating internal property flood damage.	4	6	4	12

Service Level Analysis – Highway Trees

FUNCTION	Highway Trees
DESCRIPTION	
<ul style="list-style-type: none"> Maintain as far as practically highway trees in a safe condition 	
WEST SUSSEX STANDARDS – what we will do:	
<ul style="list-style-type: none"> Emergency response where there is deemed to be an immediate or imminent risk to highway safety Safety inspections as part of the wider highway inspection regime and targeted inspections informed by fault reports from customers Cyclic professional safety inspections of highway trees following the approach contained within "WSCC tree policy" Targeted maintenance of all highway trees identified via reports of defects or where there is a high risk to highway safety and/ or a risk of property damage Investigation of tree defects where there have been reports of a high risk to highway safety, members of the public or a risk of damage to property Prioritise dead, dying, dangerous and diseased trees Cyclic maintenance of tree pollarding at a reduced frequency Cyclic management of epicormic growth Provision of replacement tree planting for trees within conservation areas or those covered by TPOs Investigation of bus route tree and vegetation issues and enforcement of notices where there is a high risk to highway safety Support self-funded of new tree planting where there is significant benefit to the asset and wider community 	
WEST SUSSEX STANDARDS: What we won't do:	
<ul style="list-style-type: none"> Maintenance of non-highway trees 	

Appendix

- Maintenance of highway trees and soft landscape assets within private streets or un-adopted roads
- Investigation of tree reports which are nuisance issues and are low risk
- Provision of replacement tree planting outside of conservation areas or those not covered by TPOs
- Clearance of fruit or berry fall, leaves or minor branches
- Cutting back of trees for utility cables, TV reception or solar panel issues
- Cutting back of trees to abate private shading or right to light issues
- Cutting back of highway trees overhanging private property
- Removal of trees to prevent falling leaves, seeds, sap or insect or birds' droppings
- Maintenance of trees or soft landscape for aesthetic reasons
- Reduction in height of trees which is perceived as being too large or tall

This means that:

WSCC will:

- Prolong the cyclical pollarding frequencies
- Actively work with local tree wardens to help manage highway tree stock
- Promote communities to enhance where appropriate to fund tree planting programmes
- Consider where appropriate allowing privately funded works to highway trees or vegetation to abate nuisance issues

Risk Assessment Matrix 04 – Highway Trees

Well Managed Highway Infrastructure: A Risk Managed Approach - Service Level Risk Assessments

Service Standard Risk Assessment

Function: **Highway Trees** Means of Assessment: **Visual inspection and tree condition surveys**

Likelihood	Impact					Potential Risks:
	1	2	3	4	5	
	1	2	3	4	5	
	2	4	6	8	10	
	3	6	9	12	15	
	4	8	12	16	20	
	5	10	15	20	25	

Safety Increase in injuries and fatalities
Traffic Delayed movement to traffic due to more defects and road closures
Access Increased disadvantage to people with limited mobility due to delays
Damage Increase in reactive maintenance costs leading to increased revenue budget pressure

Risks rated as 'High' will be deemed to have exceeded tolerance levels and will be subject to escalation to the Senior Management Team for review and action. The target residual rating for a risk is expected to be 'medium' or lower - Highways and Transport Risk Management Policy and Strategy (2019-2021)

Scenario: Decline in tree condition leads to more safety critical tree surgery. (Excludes fallen trees)									
	Initial Risk				Mitigating Actions	Residual Risk			
	Safety	Traffic	Access	Damage		Safety	Traffic	Access	Damage
Major Road Network	25	16	12	9	Complete regular cyclical tree inspections. Assess tree ownership and action required. Prioritise high priority works and ensure necessary works are completed by responsible party within financial constraints	9	6	6	8
Resilient Road Network	25	16	12	9	Complete regular cyclical tree inspections. Assess tree ownership and action required. Prioritise high priority works and ensure necessary works are completed by responsible party within financial constraints	9	6	6	8
Other Urban Roads	25	12	12	16	Complete regular cyclical tree inspections. Assess tree ownership and action required. Prioritise high priority works and ensure necessary works are completed by responsible party within financial constraints	9	4	9	12
Other Rural Roads	20	12	9	9	Complete targetted tree inspections generated from enquiries. Assess tree ownership and action required. Prioritise high priority works and ensure necessary works are completed by	9	4	4	8

Appendix

Service Level Analysis – Pedestrian Guardrail

FUNCTION	Pedestrian Guardrail
DESCRIPTION	
<p>To maintain where possible a safe walking path for pedestrians</p> <ul style="list-style-type: none"> Periodically inspect condition and suitability of pedestrian guard rail 	
WEST SUSSEX STANDARDS – what we will do:	
<ul style="list-style-type: none"> Emergency response where there is deemed to be an immediate or imminent risk to highway safety Cyclic condition inspections as part of the wider highway inspection regime and targeted inspections informed by fault reports from customers Maintenance / replacement of damaged and hazardous guardrail within public highway Installation of new guardrail as part of a safety or highway improvement scheme Removal of guardrail where it is assessed as no longer required Recover costs for damaged guardrail when known culprit has been identified 	
WEST SUSSEX STANDARDS: What we won't do:	
<ul style="list-style-type: none"> Maintenance of any pedestrian guardrail which is located on private streets or un- adopted roads. Repairs considered minor / cosmetic damage Cyclic replacement of pedestrian guardrail 	

- Installation of new pedestrian guardrail which is not part of a safety or highway improvement scheme
- Installation or upgrade of pedestrian guardrail to ornamental guardrail
- Painting of guardrail

This means that:

WSCC will:

- Actively pursue full recovery costs when damage has occurred
- Work with community partners if they wish to enhance condition of guardrail eg: painting

Risk Assessment Matrix 05 – Pedestrian Guardrail

Well Managed Highway Infrastructure: A Risk Managed Approach - Service Level Risk Assessments

Service Standard Risk Assessment

Function:	Pedestrian Guardrail					Means of Assessment:	Visual site safety assessment
Likelihood	Impact					Potential Risks: Safety Increase in injuries and fatalities Traffic Delayed movement to traffic due to more defects and road closures Access Increased disadvantage to people with limited mobility due to delays Damage Increase in reactive maintenance costs leading to increased revenue budget pressure	
	1	2	3	4	5		
	1	2	3	4	5		
	2	4	6	8	10		
	3	6	9	12	15		
	4	8	12	16	20		
	5	10	15	20	25		

Risks rated as 'High' will be deemed to have exceeded tolerance levels and will be subject to escalation to the Senior Management Team for review and action. The target residual rating for a risk is expected to be 'medium' or lower - Highways and Transport Risk Management Policy and Strategy (2019-2021)

Scenario: Visible deterioration or damage to pedestrian guardrail.

	Initial Risk				Mitigating Actions	Residual Risk			
	Safety	Traffic	Access	Damage		Safety	Traffic	Access	Damage
Major Road Network	25	16	6	12	Damaged area coned off and made safe. Assessment completed. Works ordered and repairs completed or barrier removed if no longer required.	6	1	1	4
Resilient Road Network	20	12	6	9	Damaged area coned off and made safe. Assessment completed. Works ordered and repairs completed or barrier removed if no longer required.	6	4	2	4
Other Urban Roads	16	8	6	6	Damaged area coned off and made safe. Assessment completed. Works ordered and repairs completed or barrier removed if no longer required.	6	4	4	4
Other Rural Roads	12	4	6	4	Damaged area coned off and made safe. Assessment completed. Works ordered and repairs completed or barrier removed if no longer required.	6	4	4	1

Appendix

Service Level Analysis – Highway Structures

FUNCTION	Highway Structures
DESCRIPTION	
<ul style="list-style-type: none"> • Manage WSCC's highway structures stock to ensure that it remains safe for use and fit for purpose • Obtain the required data to enable effective asset management and planning • Identify works (planned or reactive) in accordance with WSCC Structures Lifecycle Plan and within the constraints of the budget 	
WEST SUSSEX STANDARDS – what we will do:	
<ul style="list-style-type: none"> • Undertake General, Principal and Safety inspections of WSCC owned highway structures in accordance with the WSCC Structures Lifecycle Plan. Principal Inspections often require the use of specialist access equipment, traffic management and liaison with other bodies (e.g. Network Rail) • Identify, record and monitor defects • Instruct safety critical works to be undertaken • Identify replacement/refurbishment schemes and agree scope of works required prior to instructing consultants to design • Manage the highway structures revenue budget • Compile, verify and maintain inventory data • Emergency response where there is deemed to be an immediate or imminent risk to highway safety (e.g. following reports of RTC's) including instructing any repair works that are necessary • Instruct specialist contractors to undertake regular electrical and mechanical servicing of 3065 Adur Ferry Bridge and 3031 Ferry Footbridge 	

- Monthly routine maintenance openings of 3065 Adur Ferry Bridge in Shoreham-by-Sea
- Issue Routine Maintenance work to the Term Maintenance Contractor each month, monitor their progress and respond to any safety critical defects that they report.
- A targeted approach to the management of substandard structures in accordance with BD79
- Maintain Scheduled Ancient Monuments in accordance with the requirements of Historic England and the Ancient Monuments and Archaeological Areas Act 1979.
- Instruct specialist panel engineers to produce Section 10 and Section 12 reports to ensure that WSCC complies with their statutory duties under The Reservoirs Act 1975.
- Process requests for abnormal load movement
- Process Special Engineering Difficulty enquiries on behalf of statutory undertakers where permits are rejected by the Streetworks team on the grounds that works are to be undertaken in the vicinity of highway structures
- A targeted approach to component renewal, prioritised based on the risk to safety and the risk of accelerated deterioration
- A targeted approach to upgrading and asset replacement, prioritised based on the risk to safety and the risk of accelerated deterioration
- Management of low height bridges together with remedial works to bridge signing and liaison with Network Rail and other bridge owners following bridge strikes
- Technical Approval of new highway structures including those promoted by developers

WEST SUSSEX STANDARDS: What we won't do:

- General Inspections of highway structures owned by Highways England, Network Rail and Environment Agency.
- Non safety critical general maintenance
- A planned targeted approach to the management of substandard structures

Appendix

Risk Assessment Matrix 06 – Highway Structures (to be completed)

Well Managed Highway Infrastructure: A Risk Managed Approach - Service Level Risk Assessments

Service Standard Risk Assessment

Function:	Structures	Means of Assessment:	Add means of assessment here		
Likelihood	Impact				
	1	2	3	4	5
	1	2	3	4	5
	2	4	6	8	10
	3	6	9	12	15
	4	8	12	16	20
5	5	10	15	20	25
Potential Risks:					
Safety Increase in injuries and fatalities					
Traffic Delayed movement to traffic due to more defects and road closures					
Access Increased disadvantage to people with limited mobility due to delays					
Damage Increase in reactive maintenance costs leading to increased revenue budget pressure					

Risks rated as 'High' will be deemed to have exceeded tolerance levels and will be subject to escalation to the Senior Management Team for review and action. The target residual rating for a risk is expected to be 'medium' or lower - Highways and Transport Risk Management Policy and Strategy (2019-2021)

Scenario: Add scenario here (for example: Decline in road condition leads to more safety critical defects)

	Initial Risk				Mitigating Actions	Residual Risk			
	Safety	Traffic	Access	Damage		Safety	Traffic	Access	Damage
Major Road Network	0	0	0	0	Add Mitigating Actions Here (for example: Data analysis to determine the most appropriate renewal and preservation methods and the timescale for delivery).	0	0	0	0
Resilient Road Network	0	0	0	0	Add Mitigating Actions Here (for example: Data analysis to determine the most appropriate renewal and preservation methods and the timescale for delivery).	0	0	0	0
Other Urban Roads	0	0	0	0	Add Mitigating Actions Here (for example: Data analysis to determine the most appropriate renewal and preservation methods and the timescale for delivery).	0	0	0	0
Other Rural Roads	0	0	0	0	Add Mitigating Actions Here (for example: Data analysis to determine the most appropriate renewal and preservation methods and the timescale for delivery).	0	0	0	0

Service Level Analysis – Traffic Systems

FUNCTION	Intelligent Traffic Systems (ITS) Asset Management
DESCRIPTION	
<p>Traffic signals, vehicle activated signs and miscellaneous electrical equipment are maintained through a traffic signal maintenance contract.</p> <p>The contract enables WSCC to ensure that the electrical assets are maintained in a safe and efficient operational status and also provides the mechanism to collect current conditional data. This is essential to ensure that the life cycle planning (LCP) is based on accurate data and that the funding is allocated to the correct area, which assists in achieving an efficient network.</p> <p>It also includes the facility to deliver the electrical installation, equipment and civils works for the refurbishment programme, new installations and other chargeable works i.e. new detection, road traffic collisions</p> <p>The contract is continuously monitored to ensure supplier compliance and quality of submission, with all activities including routine works recorded on a fault management system. This generates Key Performance Indicator reports and allows WSCC engineers to analysis the data and feed into the appropriate reports and LCPs.</p>	
WEST SUSSEX STANDARDS – what we will do:	
<ul style="list-style-type: none"> • Three levels of response times dependent on severity of the reported fault. These are <ul style="list-style-type: none"> ○ 2 Hours for critical faults – these are faults that are deemed to be an immediate or imminent risk to highway safety i.e. electrical safety ○ 6 Hours for urgent faults – these are faults that will cause congestion or if combined with an additional fault i.e. red lamp out could become a potential safety issue. ○ 24 Hours for non-urgent – these are faults that do not affect operation or are safety related i.e green lamp out, single bleeper driver not working • Cyclic inspection of all installations [once a year] and targeted inspections informed by fault reports from customers in accordance with items 1 to 12 from table 2.2 in TD 24/97 	

Appendix

- Bulk lamp changes for any Halogen bulb sites once per year
- Electrical test requirements to be carried out every year to test earth bonding and electrical safety system i.e. Residual Current Device test
- Remote monitoring system on the majority of traffic signals junctions, automatically identify faults to WSCC for analysis and where appropriate reporting
- Targeted maintenance of all installations identified via reports of defects or damage and where there is a high risk to highway safety.
- Investigation of defects where there is a high risk to highway safety
- Traffic signal renewals and improvements where there is a high risk to highway safety or obsolete equipment
- Technical Approval of all traffic signal designs to ensure compliance with standards and optimised operation.
- Advice and approval of suitable sites for vehicle activated signs (i.e. speed warnings) on the highway network
- Recover costs for damaged equipment when known culprit has been identified
- Work with other service providers i.e. bus companies, visually impaired, to improve their experience in using the traffic signals assets.
- Deliver through the contract the traffic signals and VAS refurbishment programme as identified in the works programme.

WEST SUSSEX STANDARDS: What we won't do:

- Maintenance of any signal installation on non-highway land or non-authority roads
- Investigation of any signal installations on non-highway land or non-authority roads
- Enforcement of traffic signals under The Traffic Management Act 2004
- Routine replacement of non-statutory and non-safety critical assets

- Painting of traffic signal poles, controller cabinets or any other ITS assets
- WSCC recognises the importance of conservation but given resource challenges we cannot always agree to meet conservation requirements but will liaise with conservation officers on new schemes in such areas to consider minor adjustments alongside other factors such as cost, lifecycle and maintenance.

This means that:

WSCC will:

- Actively pursue full recovery costs when damage has occurred
- Maintain accurate data on the condition status and type of equipment used at the various sites across West Sussex. This will be used to inform the life cycle plan on sites which need to be considered for future investment / refurbishment.
- Develop an asset management life cycle plan to identify equipment that is the obsolescence due to the ageing technology and the availability of spare components.
- Operate a fault management system to ensure appliance to contract targets and keep track of all faults and reoccurring issues.
- Maintain the equipment in a safe condition and optimised method of control.
- Ensure that all new or refurbished sites include the most cost effective method of control, reduced energy technology ie LED's and the lowest possible life cycle costs.
- Approve all developer or third party schemes that contain electrical equipment to ensure compliance to WSCC standards, ensuring limited component proliferation to minimise future maintenance costs.
- Maintain an electricity unmetered supply (UMS) report to ensure that WSCC are compliant to the requirement of the service provider whilst obtaining any cost down when new more efficient energy equipment is installed.

Appendix

Note - Traffic systems assets are either on and fully working, or off and inactive. The various components at a site can normally be replaced or repaired independently of other aspects in order to extend the life of the overall asset. This means that once any faults, damage or other issues have been addressed that the residual risk returns to the minimal level of the original design. However there are now increasing occurrences when this is not feasible due to either, the wiring or compatibility of replacement components to the 'on-site' technology. i.e. LED signals heads are not compatible with controllers over 10 years old. When this occurs the only solution is switch off or refurbish.

Risk Assessment Matrix 07 – Intelligent Traffic Systems

Service Standard Risk Assessment

Function: **Traffic Systems** Means of Assessment: **Periodic inspection, condition status and fault management**

	Impact				
	1	2	3	4	5
Likelihood	1	2	3	4	5
	2	4	6	8	10
	3	6	9	12	15
	4	8	12	16	20
	5	10	15	20	25

Potential Risks:

Safety Increase in injuries and fatalities
Traffic Delayed movement to traffic due to more defects and road closures
Access Increased disadvantage to people with limited mobility due to delays
Damage Increase in reactive maintenance costs leading to increased revenue budget pressure

Risks rated as 'High' will be deemed to have exceeded tolerance levels and will be subject to escalation to the Senior Management Team for review and action. The target residual rating for a risk is expected to be 'medium' or lower - Highways and Transport Risk Management Policy and Strategy (2019-2021)

Scenario: **Decline in traffic signals, VAS and other electrical systems condition will lead to more reactive maintenance, fault calls, network congestion**

	Initial Risk				Mitigating Actions	Residual Risk			
	Safety	Traffic	Access	Damage		Safety	Traffic	Access	Damage
Major Road Network	25	20	25	20	Data analysis to help inform the life cycle plan and identify the critical sites. This will determine the most refurbishment and obsolescence programme and timescale for delivery within available funding.	12	12	12	12
Resilient Road Network	25	20	25	20	Data analysis to help inform the life cycle plan and identify the critical sites. This will determine the most refurbishment and obsolescence programme and timescale for delivery within available funding.	12	12	12	12
Other Urban Roads	16	12	15	12	Data analysis to help inform the life cycle plan and identify the critical sites. This will determine the most refurbishment and obsolescence programme and timescale for delivery within available funding.	8	6	8	6
Other Rural Roads	16	9	12	12	Data analysis to help inform the life cycle plan and identify the critical sites. This will determine the most refurbishment and obsolescence programme and timescale for delivery within available funding.	8	6	6	4

Service Level Analysis – Winter Maintenance

FUNCTION	Precautionary Salting & Snow Clearing
DESCRIPTION	
<ul style="list-style-type: none"> • Whilst there is no statutory duty to salt in anticipation of ice occurring, ice can present a hazard to the user of safety of the highway user. In order to prevent this hazard, it may be necessary to precautionary salt. • The clearing of snow from the highway is a duty of the highway authority under the Highways Act 1980. The policies, procedures and practices associated with these tasks are described in detail in the annual Winter Maintenance Plan. 	
WEST SUSSEX STANDARDS – what we will do:	
<p>Precautionary Salting of:</p> <ul style="list-style-type: none"> • Major Road Network (P1) • Other Primary routes and County distributors (P2) <p>Approximately 28% of the highway network</p> <p>Snow Clearing Network</p> <ul style="list-style-type: none"> • Based on the precautionary salting network plus all heavily used pedestrian precincts and footways with support from Town & Parish Councils <p>Salt Bins</p> <ul style="list-style-type: none"> • Ensure all known highway salt bins are at least 75% fill at the start of season <p>Community support / Parish winter plans</p> <ul style="list-style-type: none"> • Ensure reasonable Parish / Town Council requests for bulk stock of hippo bags are delivered by 1st November 	

Appendix

WEST SUSSEX STANDARDS: What we won't do:

- Increase salting network based on high public expectation for salted roads

This means that:

WSCC will:

- Monitor significance of legal judgements on Winter Maintenance issues
- Control environmental pollution due to salt, storage and distribution
- Promote use of sustainable transport options where possible
- Seek alternatives to rock salt and traditional salt distribution techniques
- Continue to publicise winter decisions
- Continue to invest in accuracy of local weather forecasts

Risk Assessment Matrix 08 – Winter Maintenance

Well Managed Highway Infrastructure: A Risk Managed Approach - Service Level Risk Assessments

Service Standard Risk Assessment

Function: Winter Maintenance

Means of Assessment:

Road surface forecasts and weather reports

Likelihood	Impact				
	1	2	3	4	5
	1	2	3	4	5
	2	4	6	8	10
	3	6	9	12	15
	4	8	12	16	20
	5	10	15	20	25

Potential Risks:

- Safety** Increase in injuries and fatalities
Traffic Delayed movement to traffic due to more defects and road closures
Access Increased disadvantage to people with limited mobility due to delays
Damage Increase in reactive maintenance costs leading to increased revenue budget pressure

Risks rated as 'High' will be deemed to have exceeded tolerance levels and will be subject to escalation to the Senior Management Team for review and action. The target residual rating for a risk is expected to be 'medium' or lower - Highways and Transport Risk Management Policy and Strategy (2019-2021)

Scenario:	Initial Risk				Mitigating Actions	Residual Risk			
	Safety	Traffic	Access	Damage		Safety	Traffic	Access	Damage
Major Road Network	25	20	20	12	Precautionary salting and snow clearance determined by road temperature information and weather forecast.	9	4	4	6
Resilient Road Network	25	20	20	12	Precautionary salting and snow clearance determined by road temperature information and weather forecast.	9	4	4	6
Other Urban Roads	16	16	16	12	Invoke parish and district winter maintenance plans.	9	12	15	12
Other Rural Roads	16	16	16	12	Invoke parish and district winter maintenance plans.	12	12	12	12

Service Level Analysis – Vegetation Management

FUNCTION	Grass Cutting & Vegetation Management (excluding Trees)	TYPE	Routine Maintenance
DESCRIPTION			
<p>Includes:</p> <ul style="list-style-type: none"> • Periodic cutting of urban and rural roadside grass and preservation of sight lines for safety; • Data driven, risk based, and safety led additional cuts on roundabout and junction approaches; • Management of planted sites and stewardship of 'notable' verges; • Preservation of rural verges as havens for rare flowers and wildlife. • Periodic cutting of highway hedges • Control of noxious weeds – Japanese's Knotweed & Giant Hogweed • Selective control of unwanted growth in paved areas 			
WEST SUSSEX STANDARDS – what we will do:			
<p>Urban Grass Cutting</p> <p>Up to 5 cuts per year</p> <p>Rural Grass Cutting</p> <ul style="list-style-type: none"> • Rural verges – 1 swathe twice a year plus 1 overall cut; • Embankments and cuttings – visibility only; • Visibility splays – as necessary. <p>Hedge Cutting</p> <ul style="list-style-type: none"> • Cutting of highway hedges as required generally every other year <p>Weed Control</p> <ul style="list-style-type: none"> • Maintain an annual programme to control Japanese's Knotweed & Giant Hogweed • Selective weed spray using non- herbicides in paved areas as necessary 			

Appendix

WEST SUSSEX STANDARDS: What we won't do:

- Increase no of urban cuts even in particularly times of rapid growth
- Maintain a safe passage of pedestrians on verges so they don't have to walk in the road
- Remove grass cuttings
- Repair damage caused by over-riding and parking on verges;
- Cut hedges routinely for aesthetics
- Routinely spray kerb channels
- Routinely spray footways

This means that WSCC will:

- Allow 'top up' amenity cuts by partner authorities at their expense
- Work closely with partner authorities to carry out litter picking in advance of rural grass cutting
- Work with interested organisations to increase bio-diversity
- Promote conservation of the ecology and roadside verges
- Encourage households to cut the grass across their own frontage
- Possible use of community groups or volunteers to improve amenity value
- Maintain the number of urban cuts to 5 cuts per year in line with recommended safety levels
- Maintain visibility splays to maintain safety at junctions
- Continue to manage grass verges of particular botanical or entomological interest
- Enhance operating procedures for sponsored planting
- Use only non-residual herbicides such as Glyphosate on paved surfaces
- Identify possible uses for grass cuttings
- Enforce landowners to maintain their hedges to a satisfactory standard

Risk Assessment Matrix 09 – Vegetation Management

Well Managed Highway Infrastructure: A Risk Managed Approach - Service Level Risk Assessments

Service Standard Risk Assessment

Function: **Vegetation Management**

Means of Assessment:

Visual inspection

Likelihood	Impact				
	1	2	3	4	5
	1	2	3	4	5
	2	4	6	8	10
	3	6	9	12	15
	4	8	12	16	20
	5	10	15	20	25

Potential Risks:

Safety Increase in injuries and fatalities
Traffic Delayed movement to traffic due to more defects and road closures
Access Increased disadvantage to people with limited mobility due to delays
Damage Increase in reactive maintenance costs leading to increased revenue budget pressure

Risks rated as 'High' will be deemed to have exceeded tolerance levels and will be subject to escalation to the Senior Management Team for review and action. The target residual rating for a risk is expected to be 'medium' or lower - Highways and Transport Risk Management Policy and Strategy (2019-2021)

Scenario: **Overgrown vegetation causing visibility and/or obstruction issues. Includes noxious weeds.**

	Initial Risk				Mitigating Actions	Residual Risk			
	Safety	Traffic	Access	Damage		Safety	Traffic	Access	Damage
Major Road Network	20	9	15	4	Cyclic grass cutting and treatment of noxious weeds.	6	4	4	2
Resilient Road Network	20	9	15	4	Cyclic grass cutting and treatment of noxious weeds.	6	4	4	2
Other Urban Roads	15	6	25	9	Cyclic grass cutting and treatment of noxious weeds. For overgrown vegetation assess ownership and action as required. Prioritise high priority works and ensure necessary works are	4	1	3	2
Other Rural Roads	20	6	20	6	Cyclic grass cutting and treatment of noxious weeds. For overgrown vegetation assess ownership and action as required. Prioritise high priority works and ensure necessary works are	4	1	3	2

Appendix

Service Level Analysis – Graffiti

FUNCTION	Graffiti & Flyposting Removal
DESCRIPTION	
To keep West Sussex infrastructure clear of graffiti / fly posting	
WEST SUSSEX STANDARDS – what we will do:	
<ul style="list-style-type: none"> Remove all incidents of graffiti and fly posting from public view on WSCC maintained infrastructure, where practical to do so, and within a maximum period of 5 working days. Remove all offensive incidents of graffiti and fly posting on WSCC maintained infrastructure within 1 working day 	
WEST SUSSEX STANDARDS – what we won't do:	
<ul style="list-style-type: none"> Contribute to graffiti and flyposting removal on 3rd party infrastructure 	
This means that:	
<ul style="list-style-type: none"> Support parties removing graffiti and flyposting to seek financial support and partnership opportunities from any repeatedly affected property owners, to reduce or compliment level of funding required 	

Risk Assessment Matrix 10 – Graffiti (not required)

Service Level Analysis – Signs, Bollards and Road Markings

FUNCTION	Signs, Road Markings, Road Studs, Posts & Bollards (not including lit signs)
DESCRIPTION	
<p>To aid the direction and movement of traffic on the network, we will:</p> <ul style="list-style-type: none"> • Maintain certain signs for visibility, legibility and correctness • Maintain and renew certain road markings to ensure effectiveness and replace others where required as soon as possible after surfacing works • Maintain and renew certain reflective road studs to ensure effectiveness. Periodically clean traffic signs when carrying out other works in the vicinity 	
WEST SUSSEX STANDARDS – what we will do:	
<p>Traffic Signs</p> <ul style="list-style-type: none"> • Cyclic condition inspections as part of the wider highway inspection regime and targeted inspections informed by fault reports from customers • Make safe damaged Give Way & Stop signs and place temporary sign within 24 hours – supply additional signage if required and repair within 28 days • Permanent replacement according to priority of signs, where missing, obscured, damaged so the legend isn't clear or the colours are significantly faded as below: <p>Regulatory signs including Speed Limit Terminals and repeaters, No Entry, One Way, Stop / Give way, and other banned movements excluding parking signs. Bridge Height signs (warning & regulatory). Chevrons Direction signs and ADS - primary destinations – Major Road Network only.</p> <ul style="list-style-type: none"> • Replacement of other safety critical signing only where hazard is still present and risk assessment identifies as safety critical. 	

Appendix

- Installation of new non-lit signs as part of a crash remedial or highway improvement scheme only
- Clean signs and clear vegetation for sightlines; as and when required when carrying out other works in the vicinity.
- Targeted non-lit sign cleaning, current budget provides for approximately 5% of the A road network for cleaning
- Removal of clutter in the form of defunct or redundant signs and posts: where there is an identified safety risk to the highway user, where there is an obstruction to inclusive mobility or where signing can be rationalised as part of development or a new highway scheme.
- Enforcement action to remove any non- highway signing within the highway where it poses a significant safety risk to highway users
- Review of lorry signing strategies
- Installation of tourist destination signing funded by 3rd party

Road Markings & Road Studs

- Cyclic condition inspections as part of the wider highway inspection regime and targeted inspections informed by fault reports from customers
- For A, B and C Roads, make safe with temporary signage for missing >75% faded, Give Way & Stop lines within 5 days
- Replace according to traffic flows and accident potential primarily focusing on:

Double White Line systems (all roads) when 75% faded / 50% cats eyes are missing/ ineffective

Classified roads (A/B/C) junction markings when 75% faded.

Zig zag lines on approaches to a pedestrian crossing when 75% faded

SLOW markings on roads with nation speed limits

Safety critical roundabout markings

Safety critical yellow box junction markings

Safety critical letters, arrows and symbols

- Replacement of existing lines after resurfacing works when required
- Provide or renew Access Protection Lines at customer's expense
 - Installation of new Road Markings and Road Studs as part of a crash remedial or highway improvement scheme

Posts

- Replace / remove posts that have collapsed and / or showing significant decay in urban areas.
- Replace Hazard Marker posts where positioned to indicate a significant roadside hazard

Bollards

- Replace/ remove bollards that have or are about to collapse in urban areas.

WEST SUSSEX STANDARDS – what we won't do:

Traffic Signs

- Replacement or provision of all other warning signs with current funding levels.
- Replacement or provision of any non-safety critical signing on any part of the network including: Information signs such as no through road signs or unsuitable for lorries signing
- Non-primary route direction signing
- Village signs
- Maintenance of any signs which are located on private streets or un-adopted roads.
- Installation of any new signs which are not standard highway signs relating to messages for the users of the highway
- Cyclic cleaning of all highway signs
- Erection of neighbourhood watch signs
- Cyclic renewal of aging sign stocks not considered to be a risk to the highway user or safety critical.
- Replacement of any non-standard or non- safety critical signing such as village gateways
- Provision of specialist conservation style signing

Appendix

Road Markings & Road Studs

- Maintenance or Installation any of remaining Road Markings or Road studs
- Centre line markings
- Other Junction markings
- Other SLOW markings
- Other Yellow box junction markings
- Other Roundabout markings
- Other Letters, Arrows and symbols
- All yellow lines
- Edge of carriageway markings
- Cycle and bus lane markings
- Hatching markings
- Non-safety critical letters, arrows and symbols
- KEEP CLEAR markings
- Parking bay markings
- Speed limit roundels
- Access Protection lines (APL) at Council's expense
- Advisory Disabled Bay refurbishment
- Maintenance of any Road Markings or Road Studs which are located on private streets or un-adopted roads
- Installation of parking restriction lining which is not part of a safety related scheme
- Amendments to or replacement of yellow parking restrictions which form part of the parking strategy managed by the Boroughs or Districts
- Installation of any road markings which are not standard highway markings (TSRGD 2016) Safety critical double yellow line corner protection

This means that:

- Non- replacement of Yellow lines in urban areas may lead to lack of parking enforcement.
- Requests for disabled parking bays and APLs are likely to increase
- Increasing requirements for vegetation clearance
- Future innovation may require more investment in road markings due to autonomous vehicles
- Street clutter will be reduced
- Income will be generated for approved tourist signs
- Priority is on maintaining mandatory signs and markings

- We will use innovative design details and new materials where benefit may be shown to reduce theft, potential for accident damage, increase durability, reduce costs or protect the environment
- Continue to work with our partners to help them enforce parking issues

Risk Assessment Matrix 11 – Signs, Bollard and Road Markings

Well Managed Highway Infrastructure: A Risk Managed Approach - Service Level Risk Assessments

Service Standard Risk Assessment

Function:	Signs Bollards and Markings	Means of Assessment:	Visual inspection			
Likelihood	Impact					Potential Risks: Safety Increase in injuries and fatalities Traffic Delayed movement to traffic due to more defects and road closures Access Increased disadvantage to people with limited mobility due to delays Damage Increase in reactive maintenance costs leading to increased revenue budget pressure
	1	2	3	4	5	
	1	2	3	4	5	
	2	4	6	8	10	
	3	6	9	12	15	
	4	8	12	16	20	
	5	10	15	20	25	

Risks rated as 'High' will be deemed to have exceeded tolerance levels and will be subject to escalation to the Senior Management Team for review and action. The target residual rating for a risk is expected to be 'medium' or lower - Highways and Transport Risk Management Policy and Strategy (2019-2021)

Scenario:	Initial Risk				Mitigating Actions	Residual Risk			
	Safety	Traffic	Access	Damage		Safety	Traffic	Access	Damage
Major Road Network	20	9	15	4	Safety critical and regulatory signs (other than parking related) and safety critical road markings and studs will be replaced when they fail to meet intervention levels.	9	9	9	9
Resilient Road Network	20	9	15	4	Safety critical and regulatory signs (other than parking related) and safety critical road markings and studs will be replaced when they fail to meet intervention levels. Prioritised within financial constraints.	9	9	9	9
Other Urban Roads	15	6	25	9	Safety critical and regulatory signs (other than parking related) and safety critical road markings, studs, and hazardous bollards and posts, will be replaced when they fail to meet intervention levels.	12	12	12	9
Other Rural Roads	20	6	20	6	Safety critical and regulatory signs (other than parking related) and safety critical road markings and studs will be replaced when they fail to meet intervention levels. Prioritised within financial	9	9	12	9

Environment, Communities and Fire Select Committee**20 June 2019****Street Lighting LED Conversion Programme and Central Monitoring (CMS) Programme****Report by Executive Director of Place Services and Environment and Director of Highways, Transport and Planning****Summary**

A study of WSCC street lighting equipment has identified a cost effective project to convert the street lighting throughout West Sussex (Approximately 64,085 units) to LED lanterns, introduce a Central Monitoring System (CMS) and adjust the current dimming policy over a 6 year conversion programme.

The change to LED lanterns will reduce the current annual electricity consumption by 9,325,907 kWh when fully implemented and lead to a reduced maintenance requirement.

The cost to implement the proposal is estimated at £26.561m which includes a capital cost of £20.940m and financing (interest) charges of £5.621m over the 25 year borrowing period.

The reduction to annual electricity consumption is estimated to save £82.842m over the same period and maintenance savings of £7.329m are also expected. These reductions equate to a combined estimated gross saving of £90.170m over the period.

The net saving is £63.609m and the total capital expenditure and financing cost is paid back within 13 years.

The possibility of utilising interest free loan funding through the Salix scheme has been explored and it is considered likely that this will proceed. Indications are that it may be possible to secure around half of the funding required, which would lead to a reduction of between £2m and £3m in interest charges.

The reduction in electricity consumption will generate a significant saving in the street lighting carbon emissions of an estimated 2,864 tonnes per year. This reduction is a 17% decrease in WSCC overall carbon emissions, making a significant contribution to WSCC targets.

An added benefit of the LED lantern design is the reduction of upward light emissions which supports the darker sky policy. However, this cannot be quantified as the upward light will be affected by reflections off the road surface and other objects.

The implementation of CMS introduces flexibility into the way dimming of street lights can be controlled. This will enable WSCC to have multiple step changes and accurately control the dimming levels and switching times for part night lighting.

During the development of the programme a new dimming strategy will be defined and new policy agreed.

The Full Business Case was approved at Capital Asset Board on 28 March 2019.

The focus for scrutiny

It is suggested that Members consider the implementation of the Street Lighting LED conversion programme, the associated ongoing cost saving and the future proofing and flexibility of installing a central monitoring system (CMS).

Proposal

1. Background and Context

- 1.1 Since April 2010 WSCC street lighting has been maintained under a Private Finance Initiative (PFI) contract with Tay Valley, which included an initial replacement phase to bring the end of life equipment up to the current industry standards. When the contract was developed and awarded LED and central monitoring system technologies were unreliable and therefore the decision was made to design the replacement schemes using traditional technology. Since the start of the contract street lighting technology has advanced significantly with trials across the UK and within West Sussex proving the reliability and performance of the new LED and CMS units

The following is a table identifying where the main quantity of LED lanterns in West Sussex is installed.

Angmering	24
Arundel	18
Billingshurst	19
Bognor area	92
Burgess Hill	18
Chichester	207
Crawley	175
Fernhurst	108
Midurst area	474
Petworth	177
Rogate	66
Pyecombe	89
Worthing	54
Southwick	82
Shoreham	31
Lancing	107
Littlehampton area	39
Henfield	29
Findon	40
Horsham	58
Linchmere	22

- 1.2 It is now considered a viable option to install LED's, thus allowing the potential to replace traditional lighting with this LED equipment. The new LED's generate the same light output with considerably less energy usage, they also have a greatly extended life compared to the traditional lanterns that require a lamp change every 4 years. There are currently approximately 2000 LED lanterns in use around West Sussex, with the majority of the South Downs National Park converted to assist in achieving the dark sky policy. These LED units have achieved the same lighting levels as the traditional lanterns and have had no reported issues or associated maintenance concerns.
- 1.3 Conversion to LED lighting will produce a reduction in electrical consumption, carbon emissions, and will increase the duration between routine maintenance visits. These will generate a revenue spend saving and the reduction in visits will reduce the need for traffic management and the resultant traffic delays
- 1.4 Central Monitoring System (CMS) technology is now widely used throughout many local authorities. This enables the street lights to be remotely monitored and controlled by the service provider, Tay Valley, using web based programmes. This allows dimming and part night lighting to be implemented or altered without future site visits, and the associated costs. These improvements will generate a revenue expenditure saving and the reduction in visits will reduce the need for traffic management and the resultant traffic delays.

2. Proposal

- 2.1 The implementation of a LED conversion programme will give the opportunity to deliver the following improvements:
 - Reduction in the frequency of maintenance, which will reduce the amount of visits and traffic management required. This will have a direct effect on the amount of disruption to the highway network, and will reduce the monthly revenue spend
 - The reduction in energy used will generate a revenue cost saving from the point the conversion has been implemented and will contribute to WSCC carbon emission saving targets.
 - Due to the design of LED lanterns there is a cleaner cut-off of light ensuring the light is directed where required, this will reduce upward light emissions in support of the darker sky policy. However this cannot be quantified as the upward light will be affected by reflections off the road surface and other objects.
- 2.2 The introduction of LED lamps will be combined with the implementation of a Central Monitoring System (CMS) enabling the street lights to be remotely monitored and controlled. This allows dimming to be altered and part night lighting to be implemented without future site visits, and the associated costs. The CMS will check that street lights are dimming correctly, using the correct amount of energy and identify faults, such as a partial or full lantern

failure. These improvements will generate a revenue expenditure saving and the reduction in visits will reduce the need for traffic management and the resultant traffic delays.

- 2.3 There are additional features within CMS that could be investigated once the full system is installed and validated. This could include using the system as a communication network and utilising the CMS capability of incorporating smart city applications such as air pollution monitoring, weather monitoring and traffic counting.
- 2.4 The delivery of the scheme will be through the current Street Lighting PFI contract, with the required amendments to the contract being implemented using the High Value Change (HVC) process and a Deed of variation.
- 2.5 The full business case recommends permission is given to proceed with the implementation of the LED conversion programme and implementation of the central monitoring system (CMS) including : -
 - a) stakeholder consultation for the implementation
 - b) legal changes to the street lighting PFI contract
 - c) budget of £20.940m is allocated to this income generating initiative within the Capital Programme

3. Resources

3.1 Revenue consequences of proposal

The cost to implement the proposal is estimated at £26.561m which includes a capital cost of £20.940m and financing (interest) charges of £5.621m over the 25 year borrowing period.

The reduction to annual electricity consumption is estimated to save £82.842m over the same period and maintenance savings of £7.329m are also expected, as set out in the table below:

	Current Year 2019/20 £m	Year 2 2020/21 £m	Year 3 2021/22 £m	Year 4 - 25 2022/23 to 2024/25 £m	Total £m
Energy Cost Reduction	-0.133	-0.430	-0.745	-81.534	-82.842
Maintenance Cost Reduction	-0.024	-0.073	-0.122	-7.109	-7.329
Gross Saving	-0.158	-0.503	-0.867	-88.642	-90.170
Repayment of Capital	0.138	0.280	0.425	20.097	20.940
Interest Payments	0.083	0.163	0.239	5.136	5.621
Total Financing Cost	0.221	0.443	0.664	25.233	26.561
Net Saving	0.064	-0.060	-0.203	-63.409	-63.609

The net saving over the period is £63.609m and the total capital expenditure and financing cost is paid back within 13 years.

A net saving is achieved in all years, with the exception of the first year where a net cost of £64,000 is projected. This is considered to be at a level that can be managed within the Highways and Infrastructure budget.

Energy savings are calculated based upon current average energy rates per kilowatt hour (£0.169) indexed for inflation in future years. The indexation applied is based upon the forward rate outlook for the corporate 'LASER' energy contract and reflects a mid to upper range inflationary scenario in line with current experience. This translates into an average increase of 6% per annum.

Maintenance savings have been calculated based on the reduction to routine lantern replacement due to the increased life expectancy of LED lanterns.

Capital borrowing costs are calculated over 20 years for each of the six annual phases of the rollout (25 years in total) and are based on the Public Works Loan Board 20 year annuity rate (2.38%).

An expanded annual savings table can be seen in Appendix 1.

- 3.2 Sensitivity analysis has been undertaken to understand the impact of changes to assumed energy savings and borrowing costs. Modelling based upon more modest energy cost increases (reflecting the LASER outlook low range scenario, averaging 2.4% per annum) and increased borrowing costs (current 2.38% plus 2%) has confirmed that the savings generated would continue to cover the repayment of the capital outlay and financing charge and provide a residual net saving
- 3.3 The possibility of utilising interest free loan funding through the Salix scheme has been explored and it is considered likely that this will proceed. Indications are that it may be possible to secure around half of the funding required, which would reduce the PWLB borrowing requirement and lead to a further saving of between £2m and £3m in interest costs. The finalised replacement schedule will be submitted to Salix for approval and confirmation of the amount of loan funding available.
- 3.4 The Capital Programme approved by Full Council in February 2019 includes the full budget allocation of £22 million for this programme as an income generating initiative. This is funded by Corporate Borrowing. The estimated Capital funding required for this scheme is £20.940m which is being recommended for approval in a decision report to the Cabinet Member for Highways and Infrastructure.
- 3.5 Capital consequences of proposal

The capital cost of the proposal is estimated at £20.940m.

The Capital Programme approved by Full Council in February 2019 includes a provisional budget allocation of £22m for this programme as an income generating initiative.

The budget will be reprofiled as set out in the table below:

	Current Year 2019/20 £m	Year 2 2020/21 £m	Year 3 2021/22 £m	Year 4 to 6 2022/23 to 2024/25 £m	Total £m
Capital Budget	0.000	3.700	3.700	14.600	22.000
Change from Proposal	-3.490	-3.490	-3.490	-10.470	-20.940
Reprofiling Required	3.490	-0.210	-0.210	-3.070	0
Budget Remaining	0	0	0	1.060	1.060

The £1.060m balance of budget remaining will be removed from the programme and the borrowing requirement reduced accordingly.

Factors taken into account

4. Issues for consideration by the Select Committee

- 4.1 Select Committee is asked to consider the implementation of the Street Lighting LED conversion programme, the associated ongoing cost saving and the future proofing and flexibility of installing a central monitoring system (CMS).
- 4.2 The Select Committee is also asked to consider the impact on Carbon emission reduction, benefits to the darker sky policy and future proofing towards 'smart city technology'.

5. Consultation

- 5.1. The Capital Programme approved by Full Council in February 2019 includes the full budget allocation of £22 million for this programme as an income generating initiative. This is funded by Corporate Borrowing.
- 5.2. Consultation and communication strategies will be developed to inform WSCC stakeholders of the programme and obtain feedback prior to start of the 'on street' changes.
- 5.3. Consultation on a previous proposal for Crawley in December 2017 resulted in some negative feedback from residents and members. However, LED technology has advanced significantly and trials across the UK and in West Sussex have proved the reliability and performance of the new LED and CMS units. It is considered, therefore, that a comprehensive communications plan will address any remaining concerns.
- 5.4. This communication plan will cover the points raised in December 2017 around the following questions and responses: -

Q1 There could be a potential health risk from the glare and blue-rich light from LED's which has the potential to damage the eye and disrupt sleep.

R1 Prior to installing new LED's the selected roads will go through a full design review to ensure that the correct level of lighting is maintained and WSCC are not over lighting the area. This will ensure WSCC get the maximum benefit from energy reduction.

Throughout the core investment programme (CIP) WSCC has received complaints regarding disrupted sleep caused by light spillage from the newly installed white conventional lanterns which replaced the yellow lights. When investigated the light levels in the properties were below the recommended lux levels and the issue was associated to the change in colour from yellow to white. The suggested issue regarding additional glare from LEDs may simply be the change from a yellow to white light source as experienced and recorded by WSCC during CIP. However as WSCC has already converted the majority of residential street lights to white light the change to LED will be less noticeable and WSCC would expect less controversy with this conversion.

As there are no plans to move any columns the light source will still be in the same location and by using a LED lantern this reduces the spillage of light (the lantern design achieves a cleaner cut off of the light) and hence the upward and rearward lighting is minimised. This actually reduces the potential for light to be directed into residential windows and as per the current lighting additional shielding can be installed as required.

The blue light part of the spectrum is more prominent in lighting that is higher in the colour spectrum e.g. in 'Cool white' LED over 4000k. WSCC are proposing to use up to 4000k which is neutral white light where there is less blue light emitted. In comparison moonlight has a correlated colour temperature of 4000k so the light source selected is no worse than that of moonlit.

There are some independent reports that put the blue light issue in perspective. For example the Scientific Committee on Health, Environmental and Emerging Risks SCHEER preliminary opinion on Potential risks to human health of Light Emitting Diodes (LEDs) report is a literature review and focussed on interior lighting which is much more of a concern, as the lamps are brighter and closer. It is agreed that intense levels of blue light can be proven in the lab to have an influence on people's health. This though is well beyond any level that anyone would be exposed to from street lighting. To have an effect someone would have to be within a metre and spend hours exposed to a high power street light. Standing under a street light would have no effect as the levels would be too low. There is no proven evidence that the amount of blue light involved in street lighting has any influence on people's health.

Q2 There is a risk that LED lighting can damage local ecosystems because more insects are attracted to LED blue light.

R2 LED's do not emit ultraviolet light which is the main attraction for moths and insects therefore there is no evidence that introducing LEDs effect the ecosystem.

Q3 Information regarding the colour temperature of the lighting that would be installed and how this compares to the existing lighting provision.

R3 As mentioned above in R1, WSCC are planning to use up to 4000k in all roads, this compares with the below: -

Son 2100k currently used on main roads

Cosmo 2850k mainly used on residential areas

PLL 4000k currently preferred choice in residential areas

5.5. West Sussex Public Health team have been in discussion with Public Health England (PHE) regarding changes to street lights to LEDs. These discussions raised a number of points which have been addressed below: -

- a) PHE agreed with our recommendation of using LED's below 4000k, they did suggest that in rural areas there may be an opportunity to reduce lower. - WSCC will consider this during the design stage especially where rural areas are not using the current white light lanterns.
- b) The way dimming of LED Street lighting is implemented needs to be considered, as the early LED lanterns were known to have caused migraines due to a strobing effect. PHE advised that to avoid flicker (including strobing) the LEDs need to be either direct current (DC) or very high frequency >15kHz, with a modulation of <8%. - WSCC have selected lanterns that are the latest generation and use DC dimming which removes any possibility of a strobing effect.
- c) Issues have arisen when LED lanterns have failed and the new replacement lantern is a slightly different colour, PHE suggested that consideration is given to add a clause in the contract that if x% of lanterns in a road are changed the complete road must be changed. - WSCC will consider this when implementing the deed of variation to the contract.
- d) PHE identified some points from lessons learnt with other authorities, these included: -
 - LED's have a cleaner cut off and direct light where required, this characteristic has generated complaints from members of the public not being able to see their front doors to insert their key. - WSCC will consider this in the design stage but will need to balance the issue against lighting unwanted areas ie bedroom windows.
 - Consideration must be taken to the possibility of blinding motorist from the new LED's - The issue is more relevant when using the existing lantern and replacing the light source with LED's. WSCC proposal changes the complete lantern which has been designed to limit the potential blinding effect and has the ability to add shielding
 - Other authorities have found that once the conversion commenced some of the conversion kits couldn't be installed on the older

equipment. – WSCC has been through the core investment programme which replaced the columns to modern types, this and the plan to preplace the lantern eliminates this as a concern.

- Consideration should be given to the repair of the selected lantern and limiting future maintenance costs – WSCC have been in discussion with the PFI contractor and the selected lanterns all come with a free return to base replacement agreement up until 2035. In addition WSCC are selecting lanterns that can be made to compensate for the loss of a number of LED's in the lantern.

6. Risk Management Implications

- 6.1 The key risk to WSCC is achieving the repayment of the capital outlay and borrowing cost and realising projected cost savings. Capital borrowing has been modelled over 20 years for each phase of the rollout and is based on the Public Works Loan Board (PWLb) 20 year annuity rate (currently 2.38%).

Savings calculated are based upon current average energy rates per kilowatt hour (£0.169) indexed for inflation in future years. The indexation applied is based upon the forward rate outlook for the corporate 'LASER' energy contract and reflects a mid to upper range inflationary scenario in line with current experience. This translates into an average increase of 6% per annum. Sensitivity analysis has been undertaken to ensure that should increases be more modest and reflect a low range scenario (averaging 2.4% per annum), the savings generated would continue to cover the repayment of the capital outlay and borrowing cost and provide a residual net saving.

The actual cost reductions will be monitored through the current PFI Monthly Meetings.

- 6.2 There is a risk that the legal changes required within the PFI contract to allow the changes to be implemented are agreed by all parties. Initial discussions with WSCC PFI Partners have indicated that they are willing to work with WSCC to use the High Value Change (HVC) process and a Deed of Variation to ensure the project proceeds. However following a review from the WSCC legal team it is confirmed that the Change will be complex and a number of points covered in the full business plan need to be carefully considered.

These are: -

- a) Implementing the new technology over a 6 year programme will require the contract risk profile to be assessed.
- b) CMS technology has changed and it is understood to have improved since the Project Agreement was executed in 2009. The Project Agreements signed by Hampshire County Council and Southampton City Council reflected the technology as at 2009 and the risk profile of that technology. Careful consideration should therefore be given to the appropriate level of risk transfer relating to the performance of CMS technology and it may not be appropriate to replicate the position achieved in the Hampshire and Southampton projects but, instead, seek to optimise the risk transfer based on the latest technology.

- c) The value of the change would constitute a HVC and would therefore require funder approval and legal, financial and technical advisory checks.
- d) A change of this scale will require careful consideration of the impact of the Change on the Project Agreement including the output specification and payment mechanism; and
- e) WSCC will need to ensure that it has its approvals pack in hand. This means council decisions, DfT approval (assuming any change to risk profile) constitutional documents, LGCA certificate and formalities certificate will be required.

6.3 The selection of the LED lanterns will need to be carefully considered to ensure that WSCC gets best value for money, a reliable unit and the most energy efficient solution. However the assessed risk is low as the units being considered have completed trials prior to selection and come with a manufacture replacement agreement. There are currently approximately 2000 LED lanterns in West Sussex, with trials of the latest versions and CMS in Chichester, Duncan Road and Walnut Avenue.

7. Other Options Considered

7.1

Option 1	Convert the street lights within West Sussex to LED. Part night lighting maintained Dimming regimes maintained No CMS Installed over a 6 year programme
Advantages	This will give a long term reduction in electrical usage with no change to the current light levels. Lower capital investment without CMS
Disadvantages	Future changes would be expensive as there will be a need for site visits and equipment changes. Energy usage could be reduced if dimming regime altered No remote monitoring/ management of equipment
Conclusion	The amount of work to change the existing assets would be the same as the other options but the return is less. Discount
Option 2	Convert the street lights within West Sussex to LED. Part night lighting maintained Increase dimming regime No CMS 6 year installation programme

Advantages	<p>This will give a long term reduction in electrical usage and will introduce a more aggressive industry approved dimming regime.</p> <p>Lower capital investment without CMS.</p>
Disadvantages	<p>Future changes would be expensive as there will be a need for site visits and equipment changes.</p> <p>No remote monitoring/ management of equipment</p>
Conclusion	<p>This wouldn't give the flexibility to react to future changes or remote control or fault find lanterns</p> <p>Discount</p>
Option 3	<p>Convert the street lights within West Sussex to LED.</p> <p>Part night lighting maintained</p> <p>Increase dimming regime over and above Option 2 as CMS enables unlimited change points and stepped dimming</p> <p>Install CMS</p> <p>6 year installation programme</p>
Advantages	<p>This will give a long term reduction in electrical usage and will introduce a more aggressive industry approved dimming regime.</p> <p>Introducing the CMS will enable WSCC flexibility over the future control of the street lights</p> <p>Most cost effective way of introducing CMS as the traffic management and site visit is required for the LED conversion</p>
Disadvantages	<p>Higher capital investment required for CMS.</p>
Conclusion	<p>The introduction of CMS will help future proof WSCC against the inevitable increase in energy costs and with smart cities being more and more predominant this would enable WSCC to have some infrastructure in place.</p> <p>Selected</p>
Option 4	<p>Convert the street lights within West Sussex to LED.</p> <p>Part night lighting removed</p> <p>New dimming regimes</p> <p>Install CMS</p> <p>6 year installation programme</p>
Advantages	<p>This will give a long term reduction in electrical usage</p> <p>Consistent approach to lighting across WSCC</p> <p>Introducing the CMS will enable WSCC flexibility over the future control of the street lights and this is the most cost effective way of introducing CMS as the traffic management and site visit is required for the LED conversion</p>

Disadvantages	Removal of Part-Night lighting is a backwards step with other authorities now looking at introducing to save energy costs The new more aggressive dimming regime required to offset the part night lighting could introduce a complaints which may require the dimming levels to be decreased and hence less energy savings
Conclusion	The removal of part night lighting is not recommended as it's a backwards step, WSCC should be considering how to expand the use of part night lighting within the Crawley area Discount

8. Equality Duty

- 8.1 An Equality Impact report (EIR) is not required as there will be no material impact of the proposal on individuals or identifiable groups as the project will be replacing an existing street lighting system with one that uses LED technology

9. Social Value

- 9.1 There will be no social value act implications as the project will be replacing an existing street lighting system with one that uses LED technology.
- 9.2 The main impact advantage to implementing the project is the reduction in carbon emissions. The carbon savings are significant, reducing the amount of carbon by an estimated 2,864 tonnes per year, a 49% decrease in the current street lighting carbon emissions. This reduction is a 17% decrease in WSCC overall carbon emissions, making a significant contribution to WSCC targets.

10. Crime and Disorder Implications

- 10.1 There are no implications as the project will be replacing an existing street lighting system with one that uses LED technology.

11. Human Rights Implications

- 11.1 There are no implications as the project will be replacing an existing street lighting system with one that uses LED technology.

Lee Harris
Executive Director of Place Services

Matt Davey
Director of Highways, Transport & Planning

Contact: Barry Edmunds, Manager – Street Lighting and Traffic Signals
Tel 03302 225692

Appendices

Appendix 1 – Expanded Annual Savings Table

Background Papers

Scientific Committee on Health, Environmental and Emerging Risks SCHEER
preliminary opinion on Potential risks to human health of Light Emitting Diodes
(LEDs)

https://ec.europa.eu/health/sites/health/files/scientific_committees/scheer/docs/sc_heer_o_011.pdf

Street Lighting and Blue Light FAQ

<https://www.energy.gov/eere/ssl/downloads/street-lighting-and-blue-light-faqs>

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Appendix 1 – Expanded annual savings table

SAVINGS AND COST	Year 1 2019/20 £'000	Year 2 2020/21 £'000	Year 3 2021/22 £'000	Year 4 2022/23 £'000	Year 5 2023/24 £'000	Year 6 2024/25 £'000	Year 7 2025/26 £'000	Year 8-25 to 2043/44 £'000	Total All Years £'000
Energy Saving	-133	-430	-745	-1,116	-1,521	-1,971	-2,279	-74,648	-82,842
Maintenance Saving	-24	-73	-122	-171	-220	-269	-293	-6,156	-7,329
Total Saving	-158	-503	-867	-1,287	-1,741	-2,239	-2,572	-80,804	-90,170
Capital Cost	138	280	425	573	725	881	902	17,017	20,940
Interest	83	163	239	312	382	447	426	3,568	5,621
Total Cost	221	443	664	885	1,107	1,328	1,328	20,585	26,561
Net Saving (-) / Cost (+)	64	-60	-203	-402	-634	-911	-1,244	-60,219	-63,609

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Environment, Communities and Fire Select Committee

Date 20 June 2019

Fire and Rescue Service Annual Statement of Assurance 2018-19 Fire and Rescue Service Annual Report May 2017-18
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Report by the Chief Fire Officer

<p>Summary</p> <p>The Fire Authority is required under the Fire and Rescue National Framework for England (updated and published in May 2018) to produce an annual statement of assurance to give assurance that the FRA is in compliance with the National Framework as set out by the Minister of State for Policing and the Fire Service.</p> <p>The Annual Statement of Assurance details the following:</p> <ul style="list-style-type: none"> • Finance details • Governance • Operational performance • Framework requirements • Future improvements <p>The Service also produces the annual report that details how the service delivers its vision and plans and reports on the progress made in the last year.</p> <p>Two draft documents have been produced for the financial year 2018 -19.</p> <ul style="list-style-type: none"> • West Sussex Fire and Rescue Statement of Assurance 2018-19 • West Sussex Fire and Rescue Service Annual Report 2018-19 <p>The focus for scrutiny</p> <p>The Committee is asked to scrutinise the FRS Draft Annual Statement of Assurance and Draft Annual Report, and provide comments to the Cabinet Member.</p>

Proposal

1. Background and Context

- 1.1 Producing an annual statement and report is a statutory requirement for all Fire and Rescue Authorities under the National Framework for Fire and Rescue England 2018.

The framework states:

'Fire and rescue authorities must provide annual assurance on financial, governance and operational matters and show how they

have had due regard to the expectations set out in their integrated risk management plan and the requirements included in the Framework. To provide assurance, fire and rescue authorities must publish an annual statement of assurance’.

- 1.2 Under the framework the statement of assurance should contain detail on governance arrangements, operational performance, financials and future Improvements
- 1.3 Fire authorities are accountable for their performance and should be open to evaluation to the communities they serve. Information should be accurate and transparent, robust and fit for purpose.
- 1.4 One of the principal aims of the Statement of Assurance is to provide an accessible way in which communities, government, local authorities and other partners may make a valid assessment of their local fire and rescue authority’s performance.
- 1.5 The Statement of Assurance will be used as a source of information on which to base the Secretary of State’s biennial report under section 25 of the Fire and Rescue Act 2004
- 1.6 Statements of Assurance should be published annually by fire and rescue authorities.

2. Proposal

- 2.1 Under the direction of the Cabinet Member for Safer, Stronger Communities, West Sussex Fire and Rescue Service, within West Sussex County Council, have prepared a draft statement of assurance and annual report for 2018-19.
- 2.2 In accordance with the requirements contained in the National Framework the documents covers the following:

Statement of Assurance

- Legislation relating to Fire and Rescue
- Finance details
- Governance
- Managing Risk
- Annual Operational Performance report
- IRMP action plan delivery

Annual Report

- An introduction into the county
- The Fire and Rescue Leadership team
- Our responsibilities
- The Integrated Risk Management Plan
- Your Fire and Rescue Service
- Prevention
- Protection
- Response

- Incidents of note
- People
- Integration and collaboration
- Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services.
- Events of note
- Awards
- What people thought about us

3. Resources

- 3.1 Following the publication of the reports the Fire and Rescue Service will be monitoring performance through the quarterly performance review and will publish subsequent action plans to drive performance improvement. The Business Planning Group of this Committee also considers a performance report at each of its quarterly meetings.

Factors taken into account

4. Issues for consideration by the Select Committee

- 4.1 There are no issues identified

5. Consultation

- 5.1 There is no public or staff consultation required for the reports.
- 5.2 Key teams within the County Council have been consulted to provide evidence and data to write this report.
- 5.3 The Cabinet Member the fire and rescue service has been consulted during the writing of this report.

6. Risk Management Implications

- 6.1 Production and delivery of open and transparent documentation satisfies the National Fire and Rescue Framework for England. Once approved the documents will be displayed alongside previous Statements of Assurance and annual reports for public viewing.

7. Other Options Considered

- 7.1 The statement of Assurance and Annual Report are statutory duties. Therefore no other options were considered.

8. Equality Duty

8.1 There are no equalities issues relating to these reports

9. Social Value

9.1 There are no procurements involved in this exercise which would be subject to social value requirements.

9.2 In terms of environmental sustainability, the IRMP makes clear the Authority's commitment to reducing the environmental impact of its operations, and provides an indication of work done to date.

10. Crime and Disorder Implications

10.1 No Impacts in this area

11. Human Rights Implications

11.1 No Impacts in this area

Gavin Watts

Director of Operations and Chief Fire Officer

Contact: Jon Lacey, 0330 222 5057 jon.lacey@westsussex.gov.uk

Appendices

Appendix A: West Sussex Fire and Rescue Service Statement of Assurance 2018-19

Appendix B: West Sussex Fire and Rescue Service Annual Report 2018-19

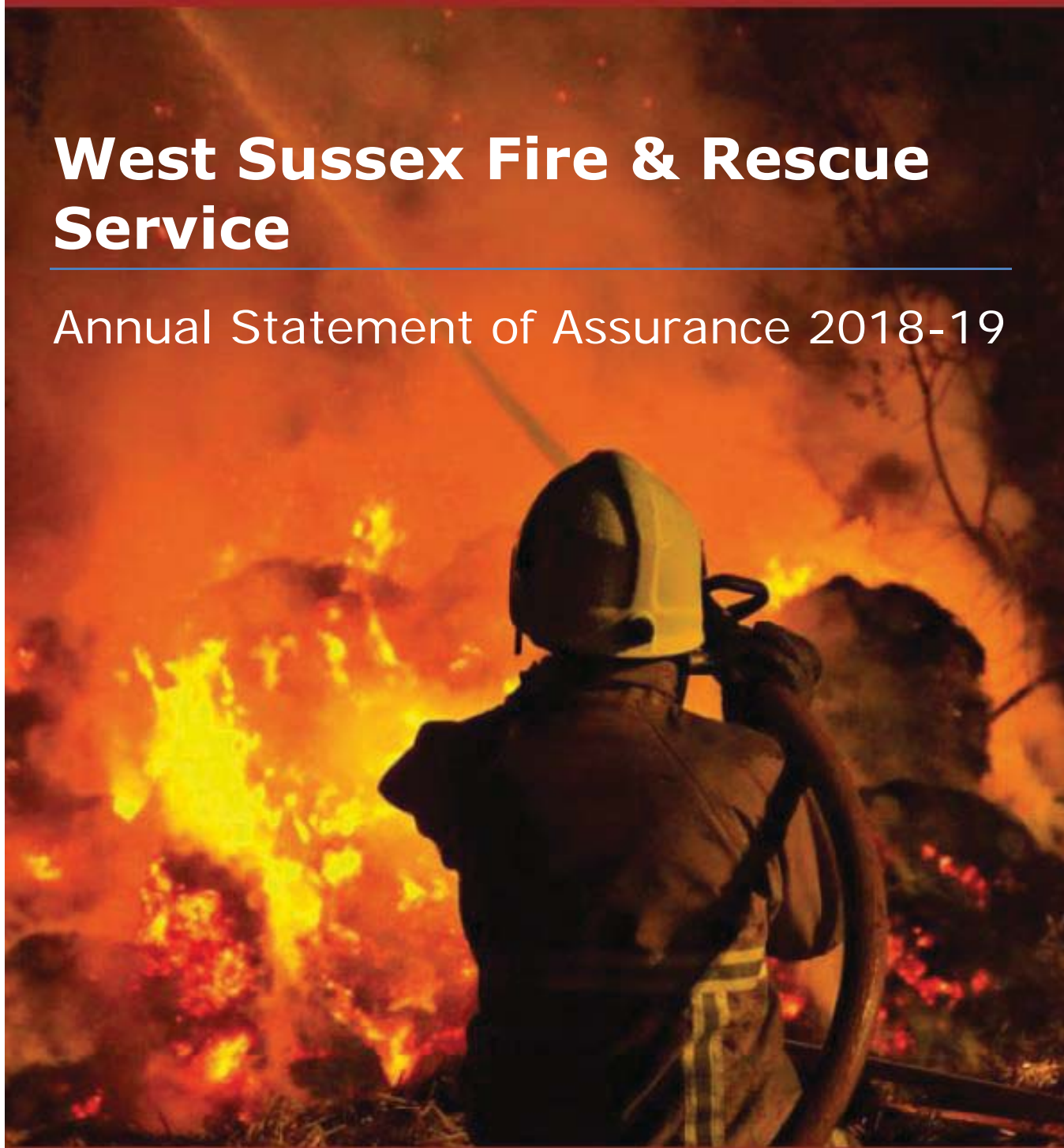
Background Reports:

None

www.westsussex.gov.uk

West Sussex Fire & Rescue Service

Annual Statement of Assurance 2018-19



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Forward

Welcome to West Sussex Fire & Rescue Service's (WSFRS) Annual Statement of Assurance.



This report covers the financial year from 1 April 2018 to 31 March 2019 and highlights how WSFRS performed in the key areas of protection, prevention and emergency response.

Our performance data is also available on the WSFRS section of the West Sussex County Council (WSCC) website where you can access other documents, including our Integrated Risk Management Plan (IRMP) 2018-22 and supporting strategies. These documents set out how the Service intends to reduce the risk in our communities, with our assessment of risk based upon data analysis and professional judgement of existing and foreseeable risks.

I am very proud of our fire and rescue teams and am confident they will continue to provide the very best service possible for our communities both now and in the future, with a leading role at the heart of the County Council.

Councilor Debbie Kennard

Cabinet Member for Safer, Stronger Communities

Introduction

The Chief Fire Officer's Vision Statement



Our ambition is to provide; : 'A fire and rescue service focused on the delivery of a value for money response, prevention and protection service operating to the highest performance standards to ensure the safety of residents and visitors to West

Sussex. Continuous improvement is at the heart of everything we do.'

Our annual Statement of Assurance reflects the work we are carrying out on behalf of the fire authority to achieve a safer and stronger community.

The fire service plays a key role supporting the Council's Future West Sussex Plan. This plan will help enable a safer, stronger and more resilient community.

This annual Statement of Assurance gives an overview of our agreed key areas of performance and highlights how the fire service, with our partners, is striving to deliver a first class service to our residents.

In addition to this Statement of Assurance, our Annual Report for 2018-19 provides more detail on the work we've done through the year.

When you need us, rest assured, our professional teams will continue to deliver the first-class service West Sussex expects and deserves.

Gavin Watts

Director of Operations and Chief Fire Officer

www.westsussex.gov.uk/fire

Could you join us and help your community?

We continue to urgently need more on-call firefighters in our communities. There are many reasons for taking on the role, including satisfaction at helping your community, learning new skills - and you are paid too. For more information see www.westsussex.gov.uk/fire

What is a Statement of Assurance?

Fire and rescue authorities must provide assurance on financial, governance and operational matters and show how they have had due regard to the expectations set out in their Integrated Risk Management Plan.

Statements of assurance should be open and transparent, demonstrating accountability to communities who expect to know how these services are being provided.

This document outlines the way in which the West Sussex Fire & Rescue Authority and its fire and rescue service delivered the requirements contained in the National Fire and Rescue Framework and the authority's IRMP during 2018-19.

Governance

WSCC is the Fire Authority for WSFRS and is responsible for:

- Firefighting and rescue
- Protecting people and property from fire
- Promoting fire safety in the home
- Providing special services for emergencies

The county council is made up of 70 councillors who are each elected to

represent one division every four years. Functions are allocated across the full council, the Cabinet and a range of committees.

The Constitution explains how the county council operates and decisions are made, and the procedures which are followed to make sure that these are efficient, transparent and accountable to local people.

All members meet together as the full council and they are responsible for deciding some of the overall policies and setting the budget each year.

The West Sussex Cabinet, or 'Executive', has nine members selected from the Conservative majority. The Cabinet proposes the key policy decisions of the council, which are subject to agreement by the full county council.

Each Cabinet Member is allocated a portfolio of work for which they take personal responsibility.

WSFRS is the responsibility of the Cabinet Member for Safer, Stronger Communities and holds the position of the Fire Authority. During 2018/19 this role was fulfilled by Councillor Debbie Kennard.

Decisions relating to the fire and rescue service are scrutinised by the Environment, Communities and Fire Select Committee (ECFSC).

The performance and transformation plans of the service are regularly scrutinised by ECFSC.

Planning and policy framework

WSFRS operates as part of WSCC, which sets a clear framework for the work the service does.

The key documents relating to this area are:

The West Sussex Plan: The West Sussex Plan sets out how the county council plans to shape its services for the next five years.

<https://www.westsussex.gov.uk/campaigns/the-west-sussex-plan/>

<https://www.westsussex.gov.uk/about-the-council/finance-and-budgets/how-the-county-council-spends-your-money/>

WSFRS also operates under broader corporate policies on:

<https://www.westsussex.gov.uk/about-the-council/policies-and-reports/corporate-policy-and-reports/fraud-and-corruption/>

<https://www.westsussex.gov.uk/about-the-council/policies-and-reports/corporate-policy-and-reports/equality-and-inclusion/>

<https://www.westsussex.gov.uk/about-the-council/policies-and-reports/corporate-policy-and-reports/pay-policy/>

Your fire and rescue service

The FRS has three fundamental areas of focus: prevention, protection and response. Eight immediate response engines are based at six fire stations – Crawley, Worthing, Bognor, Littlehampton, Chichester and Horsham. These stations are crewed around the clock using a system called Group Crewing.

There are also four fire engines crewed by wholetime firefighters working from 7am until 7pm, from Monday to Friday, at Shoreham, Burgess Hill, Haywards Heath and East Grinstead. They carry out immediate response and community safety work during these hours.

Many of our fire stations are crewed by Retained Duty System firefighters who provide an agreed amount of cover 'on-call' via a pager system. We don't underestimate the dedication and commitment required to be an on-call firefighter and we try to support our staff who provide this invaluable service.

But, as with many other services across the country the number of on-call/retained duty system firefighters we have available has continued to decline. Changes to the way we live and the demands placed upon our time means that being available to respond to emergency calls is often a challenge for individuals with families and work pressures. However, improving the on-call duty system remains a key priority for WSFRS and we have established action plans within our IRMP to develop future options for the service.

From firefighter to Chief Fire Officer, at the end of this financial year we employed the full-time equivalent of 319 operational staff and 215.25 on-call crew, along with support staff and volunteers.

As staff leave through retirement or transferring to other Services we continue to recruit and train the firefighters of the future. This gives us the opportunity to ensure that our workforce reflects the communities that we serve.

The service we provide is thanks to the dedication and hard work of every member of the WSFRS team.

Financial performance overview

WSFRS is an integrated part of WSCC. As such, it receives a range of services provided centrally, either via county council back office functions or corporately procured contracts. These include provision for:

- Payroll, pensions and Human Resources administration
- Human resources and organisational development advice and services
- Occupational Health services
- Information and communications technology
- Facilities management and estates maintenance
- Rates and utilities
- Insurances
- Legal advice
- Procurement services

Costs relating to these areas are accounted for as a whole, and are not apportioned at FRS level. Best value and high quality services in all of these areas are sought and achieved council-wide.

Financial management for the FRS in areas including assets and estate, revenue provision, debt, and treasury management are covered under arrangements for the whole of the county council and, again, are not reported solely for the FRS.

The fire service's total net controllable expenditure for the 2018-19 financial year was £25.5 million. This is broken down below.

How your money is spent

Most of our £25.5 million budget is invested in frontline services including firefighting, rescue operations and community safety activity. This breaks down into:

Firefighting and rescue operations – £21,351,083

Community Fire Safety – £3,816,243

Fire Service Emergency Planning and Civil Resilience £316,539

Managing risk

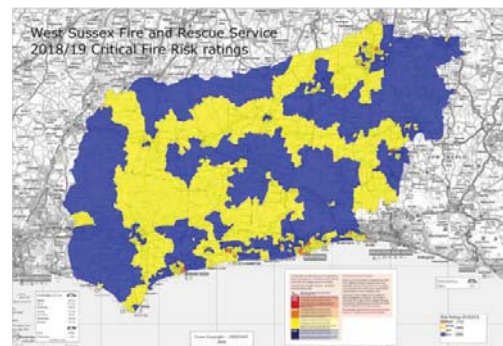
As a service we have to understand and identify our greatest risks in order to be able to effectively manage our resources.

We record information about every emergency call we receive and analyse where, why and how incidents have occurred to help us understand where incidents might happen in the future and how we are best placed to prevent them.

We also use the extensive local knowledge of our firefighters and officers, alongside the latest modelling software, demographic profiling, census data and information from our partner agencies.

All of this information is pulled together by our risk team in a Critical Fire Risk Map (pictured below) which is updated every year based on rolling data from the previous three years.

This shows that, for the period covered by this report, most of the county was classified as low or medium risk. Where small pockets of high, or very high, risk are identified we can target our resources in proportion to those needs.



Operational performance report

During this financial year WSFRS attended **9,292** incidents in West Sussex with 1,762 being categorised as critical incidents. These are incidents where there is a risk to life or property. Of all these incidents, 1,140 were critical special services (such as a road traffic collision), while 622 were critical fires.

In addition, 285 incidents were attended in neighbouring counties, predominantly East Sussex and Surrey.

Past 5 years historic (annual) data	2014 /15	2015 /16	2016 /17	2017 /18	2018 /19
Critical Special Services	748	765	771	1007 ¹	1140
Critical Fires	739	732	800	734	622
All Incidents	8566	8552	8842	9241	9292
Over the Border Calls	187	202	162	233	285

Our critical special service incidents have seen an increase from previous years as we are now using an improved method of measuring the incidents which fall into the critical special service category. This means incidents that previously may not have been categorised this way now are, and will be for future reports. The higher number is mainly due to this change rather than an underlying rapid rise in critical specials services.

The incidents we attend to assist our neighbouring fire and rescue services have risen by 53 calls last year. This was partly as a result of working with those services to

send the fastest fire engine without considering the county borders.

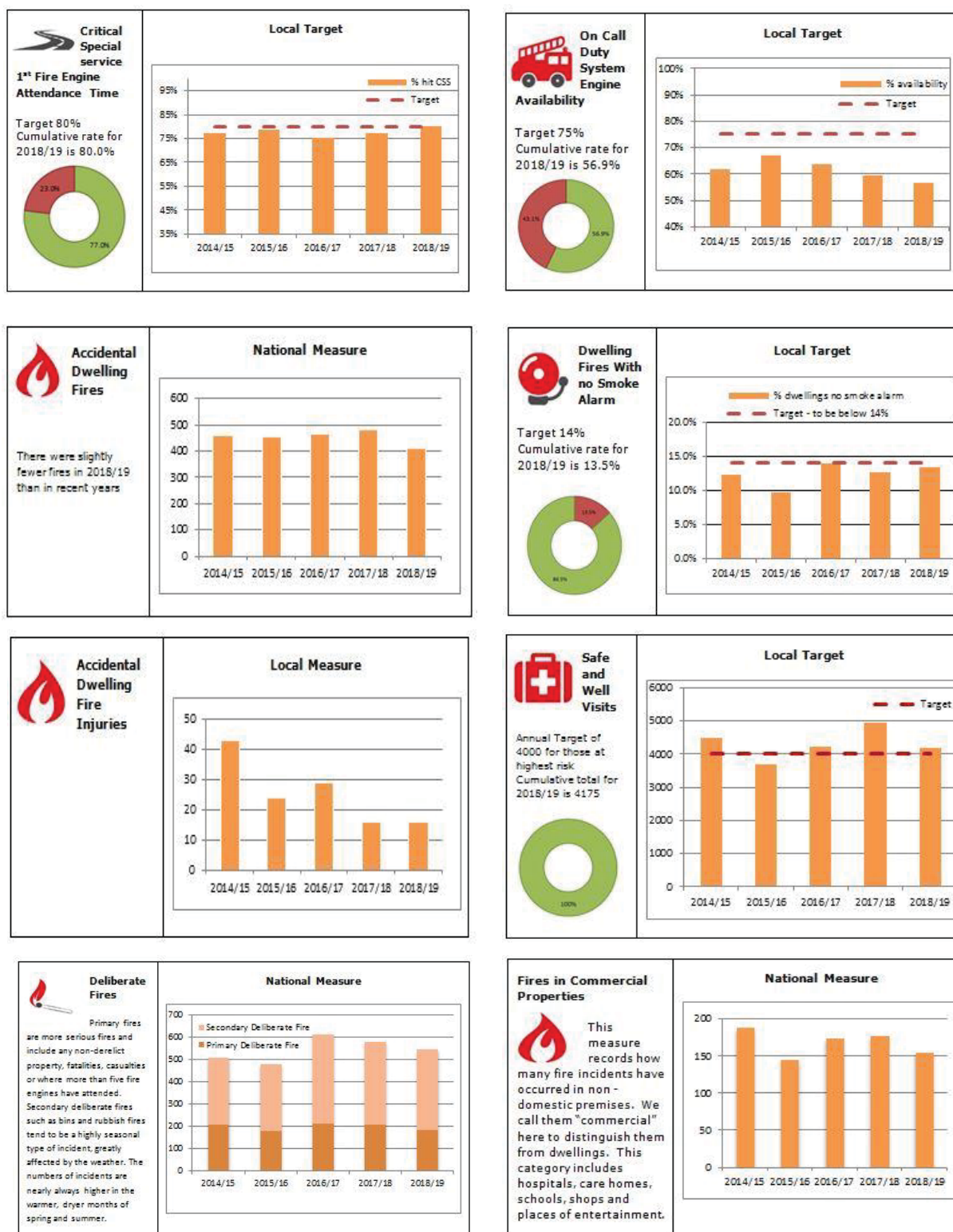
Operational performance targets and measures

We are required under our governance structure to carry out quarterly performance monitoring. We have over 60 key performance indicators and measures which are subject to both internal and external scrutiny.

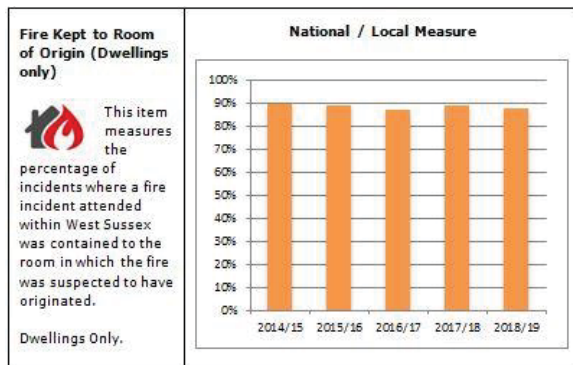
The Fire Authority has chosen 13 operational performance measures and targets that are reported on a quarterly basis as well as annually in this Statement of Assurance. This ensures we scrutinise and manage our data to continually drive through improved performance.

#	Indicator	Measure/ target
1	Critical Fire Incidents	Measure
2	1 st Appliance attendance time	Target
3	2 nd Fire appliance attendance time	Target
4	Both appliance attendance	Measure
5	Critical special service attendance time	Target
6	On call duty system availability	Target
7	Accidental dwelling fires	Measure
8	Dwelling fires no smoke alarm	Target
9	Accidental dwelling fire injuries	Measure
10	Safe and well checks	Target
11	Deliberate fires	Measure
12	Fires in commercial property	Measure
13	Fire kept to room of origin	Measure





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National Resilience

We have continued to support the National Resilience (NR) Programme which was a UK Government response to the threat of a 9/11 style attack on the UK.

The Technical Rescue Unit (TRU) is partly funded by a Home Office grant of £408,800 to be the Strategic Reserve Urban Search and Rescue Team, able to respond to collapsed buildings and major transport crashes anywhere in the UK.

The High Volume Pumping (HVP) Unit based at Bognor Fire Station is an NR asset. The HVP is able to pump much larger volumes of water than standard fire engines.

This year, following a national review, the mass casualty decontamination capability known as an Incident Response Unit (IRU) was decommissioned. West Sussex Fire Fighters continue to train and prepare for Initial Operational Responses to mass decontamination incidents.

We receive a grant to specially train and prepare a number of West Sussex Fire Fighters to respond into Terrorist incidents where firearms are in use. This is known as a Marauding Terrorist Attack (MTA). This grant was for £32,423 in 2018/19. National Resilience Assets are maintained as serviceable under national maintenance contracts. Our ability to effectively deploy them is tested by Assurance Audits carried out by National Resilience Capability Officers.

Integrated Risk Management Plan

WSFRS has a statutory duty to consult on, and publish, as detailed in the Fire and Rescue National Framework, an Integrated Risk Management Plan (IRMP).

In 2018 we reviewed our Integrated Risk Management Plan as there have been a number of changes to legislation that affect the fire and rescue service including the duty to collaborate and the emerging risks identified from the Grenfell incident in 2017.

This plan identifies and assesses all foreseeable fire and rescue related risks that could affect our community.

Once we have identified these risks, we review the resources we have in place and the activity we need to undertake to meet these risks. We then develop plans to improve the safety of our residents and staff.

We have developed a new IRMP, strategies and action plans that cover the period 2018-22. This plan reflects how we will respond to the risk.

The plan outlines:

- Prevention – educating the community on how to reduce risks through safe and well visits, school visits and other training.
- Protection – providing safer public spaces within the built environment, fire safety inspections and enforcement.
- Response – sending fire engines and firefighters to emergency incidents. This can include fires, road traffic collisions, flooding etc.
- People – how we address the challenges we face in delivering a highly trained, inclusive and diverse workforce.
- Customer Centred Value for Money – ensuring everything we do is as efficient as possible and delivers what our communities need.
- Partnership and collaboration – how we will work with other organisations to achieve our aims.

The plan also highlights a number of challenges. To help us deliver the plan we

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will set up four boards: Service Delivery, People and Culture, Integration and Collaboration and Customer Centred Value for Money, to deliver the change identified in our action plans and to monitor our progress.

We are measuring our progress in these boards against project and programme milestones as well using our key performance indicators to measure success and report progress to the Fire Authority.

The IRMP provides a detailed understanding of our communities and the risks they face. It also takes into account wider issues outside of West Sussex including national risks, to develop national resilience capabilities that are available to support our service when dealing with major incidents that stretch normal resources, such as major flooding.

Over the period of this IRMP we will report back on our progress on the delivery of the IRMP action plan.

In this annual statement of assurance we are reporting on year one of the action plan (2018-19), which has seen some significant progress with, items of note being:

- A fully established Programme with supporting strategies to monitor the delivery of the plan.
- The selection of a new provider for our mobilising solution with detailed implementation plans for transition to Surrey Fire & Rescue Service in a partnership arrangement.
- Introduction of smoke curtains to enhance our firefighting equipment and start to change our firefighting tactics.
- Commencement of the role out of new hydraulic rescue equipment
- Development of new specification for the procurement of a new 12 tone fire engine to enhance our fleet capabilities.
- Multiple collaborative work streams with our neighbouring services

under the umbrella of the 3 Fire Programme, including the delivery of a tri service wholetime training course developed and led by WSFRS.

The year two 2019/20 action plan has been reviewed and developed to continue work from the 18/19 plan and also identify key areas of new work for the next year.

The year two plan also identifies the outcomes of each line of the year one action plan (18/19), to view please see: https://www.westsussex.gov.uk/media/12745/irmp_action_plan_year_two.pdf

To view the full IRMP see:

<https://www.westsussex.gov.uk/fire-emergencies-and-crime/west-sussex-fire-and-rescue-service/performance-plans-and-reports/fire-rescue-service-integrated-risk-management-plan/>

Legislation

The FRS works within a clear legislative context. Key legislation documents are as follows:

The National Fire and Rescue Service Framework for England 2018

Under section 21 of the Fire and Rescue Services Act 2004 ("the 2004 Act"), the Secretary of State must prepare a Fire and Rescue National Framework. The Framework:

- a) Must set out priorities and objectives for fire and rescue authorities in connection with the discharge of their functions.
- b) May contain guidance to fire and rescue authorities in connection with the discharge of any of their functions.

- c) May contain any other matter relating to fire and rescue authorities or their functions that the Secretary of State considers appropriate.

Fire and Rescue Services Act 2004

This Act came into effect on 1 October 2004. It clarifies the duties and powers of fire authorities to:

- Promote fire safety
- Fight fires
- Protect people and property from fires
- Rescue people from road traffic incidents
- Deal with other specific emergencies, such as flooding or a terrorist attack
- Respond to the particular needs of our communities and the risks they face.

Fire and Rescue Service (Emergencies) (England) Order 2007

The Fire and Rescue Service Emergencies (England) Order 2007 outlines the additional statutory duties of the Fire and Rescue Services Act 2004 for fire authorities.

The duty requires authorities, where provision of resources has been made by central government, to respond to incidents, both within and outside the authority area, involving Chemical, Biological, Radiological and Nuclear hazards (CBRN) and Urban Search and Rescue (USAR).

The Order complements the National Mutual Assistance Protocol, to which this Authority is a signatory. This requires fire authorities to make a reasonable response to requests for assistance in relation to any large-scale emergency outside their area.

The Regulatory Reform (Fire Safety) Order 2005

This Order is a statutory instrument, applicable only in England and Wales, which places the responsibility on individuals within an organisation to carry out risk assessments to identify, manage and reduce the risk of fire. It became law on October 1 2006.

Civil Contingencies Act 2004 Fire and Rescue Authorities are 'Category 1 responders' under the Civil Contingencies Act 2004.

This Act sets out the full set of civil protection duties, including assessing the risk of emergencies happening (ranging from widespread flooding to terrorist attacks) and using this to inform contingency planning. Fire and Rescue Authorities must ensure that emergency plans and business continuity management arrangements are in place.

The Equality Act 2010

This Act is designed to reform and harmonise equality laws, to increase equality of opportunity and to have regard to the desirability of reducing socio-economic inequalities. It is designed to legally protect people from discrimination in the workplace and in wider society.

The Policing and Crime Act 2017

The Act makes three key provisions pertaining to the FRS:

1. It places a duty on the emergency services, Police, Fire and Ambulance, to collaborate, when there is a proven benefit to operational effectiveness or efficiency.
2. It established an independent inspectorate for the Fire and Rescue Service, the HMICFRS
3. It enables transfer of Fire and Rescue Authority (FRA) duties to Police and Crime Commissioners (PCCs) where a case for change is made.

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Further legislation which applies to the Fire Authority can be found within our IRMP.

Contact us

In an emergency you should always dial 999.

To find out more on West Sussex Fire & Rescue Service please follow the link to our website:

<https://www.westsussex.gov.uk/fire>

Your views and comments on this Statement of Assurance are very welcome.

If you have feedback or any questions please get in touch with us.

By email: wsfrs@westsussex.gov.uk

By telephone: 01243 786211

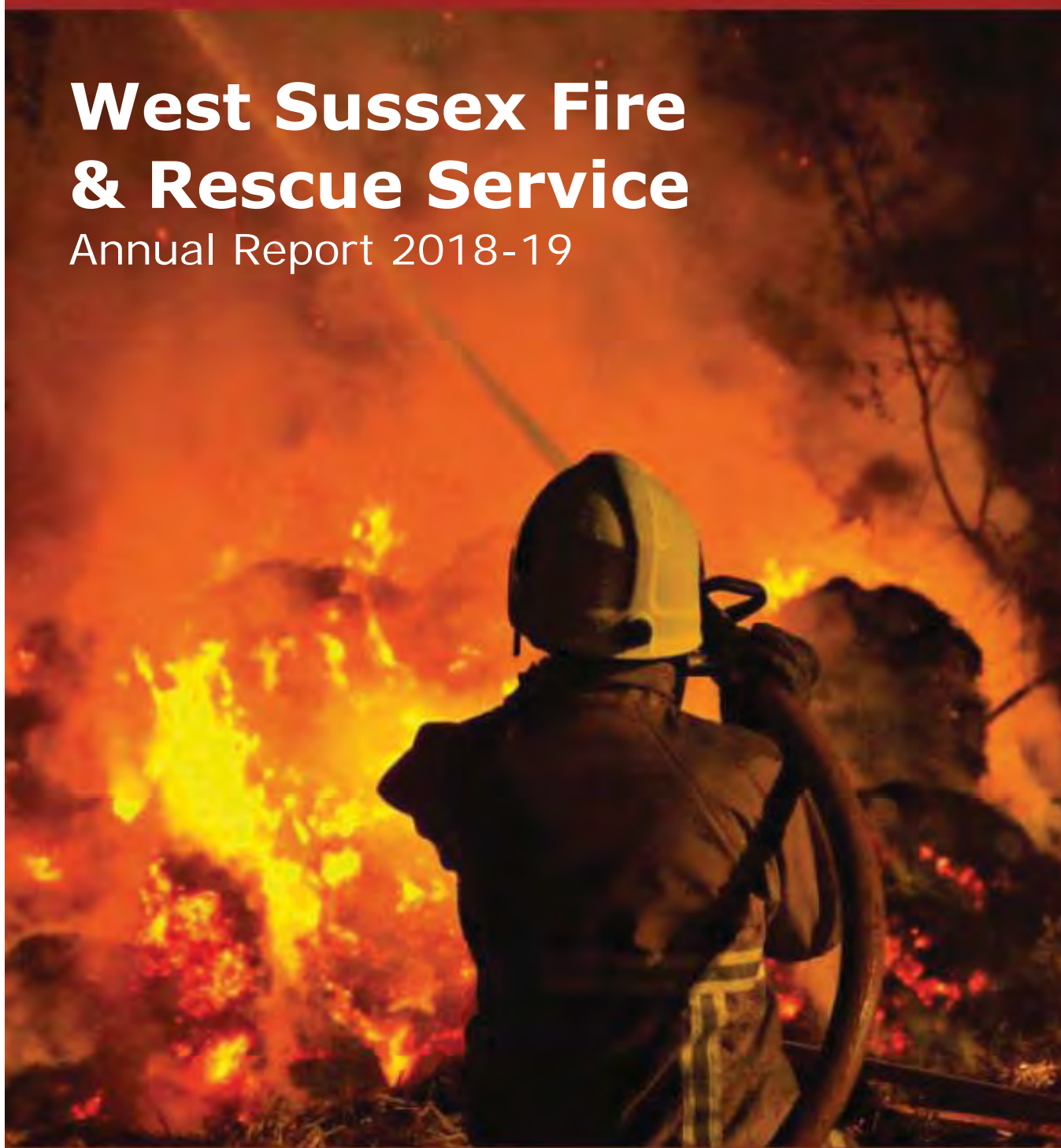
Or write to us at:

West Sussex Fire & Rescue Service
Headquarters
County Hall
Chichester
PO19 1RQ

www.westsussex.gov.uk

West Sussex Fire & Rescue Service

Annual Report 2018-19



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Foreword

Welcome to West Sussex Fire & Rescue Service's (WSFRS) Annual Report.



This report covers the year from 1 April 2018 to 31 March 2019 and highlights how WSFRS performed in the key areas of protection, prevention and emergency response.

This report can be found on our web site as well as the Integrated Risk Management Plan (IRMP) 2018-22 and supporting strategies.

These documents set out what we have done over the last year in our communities.

I am very proud of our fire and rescue teams and am confident they will continue to provide the very best service possible for our communities both now and in the future, with a leading role at the heart of the County Council.

Councillor Debbie Kennard
Cabinet Member for Safer, Stronger Communities

Introduction

The Chief Fire Officer's Vision Statement



Our ambition is to provide:

'A fire and rescue service focused on the delivery of a value for money response, prevention and protection service operating to the highest performance

standards to ensure the safety of residents and visitors to West Sussex. Continuous improvement is at the heart of everything we do.'

The fire service plays a key role supporting the council's Future West Sussex Plan. This plan will help enable a safer, stronger and more resilient community.

This Annual Report gives an overview of our work and highlights how the fire service, with our partners, is striving to deliver a first class service to our residents.

In addition to this Annual Report our Statement of Assurance for 2018-19 provides more details on our finances and performance.

When you need us, rest assured, our professional teams will continue to deliver the first-class service West Sussex expects and deserves.

Gavin Watts

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The community we serve

West Sussex is home to more than 852,000 people, according to the Office for National Statistics.

The four largest towns are Bognor, Crawley, Horsham and Worthing, while 43% of the county's population and more than half of businesses are in rural areas.

Arun District has the highest proportion of residents with 19%, while Adur, the smallest district, has the lowest, at almost 8%.

Almost 480,000 people, a little over 57% of the county population, are of working age. Almost 187,000 (22%) are over retirement age.

West Sussex Fire & Rescue Service's headquarters, as well as that of West Sussex County Council, are based at County Hall in Chichester.

The county includes part of the South Downs National Park and coastal areas.

It has several stately homes, including Goodwood, Petworth House and Uppark, alongside Arundel Castle and Bramber Castle.

More than half of our county is protected countryside, including the South Downs National Park. In addition, large areas of the county are designated as Areas of Outstanding Natural Beauty.

The county is the second most wooded in the UK – 19% woodland compared to the national average 9%.

As well as major road and rail links, Gatwick Airport, which has over 46 million

passengers each year, is also located in the county.

While the county is generally prosperous, low pay is a feature of the rural economy and there are areas of deprivation.

The average house price in West Sussex is £371,414. This is above the national average, although West Sussex remains a desirable place to live.

Within West Sussex, the largest business sectors are professional, scientific and technical services, followed by the construction sector and the retail industry.

Nature and parks within West Sussex are an important feature in the county, with 24 gardens, 27 parks and 26 nature and wildlife areas.

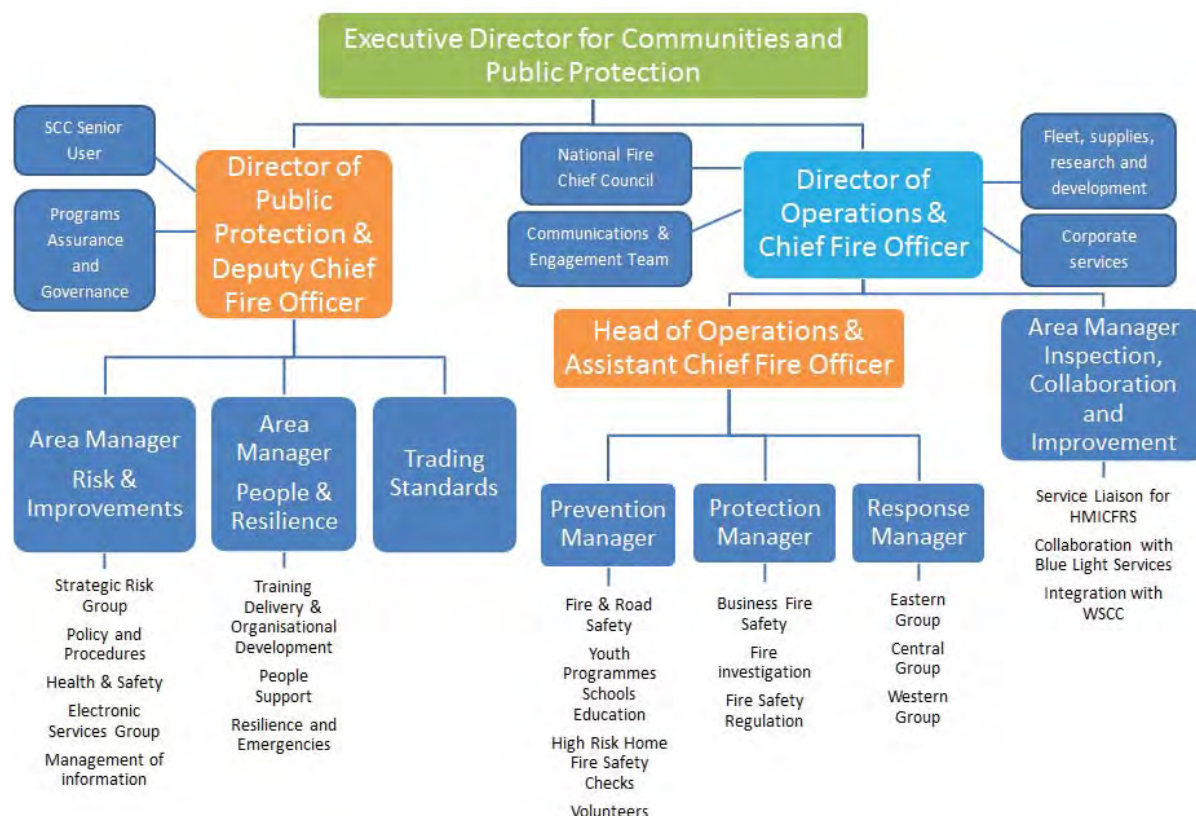
West Sussex has 9,058 medical and care establishments as well as 3,634 education establishments.

There are 416,119 economically active people, with 228,252 people in full time employment, 85,566 in part-time employment and 67,299 people who are registered as self-employed.

West Sussex has a higher proportion of multi-vehicle household than households with no cars.

The overall crime rate is lower than the average across the rest of England.

Our 2018-19 structure



In July 2018 the Area Manager Inspection, Collaboration and Improvement was converted to Area Manager Response. In March 2019 the Assistant Chief Fire Officer role was removed as part of a wider WSCC restructure.

Protection

We carried out inspections on a risk based programme, targeting those most at risk in the case of a fire. These included care homes, residential schools and public spaces with large numbers of people.

Following the Grenfell fire in London, we continue to monitor the high rise residential tower blocks in West Sussex. It has now been established that one premises contained similar cladding as was found at Grenfell. We continue to work with this premises and all landlords to support identified improvements and to respond to the new guidance as a result of the Independent Review of Building Regulations & Fire Safety and the Grenfell public enquiry which is now in year two and reviewing processes.

We also responded to over 204 referrals to fire safety concerns from business partners and members of the public. All of these

concerns were assessed and dealt with by the team.

Last year we carried out 558 fire safety audits. Many of these premises were found to require general improvements and 148 were issued with a notice of deficiencies and/or a corrective action plan to advise and ensure they became fully compliant. Where premises were found to require more serious improvements or where there was resistance to comply, formal enforcement notices were issued to 5 establishments including restaurants, takeaways and residential flats. Where immediate action was required to some of these establishments to reduce the risk of fire, 2 prohibition notices were issued.

We assessed 2,092 planning applications during this year looking at the provision of water supplies and access for fire engines in case of an incident. These were examined and commented upon to ensure new buildings, or changes to existing building infrastructure, provided the required facilities. In addition, 5,854 hydrant inspections were carried out and 104 hydrant defects were identified and repaired.

With new and evolving building infrastructure of commercial buildings in the county, 705 building consultations were examined and commented upon. Additionally, 394 licensing applications were received, reviewed and assessed to ensure fire safety standards were satisfactory. Fire investigations were carried out at all fires by crews. However, 34 fires required our specialised team to carry out the investigation. The teams worked alongside police and community teams to reduce fire risk or support police with arson prosecutions. Further information on business responsibilities, and on the high quality training we can provide, are available on the Business Safety section of our website at

Prevention

What We Do

The prevention work we carry out saves lives and can help identify additional support for vulnerable residents. It also helps to reduce the number of serious incidents that we are called to attend.

Much of this work is concentrated on those who, statistically, are most at risk from fire injuries in the home. This can include the elderly and people with mental or physical health issues.

We work with a variety of partners and constantly review the best ways of supporting the people we come into contact with to help build safer, stronger and more resilient communities.



In the year ending March 2019, our operational crews and Community Fire Safety Officers carried out 4,175 high priority Safe and Well Visits, to those deemed most at risk.

We can install smoke alarms or may suggest residents consider telecare-linked smoke detectors. We will also refer residents to additional sources of support.

During our Safe and Well Visits 2018/19 saw us:

- Install 2,123 ten-year smoke alarms

- Provide 2,448 telecare linked smoke alarms
- Distribute 183 deaf alarm systems
- Support 66 domestic violence cases with specialist equipment and advice
- Provide 1,350 other items of detection and protection equipment, which includes fire aprons or blankets for vulnerable smokers with limited mobility.



Community Fire Safety Officers, or local crews, will often return to a property after an incident to offer additional advice and support, and to help residents consider how the risk of future incidents can be reduced.

Being a trusted organisation gives us more open access to some individuals. To ensure we can provide the most appropriate help, our staff have been given safeguarding training to help them identify a wide range of issues.

Where required, we can refer people to other organisations we work with, or other relevant departments within WSCC. Last year we raised safeguarding concerns about more than 66 people and referred 546 individuals to other services or sources of support.

For example, in one incident a lady who was in her 90s was cooking on her hob, when her pan caught alight. Despite the fire being out when the crew arrived her flat was full of

smoke. The crew assisted the lady to safety and ventilated her flat to remove the smoke. They then updated the telecare provider and contacted the lady's daughter to let them know that she was safe. The lady recognised that she would benefit from more care support than she was currently receiving. Following a referral to Social Care the lady's care programme has been reviewed and she is now receiving additional support.

During a routine follow up home visit by one of our specialist staff it became apparent that the lady's medical conditions had deteriorated and were severely affecting her ability to live independently but she was too proud to ask for additional help. The limitations caused by her home were taken up with her housing association and she was referred for telecare and falls prevention services for support. The telecare support is now in place and a grant to support with modifications to her home has been submitted. Once the modifications have been made there will be a reduction in the risk of falls whilst undertaking personal care and also assistance can be summoned if a fall takes place.

As part of our role within the Multi-Agency Public Protection Arrangements (MAPPA) we were invited to work supporting a convicted arsonist who was returning to live in their family home. This work required visits to multiple neighbouring properties to ensure that they had adequate fire detection and knew what to do in the event of a fire.



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Work was also undertaken to ensure that the other members of the family were able to respond in the event of a fire in their house. One of the family had a cognitive impairment, which made it almost impossible for them to escape and would hamper the escape of the other family members. Following some simple changes to the room layout they were able to move around more quickly and safely than they had in years. Whilst the likelihood of a fire in their home is low the whole family will get early warning and have a sound evacuation plan.

We also carry out drop-in events to deliver safety measures to wider audiences. These included testing 264 electric blankets last year, which 62 failed as they were unsafe.

Work with Children and Young People

We play a valuable role teaching children about fire prevention and road safety, from primary school age upwards.

We use specialist learning materials to ensure that we engage with children at the most appropriate level and can communicate information in a format they will be able to retain and share with others.

Last year we had contact with 15,801 pupils during 225 School Education Visits. We also saw 1,254 pupils through Junior Citizen events across the county.

Firefighters can be positive role models for young people. We work in partnership with a number of organisations to discourage anti-social behaviour and last year 56 children were referred to our Firewise programme, which helps young people understand the potential consequences of experimenting with fires.

We also run FireBreak, in partnership with county council colleagues from Youth Services. It is aimed at young people aged between 12 and 14, and actively encourages students to become positive role models within their communities.



Students attend a fire station over five consecutive days, working alongside uniformed firefighters on a structured programme of events that combine classroom-based activities and practical training to promote teamwork, social awareness, self-discipline and to help reduce negative influences.

We ran nine of these courses during the year, working with a total of 108 students, including a tailor-made course for a special needs school.

Road Safety

As a fire and rescue service we deal with the consequences of road traffic collisions on a daily basis. We work closely with our national and regional partners to do everything we can to reduce the number, and severity, of such incidents.

One of our key road safety collaborations is the Sussex Safer Roads Partnership (SSRP), a partnership which includes Brighton & Hove City Council, East and West Sussex

County Councils, Highways England, East and West Sussex Fire and Rescue Services and Sussex Police.

All of the organisations in the SSRP work together to help make the roads of Sussex safer and, since April 2015, the SSRP has been fully funded through the speed awareness operational surplus, where drivers detected speeding are offered the opportunity to take an educational course rather than have a penalty fine and points on their driving licence.

Road Traffic Collisions – Over the course of last year there were 1,863 reported road traffic collisions (RTCs). Sadly 20 people lost their lives, 416 people were seriously injured and a further 1,427 people suffered slight injuries.

More information can be found following this link: www.westsussex.gov.uk/roads-and-travel/road-safety/road-accidents-and-casualty-data/

We are not asked to attend all collisions, but we were called to 634 incidents last year and carried out work to rescue casualties 87 times.

We work hard with a number of partners to try to reduce this number through initiatives such as Safe Drive Stay Alive.

Working with young road users

Almost 8,000 young people from local schools and colleges attended our hard hitting road show Safe Drive Stay Alive. The show is delivered in partnership with staff from Sussex Police, South East Coast Ambulance (SECAmb), NHS and seriously injured victims, as well as relatives of those who have been killed on our roads.

It brings to life difficult messages to make young people aware of their responsibilities as new or potential drivers, or as passengers

travelling with their friends, and of the devastating consequences that can occur otherwise.



We also engaged with 107 motorcyclists through our Biker Down programme, which promotes rider safety at events across the county and helps make motorcyclists aware of what to do in the event of a collision, as well as the courses and advice available to them. This is delivered in partnership with the police.

Advice and information for all drivers can be found on the SSRP website www.sussexsaferroads.gov.uk.

Response

Despite the best efforts of our Prevention and Protection work we recognise that emergency incidents will still occur. Therefore we are committed to ensuring we can always deliver an effective emergency response.

The Integrated Risk Management Plan (IRMP) 2018-22 states the Fire Authority's risk assessment for fires and rescues in West Sussex and we are equipped to deal with the risks and incidents identified in the IRMP.

These risks include building fires and road traffic collisions which are directly covered in

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the Fire and Rescue Services Act 2004. As well as other incident types such as animal rescues and flood responses which are discretionary for the Fire Authority.

We send the quickest fire engine to every incident, this being the fire engine that can get there before any other fire engine. This means on some occasions a fire engine from another service will be the first on scene. As we operate on borderless mobilising with neighbouring services.

For each incident type we have task analysis which identifies how many fire fighters and what equipment will be needed and we ensure we send this in what we call a 'Pre Determined Attendance'



Speed and weight of attack are important however the quality of work on scene is also critical to how well we resolve an incident. We work to ensure our crews are well trained and well equipped. We also seek to support incident commanders with more senior and experienced officers who will attend incidents to advise and coach.

We use a number of different crewing systems across the service to ensure we can provide 24/7/365 fire cover to our community.

The On-Call System (OCS) / Retained Duty System (RDS) are part time fire fighters who respond to their station when there is an incident.

We use the OCS firefighters at 23 of our 24 fire stations. There are number of challenges in maintaining the availability of OCS fire engines which is vital for our performance.

We are working to address these challenges through a Members Task and Finish Group; which has identified a number of ideas to progress.

Firefighting is inherently dangerous and one of the ways by which we make it safer is by investing in new equipment and techniques to make our fire fighters both safer and more effective.

This year we have commissioned a number of improved technologies to benefit fire fighters and our community.

Hydraulic Rescue Equipment: the tools we use to rescue people from crashed cars were updated on every fire engine and are now more powerful and lighter to handle.

Airbags: We have replaced and upgraded the airbags we use to lift cars and rescue people which again offer improvements on the previous generation.

Battery Tools and Lights: this year we have replaced the portable lighting and electric saws on our fire engines with modern battery powered models.

Smoke Curtains: all fire engines now carry these portable devices which we now use to prevent fresh air entering the fire and making it worse for both the occupants and our firefighters. Whilst at the same time they hold back the smoke to prevent smoke damage in the property.



Mobile Data Terminals: Throughout the year we have been making upgrades to the 'computer in the cab' which provides incident and risk data to the incident commander

New equipment procurement is based on the lessons learnt from previous incidents. We debrief incidents to ensure that we update training, procedures and equipment to continuously improve how we respond.

The Fire Control Project

In August 2018 the Fire Authority made a decision to start work on a project to assess how we were fulfilling our statutory duty for receiving and acting upon emergency calls for help and present options for our future mobilisation function.

These options were assessed in terms of value for money, the suitability of tried and tested technology and to address the wider IT strategy of the fire and rescue service. WSFRS teamed up with our County IT partners and presented a key decision report and business case in January 2019.

This business case addressed several areas including mobilisation, our data bases for firefighter safety, business fire safety inspections and safe and well visits. We also addressed how we will improve the resilience of our IT systems that are linked into the mobilisation systems. Our aim was to work

in collaboration with other services to achieve these improvements.

The cabinet member approved the key decision paper to work in collaboration with Surrey Fire and Rescue Service to provide our future mobilisation solution and work together to deliver our wider IT strategy providing benefits to both services.

The project to deliver our new mobilisation solution and wider IT strategy started in February 2019 and will continue on into 2019 with an anticipated go live in December 2019. We will then continue to work on these benefits through into 2020.

Incidents of note

Large animal rescue

On Tuesday 8 May 2018, our Technical Rescue Unit was mobilised after a horse was stuck in a ditch.

Crews cleared the area around the horse and awaited the arrival of a vet, who on arrival assessed and sedated the animal. Crews were then able to safely position rescue straps to allow them to lift the horse out of the ditch. The Unimog was then used to lift the sedated horse out of the ditch and into the field with the other horses, where it was reunited with its mother.



Cottesmore Country Club

Crews were mobilised following a fire alarm at Cottesmore Country Club in Pease Pottage on Monday 11 June 2018. The first appliance in attendance discovered a significant roof fire which had begun to spread to the club, kitchen, function rooms and bar.

At its height, ten appliances along with an aerial ladder platform were used to tackle the blaze, and crews were later praised for their dedication and professionalism, which resulted in no persons being injured.



Summer field fires

An exceptionally warm summer in 2018 led to a number of field fires across West Sussex. A Level 3 heat warning was issued for most of July, meaning an increased risk of wildfires in the county. Crews tackled multiple field fires during this period with the largest in areas including Chichester and Lavant.

Safety messages were also issued on social media and a number of interviews took place with the local media to remind the public of the risks associated with the hot weather.



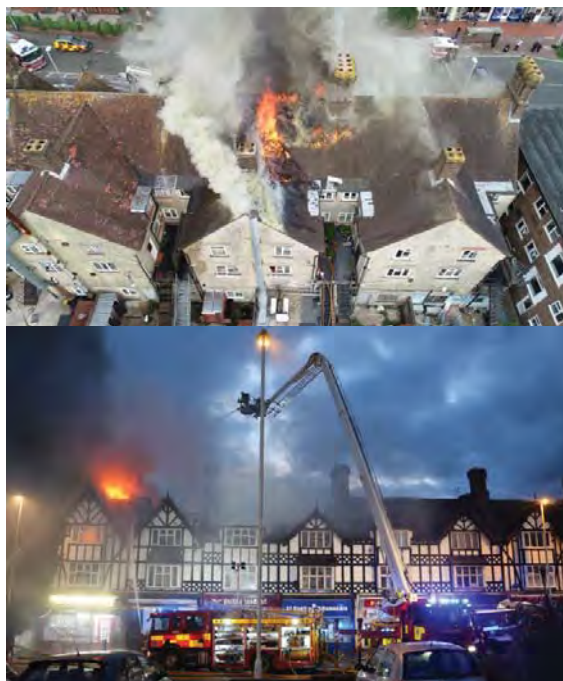
Rectory Road, Worthing

On Monday 27 August 2018 crews across West Sussex worked together to deal with a difficult fire at a block of properties in Rectory Road, Worthing.

The fire affected a three storey building made up of both domestic and commercial properties, and at the height of the incident there were ten appliances and two aerial ladder platforms in attendance.

After the initial call at 6.37pm, crews worked throughout the evening to extinguish the fire and managed to prevent a spread to neighbouring properties. All involved demonstrated a great use of practical skills, not only in the initial stages, but from those taking over as reliefs and maintaining standby cover.

WSCC's Resilience and Emergencies Team co-ordinated with partner agencies, including Worthing Borough Council, who worked to find accommodation for residents made homeless.



Glider rescue

Reports of a glider which had crashed into trees at Chanctonbury Ring on Saturday 2 February 2019, led to a multi-agency rescue operation.

Following the first report shortly after 1pm, the Technical Rescue Unit attended along with appliances from Shoreham and Henfield. Over several hours, crews worked alongside South East Coast Ambulance Service (SECAmb) Hart teams, Sussex Police and the Coastguard in difficult conditions to carry out a rescue of the male pilot.

The glider was suspended in high trees, and services worked together to release the pilot using a helicopter winch and rope rescue equipment, before he was left in the care of SECAmb.



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Tesla showroom fire

A fire at the Tesla unit in Crawley attended by eight fire appliances and specialist appliances led to international coverage from the United States.

Two appliances from Crawley were initially sent to the showroom and workshop in County Oak Way at 10.28 am on Saturday 2 March 2019.

The incident was then escalated, and crews from East Grinstead, Haywards Heath, Partridge Green and Billingshurst were sent to the scene, along with appliances from Surrey Fire & Rescue Service.

With the assistance of Tesla staff on site, we were able to bring the fire under control, and crews contained the damage to the building to 25 per cent, with a further 25 per cent heat and smoke damage.



People

Our Training, Development and Assurance (TDA) team is responsible for the delivery and commissioning of all learning and development requirements within WSFRS.

The team's primary role is to ensure that we have a safe, competent and well trained workforce that can deliver a first class service to our residents. Key training requirements include, but are not limited to, the following:

- Wholtime and on-call recruits training
- Breathing apparatus
- Road traffic collisions and incident command
- Water rescue and Immediate Emergency Care (IEC)



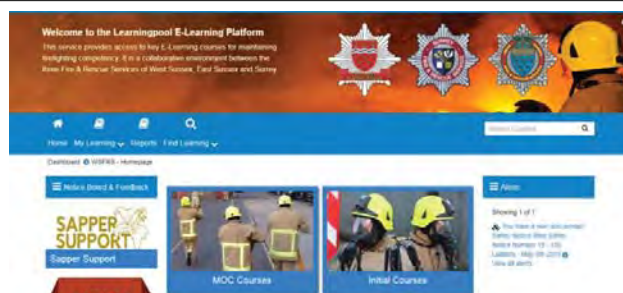
Core Training Delivered 01/04/2018 to 31/03/2019			
Training Course:	Number of Courses	Number of Students	Number of Training Days
Wholtime Recruits	3	28 (WSFRS students)	163 days in report period
On Call Recruits	4	39	40
Breathing Apparatus Initial	3	20	33
Breathing Apparatus Refresher	Mod 1A (Heat & Smoke): 35 Courses Mod 1B (Compartment Fire): 33 Courses	Mod 1A (Heat & Smoke): 216 Students Mod 1B (Compartment Fire): 222 Students	Mod 1A (Heat & Smoke): 35 Mod 1B (Compartment Fire): 33
Road Traffic Collision Initial	4	32	16
Hazardous Materials Initial	3	24	8
Incident Command System (ICS)	ICS Level 1 Requalification: 34 ICS Level 1 Initial: 3	ICS Level 1 Requalification: 88 ICS Level 1 Initial: 15	ICS Level 1 Requalification: 34 ICS Level 1 Initial: 15
	ICS Level 2 Requalification: 2 ICS Level 2 Initial: 1	ICS Level 2 Requalification: 6 ICS Level 2 Initial: 6	ICS Level 2 Requalification: 2 ICS Level 2 Initial: 5
Emergency Response Driver Training (ERDT)	ERD Refresher/Assessment: 74 ERD Initial: 6	ERD Refresher/Assessment: 74 ERD Initial: 6	ERD Refresher/Assessment: 76 ERD Initial: 30
	Wade Refresher: 13 Wade Initial: 3	Wade Refresher: 123 Wade Initial: 32	Wade Refresher: 13 Wade Initial: 9
Immediate Emergency Care	IEC Refresher: 10 Courses IEC Initial: 2 courses	IEC Refresher: 74 IEC Initial: 18	IEC Refresher: 10 IEC Initial: 9

To support this training we also use the realistic facilities at the Fire Service College training centre in Gloucestershire. The college specialises in equipping firefighters and other emergency responders with the latest techniques and procedures to build their skillset.

www.westsussex.gov.uk

2018/19 Fire Service College Courses		
Training Course:	Number of Courses	Number of Students
Live Fire Training	2	18
Incident Command Foundation	4	40 (inc. non WSFRS delegates)
Wholtime Recruits Consolidation	1	12
Officer Level Incident Command	4	5

The TDA team have also reviewed and updated the two yearly Maintenance of Competence (MOC) programme in 2018/19, this combines the maintenance of knowledge (MOK, 58 modules) and the maintenance of core skills (MOS, 57 modules). To support this programme over 12,133 supporting ELearning courses were completed, this included specific training on a range of new equipment as described above.



A successful collaborative wholtime recruitment campaign with Surrey FRS was completed in October 2018 which resulted in twenty-two candidates passing the process and being eligible for training. Nine of these candidates were employed in January 2019 and they successfully completed their training in April 2019. WSFRS also completed a successful retained (on-call) to wholtime transferee course which resulted in eight new wholtime firefighters being trained in November 2018.

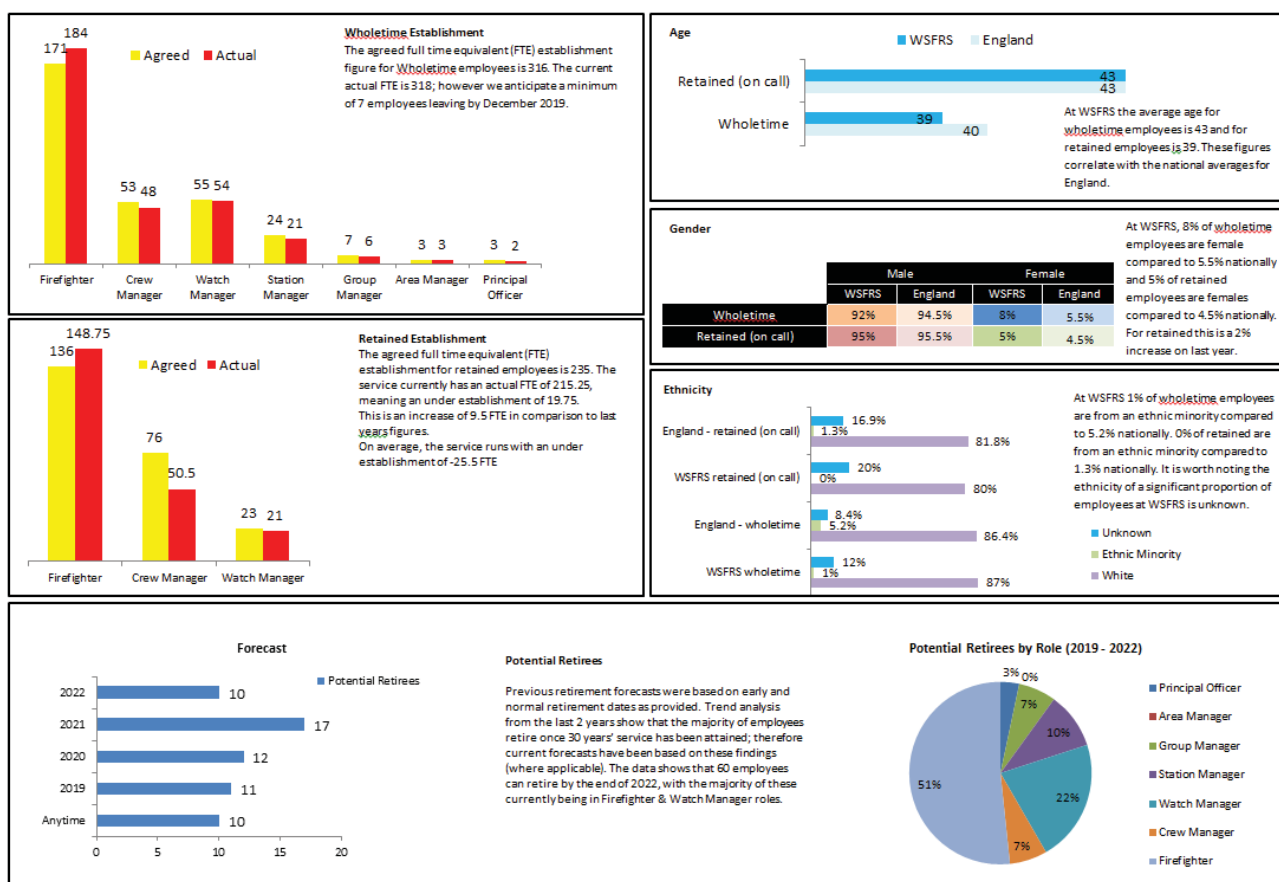


Eight retained (on-call) assessment days were facilitated by People Support, this resulted in four retained (on-call) initial courses for forty-two new recruits.

The table details the number of starters and leavers for wholtime and retained (on-call) during 18/19.

Contract Type	Starters	Leavers
Wholtime	17	19 (16 Retirements)
Retained (on-call)	42	30 (2 Retirements)

The wholetime and retained (on-call) figures clearly show that during 18/19, the service retention rate has improved since last year. The main reason for wholetime leavers was retirement, whereas retained (on-call) leavers were mainly due to personal reasons.



*Please note, retained (on-call) establishment data is recorded as 0.75 or 1 FTE depending on contract type. Other data sources may capture the FTE using a different method.

One Public Estate

One Public Estate (OPE) is a national programme, jointly managed by the Cabinet Office, MHCLG and the Local Government Association, which brings public sector organisations together. By working in partnership we can look at how we can use our land and buildings collaboratively to:

- Improve public services to residents, visitors, employees and businesses in the county.
- Renew and rationalise the public estate so there is a reduction in the amount of money we spend on buildings.
- Free up much needed land for the development of housing, commercial and employment space.
- Support local economic growth.
- Generate capital receipts and income.

WSFRS has established clear principles to inform and guide the design and development of new FRS facilities including:

ONE PUBLIC ESTATE WEST SUSSEX

Operational

- Stations are located in appropriate places to optimise emergency response, minimise response times and add value to their communities.
- Stations provide a great working environment that encourages recruitment and retention, supports diversity and inclusion and the wellbeing of staff.
- FRS working environments encourage and support cultural and behavioural change.

- Our buildings are smarter, more flexible, modern, and sustainable, supporting service improvement and able to adapt to changing service demands.
- The FRS estate provides training facilities that meet the needs of a modern fire service.

Estate

- Increased value from estate, through sharing of sites, co-location/integration with other services, additional development.
- Sustainable buildings that are cheaper and easier to maintain/run.

Partnership

- Supports collaboration with blue-light services and other agencies.
- Contribution to delivery of partnership outcomes through One Public Estate and other partnership-delivered initiatives.
- Proactive engagement and co-operation with partner organisations within local communities.
- Economies of scale with associated savings and efficiencies through joint development/occupation.

WSFRS has a number of projects underway within the OPE West Sussex Programme, including:

Horsham: Two projects are underway, the first of which is a new combined blue light centre to provide new state-of-the-art operational and training facilities for WSFRS. This project will shortly enter its detailed design phase. The second project will see the creation of a satellite post for on-call FRS in central Horsham. These projects will release current blue light sites to enable Horsham District Council to deliver their planned regeneration of Hurst Road.

Burgess Hill: This project will see the redevelopment of a number of sites within public sector ownership at The Brow. Proposals include the creation of a new tri-service blue light centre, children's and adults' services, alongside new housing and commercial space to support regeneration in the area.

Drayton Depot: A combined highways, transport and emergency services facility. This will provide fleet maintenance facilities for WSCC, as well as three fire and rescue services (West Sussex, East Sussex and Surrey), Surrey Police, Sussex Police and SECamb. These facilities will be provided alongside new facilities for Highways and Transport staff and contractors.

Littlehampton: This project will be delivered in two phases. The first phase will deliver a new tri-service blue light operational centre with accommodation for fire, police and ambulance services. This project will move into detailed design in mid-2019. The second phase will bring together a number of sites at Maltravers Road and Fitzalan Road for a new public services hub, health provision and housing.

Chichester: Feasibility funding was awarded in the latest round of OPE funding to explore the potential to relocate and re-provide Chichester Fire Station, potentially alongside other blue-light services. Initial work on this proposal will start shortly. Relocation of this station would enable new modern facilities to be provided for WSFRS, and land to be released at Chichester Northgate for new housing, commercial and retail uses as part of the Chichester Vision.

Events of note

As a service we are invited to attend a number of national and local events throughout the year. These include attending the Service of Remembrance in London as well as local services across the country.

We also hold our annual Christmas carol service at Chichester Cathedral where staff and the public are invited to attend, and also join our partners at Sussex Police and SECamb for the Christian Police Association service in Brighton.

Throughout the year we undertake several charity events. These include car washes, annual ladder climbs and other events to raise money for local and national causes.

We hold community open days across the county for the public to come into fire stations, meet the crews and experience what it is like to be a firefighter. We also promote community and fire safety advice.

This year a number of our wholetime recruits took part in a collaborative course with students from Surrey and East Sussex fire and rescue services. Towards the end of their training they took part in a 27 mile hike across the South Downs to raise money for the Fire Fighters Charity. In total, the recruits managed to raise nearly £1,400.



Her Majesty's Inspectorate of Constabularies and Fire & Rescue Services (HMICFRS)

In November of 2018 we welcomed a team of inspectors to WSFRS for 'Fieldwork Week'. Over five days, 10 inspectors carried out a comprehensive inspection of WSFRS. The inspection involved:

- Data collection
- interviews with staff
- focus groups
- reality testing of staff

Through this inspection, and earlier visits which included pre inspection and briefings from strategic managers, HMICFRS will produce a report on the performance of WSFRS in the areas of:

- Effectiveness
- Efficiency
- People

We will receive our formal report in June 2019.

IRMP and the four boards

Our current Integrated Risk Management Plan (IRMP) runs from 2018 to 2022.

Over the past year the plan has been adopted and we have been developing action plans around the priorities set in it.

Four boards have been set up to deliver the change identified and to monitor progress:

- Service Delivery
- People and Culture
- Integration and Collaboration
- Customer Centred Value for Money

Strategies have been developed for each of these areas. You can read more here under 'Other internal reports':

<https://www.westsussex.gov.uk/fire-emergencies-and-crime/west-sussex-fire-and-rescue-service/performance-plans-and-reports/fire-rescue-service-reports/>

We recognise that the IRMP four board framework will need to be reviewed early in 2019/20 to ensure resourcing is consistent with anticipated organisational change.

We will continue to measure our progress in these boards against project and programme milestones as well using our key performance indicators to measure success

The year two 2019/20 action plan has been developed which prioritises the work areas for the next year and also identifies the outcomes of the year one action plan to view see:

https://www.westsussex.gov.uk/media/12745/irmp_action_plan_year_two.pdf

To view the full IRMP see

<https://www.westsussex.gov.uk/fire-emergencies-and-crime/west-sussex-fire-and-rescue-service/performance-plans-and-reports/fire-rescue-service-integrated-risk-management-plan/>



Awards and medals

Each year the work of our firefighters is honoured with an awards ceremony held at the Baron's Hall in Arundel Castle.

The latest event, which took place in October 2018, saw long service and good conduct (LSGC) medals awarded to wholetime and on-call firefighters for two decades of outstanding service to their communities. Meritorious medals were given to those who had served an incredible 40 years.

Serving firefighters, teams within the service and members of the public were also singled out for their courage, dedication to the service and selflessness in the last year. Organisations and partners who have supported the fire service throughout the year were also recognised, alongside volunteers and individuals who contributed to the Fire Fighters Charity.

What people thought about us

After every incident we attend we send out a customer feedback survey. This survey used to be paper based only, but in October we have now given customers the choice whether they wish to complete this with the paper copy or online. Overall, 99% of respondents were satisfied with the way the fire service dealt with their incident and 94% of respondents were very satisfied with our service.

The comments received included:

"All of the firefighters were extremely professional and it was a relief to have them at the property to save the day"

"As my mother is elderly and diabetic they were very concerned with her wellbeing and treated her with dignity. They made sure her blood sugar levels were ok and made the incident as easy as possible for her to deal with as she was very confused."

"They came back a couple of hours after the incident to check the property and even put many of the undamaged tiles back"

"My Mum is elderly. The Service was amazing. Thank you so much"

"They checked the smoke detectors and replaced 2 of them"

It is also important we listen to residents when things have not gone so well.

"Although in carrying out their necessary fire check they exposed encapsulated asbestos which has turned a relatively minor event into a major one"

Contact us

In an emergency you should always dial 999.

To find out more about West Sussex Fire & Rescue Service, please follow the link to our website: www.westsussex.gov.uk/fire

Your views and comments on this Annual Report are very welcome.

If you have any feedback or any questions please get in touch with us.

By email: wsfrs@westsussex.gov.uk

By telephone: 01243 786211

Or write to us at:

**West Sussex Fire & Rescue Service
Headquarters
County Hall
Chichester
PO19 1RQ**

In addition, members of the community can get involved with our work and receive updates through our Facebook (<https://www.facebook.com/wsfrs>) and Twitter (www.twitter.com/WestSussexFire) pages, through their local county councilor and through WSCC's County Local Committee meetings.

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Forward Plan of Key Decisions

Explanatory Note

The County Council must give at least 28 days' notice of all key decisions to be taken by members or officers. The Forward Plan includes all key decisions and the expected month for the decision to be taken over a four-month period. Decisions are categorised in the Forward Plan according to the [West Sussex Plan](#) priorities of:

- Best Start in Life
- A Prosperous Place
- A Safe, Strong and Sustainable Place
- Independence in Later Life
- A Council that Works for the Community

The Forward Plan is updated regularly and key decisions can be taken daily. Published decisions are available via this [link](#). The Forward Plan is available on the County Council's website www.westsussex.gov.uk and from Democratic Services, County Hall, West Street, Chichester, PO19 1RQ, all Help Points and the main libraries in Bognor Regis, Crawley, Haywards Heath, Horsham and Worthing.

Key decisions are those which:

- Involve expenditure or savings of £500,000 or more (except decisions in connection with treasury management); and/or
- Will have a significant effect on communities in two or more electoral divisions in terms of how services are provided.

The following information is provided for each entry in the Forward Plan:

Decision	The title of the decision, a brief summary and proposed recommendation(s)
Decision By	Who will take the decision
West Sussex Plan priority	See above for the five priorities contained in the West Sussex Plan
Date added to Forward Plan	The date the proposed decision was added to the Forward Plan
Decision Month	The decision will be taken on any working day in the month stated
Consultation/Representations	Means of consultation/names of consultees and/or dates of Select Committee meetings and how to make representations on the decision and by when
Background Documents	What documents relating to the proposed decision are available (via links on the website version of the Forward Plan). Hard copies of background documents are available on request from the decision contact.
Author	The contact details of the decision report author
Contact	Who in Democratic Services you can contact about the entry

For questions about the Forward Plan contact Helena Cox on 033022 22533, email helena.cox@westsussex.gov.uk.

Published: 11 June 2019

A Prosperous Place

Cabinet Member for Highways and Infrastructure

A284 Lyminster Bypass - Land Acquisition	
<p>The Lyminster bypass has been safeguarded through the Arun District Local Plan (2003) and it continues to be safeguarded in the recently adopted Arun District Local Plan. The proposed bypass will provide an important north-south link between Littlehampton and the A27 Crossbush. It will help to deliver 700 new jobs and 1,260 new houses as part of the North Littlehampton development area, as well as realising safety benefits through Lyminster Village and improving journey time reliability.</p> <p>The Cabinet Member for Highways and Infrastructure authorised the submission of a planning application in July 2018 (HT12 18/19) and planning permission for the scheme was approved at West Sussex County Council's Planning Committee on 26 March 2019 subject to call-in by the Secretary of State.</p> <p>The compulsory acquisition of land and rights will be required to enable the scheme to progress towards completion and the Cabinet Member for Highways and Infrastructure will be asked to authorise the Director of Law and Assurance to publish the necessary Compulsory Purchase Order and take any necessary action to secure the land either by agreement or compulsion</p>	
Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	11 April 2019
Decision Month	June 2019
Consultation/ Representations	<p>Consultation has been on-going with the North Littlehampton Members Steering Group, Arun District Council, Highways England, the Environment Agency, the developers of the land north of Littlehampton internal services and other stakeholder groups.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Sara McKnight Tel: 033 022 24197
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

Guidance on Parking in New Developments	
<p>The Council provides guidance on parking in new residential and commercial developments to inform the determination of planning applications by Local Planning Authorities (LPA). It addresses the amount of car and cycle parking that is expected to be provided and includes advice to developers and the LPAs on the highway impacts of parking provision in new developments.</p> <p>The current guidance was last reviewed in 2010 (residential), and 2003 (commercial). There is a need to review the current guidance to ensure it is fit for purpose, up to date and consistent with current national planning policy and guidance. A review of the current guidance has been undertaken in consultation with the LPAs to provide an updated evidence base and recommendations on which the new guidance will be based.</p> <p>The Cabinet Member for Highways and Infrastructure will receive a report on the review of current guidance and be asked to approve the Council's updated Guidance on Parking in New Developments.</p>	
Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	7 August 2018
Decision Month	June 2019
Consultation/ Representations	<p>Local Planning Authorities in West Sussex</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Paul Eagle Tel: 033 022 25298
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

A259 Littlehampton Corridor Improvements
<p>The A259 Littlehampton Corridor improvement scheme comprises dualling the existing single carriageway between the new Fitzalan Link Road (east of the Wick Roundabout) and the Body Shop Roundabout as well as between the Station Road Roundabout and A280 Roundabout. Additionally, new cycling and pedestrian facilities will be provided adjacent to but separated from the carriageway.</p> <p>A decision was taken by the Cabinet Member for Highways and Infrastructure (HI25</p>

17/18) in January 2018 in relation to the plans for improvements to the A259 between Worthing and Littlehampton.

The Cabinet Member for Highways and Infrastructure will be asked to approve the capital allocation for the improvement scheme and award the construction contract.

Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	1 May 2019
Decision Month	June 2019
Consultation/ Representations	<p>The project board (whose membership includes Arun District Council and West Sussex County Council's Director of Highways and Transport)</p> <p>In January and February 2016, WSCC undertook a 6-week public consultation on the proposals for the A259 which included four public exhibitions, a project website, online questionnaire and a consultation leaflet detailing aspects of the proposals.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	David Lambert Tel: 033 022 25709
Contact	Judith Shore Tel: 033 022 26052

Leader

Chichester Southern Gateway

The Chichester Growth Deal defines joint growth priorities for West Sussex County Council (WSCC) and Chichester District Council (CDC) including the delivery of housing, employment space, improved connectivity and improved public realm as identified in the Adopted Southern Gateway Masterplan. The Southern Gateway Masterplan includes the development of WSCC land at the former Year 7 Block and the current all-weather hockey pitch at Chichester High School.

A Collaboration Agreement between WSCC and CDC commits each authority to the MasterPlan objectives and supports the procurement process to appoint a Development Partner. CDC published an Official Journal of the European Union (OJEU) procurement notice in April 2019. Subject to this Leader decision, WSCC will enter the procurement process in June 2019 prior to the assessment of bids.

Should WSCC, through this decision, agree to join the procurement process and through

that procurement process a development partner demonstrates that the WSCC valuation of its land and other key identified evaluation criteria can be met, WSCC would be committed to the appointment of a development partner and completion of a Development Agreement. The outcome of the procurement process will be the subject of a further decision report later in the year, anticipated to be in the Autumn.

An agreement is in place with CDC to secure Local Growth Funds (LGF), held by CDC, to progress the demolition of the Year 7 Block and relocation of the hockey pitch. The agreement has secured the transfer of £485k to WSCC for the demolition work and potential transfer of a further £1.5m of LGF for the relocation of the hockey pitch, subject to contractual agreement with the Chichester High School (Kemnal Academy Trust).

The Leader will be asked to agree:

- That arrangements to progress the demolition of the Former Year 7 Block and the arrangements to progress the relocation of the all-weather hockey pitch are agreed and these projects are progressed using LGF;
- That WSCC join the Procurement Process to secure a Development Partner for the Southern Gateway to allow WSCC to assess submitted bids against the WSCC valuation of its land and other key identified evaluation criteria.
- That a further Decision Report will be published in the Autumn 2019 to report the outcome of the Procurement Process in order to determine WSCC's involvement in the appointment of a Development Partner.

Decision By	Ms Goldsmith - Leader
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	7 May 2019
Decision Month	June 2019
Consultation/ Representations	Local Members and the Chichester Growth Board. Representations concerning this proposed decision can be made to the Executive Director of Place Services via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	WSCC / CDC Collaboration Agreement WSCC / CDC – LEP funding Agreement
Author	Paul Jackson-Cole Tel: 033 022 25445
Contact	Monique Smart Tel: 033 022 22540

Executive Director of Place Services

Crawley Growth Programme: Funding and Governance
In August 2017 the Leader approved the Crawley Growth Programme LDR04 17.18 and following approval of the business case by the West Sussex Local Enterprise Partnership,

delegated authority to the Executive Director Economy, Infrastructure and Environment to progress the projects (now Executive Director of Place Services). In December 2017 [OKD03\(17-18\)](#) the Executive Director Economy, Infrastructure and Environment (now Executive Director of Place Services) agreed Crawley Growth Programme project funding allocations and delivery governance.

Much progress has been made since December 2017 and a number of projects have been developed, designed and delivered under the guidance of the Crawley Growth Board.

The Executive Director of Place Services will be asked to approve amendments to project funding allocations, within the overall Programme funding allocation, and project governance to reflect current estimates and delivery routes supported by the Crawley Growth Board.

Decision By	- Executive Director of Place Services
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	16 May 2019
Decision Month	June 2019
Consultation/ Representations	<p>Crawley Growth Board which includes Crawley Borough Council, West Sussex County Council Leader as portfolio holder for Economy, Cabinet Member for Corporate Resources, Cabinet Member for Finance and Resources.</p> <p>Representation concerning the proposed decision can be made to the Executive Director of Place Services via the author or service contact, by the beginning of the month in which the decision is due to be taken</p>
Background Documents (via website)	None
Author	Duncan Barratt Tel: 033 022 23875
Contact	Monique Smart Tel: 033 022 22540

Executive Director of Place Services

Eastern Gateway, Crawley Growth programme- Contract award
<p>In August 2017 the Leader approved the Crawley Growth Programme (ref report: LDR04 17.18) and following approval of the business case by the West Sussex Local Enterprise Partnership, delegated authority to the Executive Director Economy, Infrastructure and Environment (now Director of Place Services) to progress the projects.</p> <p>Eastern Gateway is a key project within the growth programme.</p> <p>The £8.35m scheme will:</p> <ul style="list-style-type: none"> • Improve connectivity between the town and key development sites in the vicinity of the proposals including the Town Hall, County Buildings,

- Crawley College and Telford Place;
- Support the delivery of residential and commercial development in Crawley Town centre;
- Improve the public realm and living environment in the town.

In February 2019, the Executive Director, Economy, Infrastructure and Environment approved the commencement of the tender process to secure a design and build Contractor through the WSCC Highways Design and Build framework.

Following completion of the Tender process, the Executive Director of Place Services will be asked to approve the award of a design and build contract through the WSCC highways framework.

Decision By	- Executive Director of Place Services
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	24 April 2019
Decision Month	June 2019
Consultation/ Representations	A full engagement exercise took place in June/July 2018. Representations concerning this proposed decision can be made to the Executive Director of Place Services via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	Business case Consultation report
Author	Marie Ovenden Tel: 033 022 23854
Contact	Monique Smart Tel: 0330 22 22540

Environment, Communities and Fire Select Committee

Cabinet Member for Highways and Infrastructure

Framework for co-ordinating and approving events on West Sussex highways

During the past few years West Sussex has seen an increase in events taking place on the highway across the county. In order to realise the benefits from such events, the impacts on the community must be adequately considered and mitigated.

A Framework for co-ordinating and approving events on West Sussex highways is being developed and will set out a clear timeline and process for the approval of road closures to ensure it is consultative and transparent, whilst balancing the impacts versus the benefits. It also sets out expectations in relation to how partners and event organisers communicate and co-ordinate to minimise any impact attributed to events.

The Cabinet Member will be asked to approve a framework for co-ordinating and approving events on West Sussex highways.

Decision By	Mr Elkins - Environment, Communities and Fire Select Committee Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	16 May 2019
Decision Month	June 2019
Consultation/ Representations	Consultation with the District and Borough councils in West Sussex, emergency service providers and internal West Sussex County Council stake holders. Environment, Communities and Fire Select Committee on 20 June 2019 Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Jeff Elliot Tel: 033 022 25973
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

Highways and Transport Service Area Review - Highway Maintenance Plan

The County Council, in its capacity as Highway Authority, has a duty to maintain the highway under Section 41(1) of the Highways Act 1980. However, the Act does not specify the levels of service required in order to meet that duty. In previous years, documents have been produced which detailed the highway maintenance service levels customers could expect to receive.

A document named "Well-managed Highway Infrastructure" was published in October 2016, replacing "Well-maintained Highways", "Management of Highway Structures" and "Well-lit Highways". Like its predecessors, "Well-managed Highway Infrastructure" is a national, non-statutory code of practice which sets out a series of general principles for highway maintenance. It is endorsed and recommended by the Department for Transport and its production has been overseen by the UK Roads Liaison Group (UKRLG) and its Roads, Bridges and Lighting Boards.

In order to demonstrate that the County Council complies with the principles of "Well-managed Highway Infrastructure", a robust decision-making process must be demonstrated, an understanding of the consequences of those decisions, and how the associated risks are managed to ensure highway safety. As part of that process, a new Highway Maintenance Plan needs to be produced, which clearly sets out the levels of service customers may expect and which integrates with a revised "Safety Plus" inspection manual.

The Cabinet Member for Highways and Infrastructure will be asked to approve a new Highway Maintenance Plan, including a review of service levels currently delivered, and propose changes to service levels if required.	
Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperus Place
Date added to Forward Plan	21 March 2019
Decision Month	June 2019
Consultation/ Representations	Executive Director of Place Services, Director of Finance and Support Services, Director of Law and Assurance Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Chris Barrett Tel: 033 022 26707
Contact	Judith Shore 033 022 26052

Cabinet Member for Highways and Infrastructure

Review of On-Street Parking Charges and related policy	
The 2019/20 on-street parking charges review will include all West Sussex permits, dispensation notices, parking bay suspensions and pay & display areas. The Cabinet Member for Highways and Infrastructure will be asked to approve adjustments to parking charges to make improvements to the administration of the Residents' Parking Schemes, to correct any imbalance that exists between the on and off-street charges in some towns, to take account of inflation and to help facilitate future improvements in service provision.	
Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	13 May 2019
Decision Month	June 2019
Consultation/ Representations	All members of West Sussex County Council. Representations concerning this proposed decision can be made

	to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Miles Davy Tel: 033 022 26688
Contact	Judith Shore Tel: 033 022 26052

Executive Director of Place Services

Worthing Portland Road Public Realm Works - Adur and Worthing Growth Programme	
<p>The approved Adur and Worthing Growth Programme identified public realm improvements in Worthing town centre to support the development of the regeneration sites and the town's future economy. A £12m programme of 8 public realm schemes between the station and the seafront was identified. West Sussex County Council (WSCC) have committed £5m of growth funding towards the programme to specifically deliver two of the schemes in key locations - Portland Road and South Street. Worthing Borough Council (WBC) are committing to fund the remainder of the schemes through CIL, s106 contributions and direct developer contributions.</p> <p>Delivering these key regeneration sites in the town will bring forward additional homes, jobs and leisure facilities. The public realm programme of schemes will also provide better north south connectivity between the station and the town centre and create a more experienced based location that will help the town centre economy thrive into the future.</p> <p>The preliminary design for the Portland Road scheme will be completed first with South Street following along later in the year. The preliminary design for Portland Road is the culmination of several stakeholder and public workshops and exhibitions and a public consultation in February. Its design will attract new users to the area and encourage dwell time in the town centre for the benefit of the businesses and local economy.</p> <p>The Executive Director of Place Services is asked to give authority to proceed with the procurement for delivery of the Portland Road public realm scheme.</p>	
Decision By	- Executive Director of Place Services
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	13 May 2019
Decision Month	June 2019
Consultation/ Representations	<p>Local Business Design Workshop Sep 2018, Stakeholder workshop Oct 2018, Public Exhibitions and consultation January - February 2019</p> <p>Representation concerning the proposed decision can be made to</p>

	the Executive Director of Place Services via the author or service contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Patrick Griffin Tel: 03302224562
Contact	Monique Smart Tel: 033 022 22540

Cabinet Member for Highways and Infrastructure

Street Lighting LED Conversion Programme	
<p>A study of the County Council's street lighting equipment has identified a cost-effective project to convert the street lighting throughout West Sussex to LED lanterns and introduce a Central Monitoring System (CMS).</p> <p>The change to LED lanterns will greatly reduce annual electricity consumption.</p> <p>The Cabinet Member for Highways and Infrastructure will be asked to approve the capital allocation to convert the existing street lighting to LED and implement CMS on all street lighting in West Sussex and delegate authority to the Director of Highways, Transport and Planning to award the contract and enter into all necessary contract arrangements.</p>	
Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	3 June 2019
Decision Month	July 2019
Consultation/Representations	<p>Environment, Fire and Communities Select Committee on 20 June 2019</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Barry Edmunds Tel: 033 022 25692
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

Transport for the South East: response to consultation about statutory status	
<p>Transport for the South East (TfSE), a sub-national transport body that currently operates in 'shadow' form, is seeking to obtain statutory status. The body has the twin purpose of facilitating the delivery of a regional transport strategy and promoting economic growth in the South East. If it gains statutory status, TfSE will enable local transport authorities in the South East, including the County Council, to provide a single voice to Government on strategic transport issues and influence national investment decisions.</p> <p>TfSE is consulting on a draft proposal that will set out the membership, voting powers, decision-making arrangements, functions and general powers that it is seeking for the body through obtaining statutory status.</p> <p>The Cabinet Member for Highways and Infrastructure will be asked to approve the County Council's consultation response and, subject to there being no substantive changes to the final proposal, delegate authority to the Director for Highways, Transport and Planning to submit the final proposal to Government.</p>	
Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	13 May 2019
Decision Month	July 2019
Consultation/ Representations	<p>Internal consultation with officers and members of the County Council</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	Consultation proposal
Author	Darryl Hemmings Tel: 033 022 26437
Contact	Judith Shore Tel: 033 022 26052

A Strong, Safe and Sustainable Place

Executive Director of Place Services

Worthing Community Hub Award of Contract
<p>This decision is subject to the approval of the decision by the Cabinet member for Safer, Stronger Communities on the Worthing Community Hub to approve the allocation of funds and commencement of a procurement process to allow the building works required</p>

to create a Community Hub in Worthing, based on the agreed detailed designs in the building currently known as Worthing Library and to delegate authority to the Executive Director of Place Services.

The Executive Director of Place Services will be asked to award the contract to the successful bidder in accordance with the Council's Standing Orders on Procurement and Contracts.

Decision By	- Executive Director of Place Services
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added to Forward Plan	9 April 2019
Decision Month	June 2019
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director of Place Services, via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Rachel North Tel: 033 022 22681
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Environment

Adoption of the Shoreham Harbour Joint Area Action Plan	
<p>The Shoreham Harbour Joint Area Action Plan (JAAP) has been prepared jointly by the County Council, Adur District Council and Brighton & Hove City Council for an area which stretches from the Adur Ferry Bridge in the west through to Hove Lagoon (in Brighton & Hove) in the east. Once adopted, the JAAP will provide planning policies against which applications for development in Shoreham Harbour will be assessed.</p> <p>Following the Independent Examination in September 2018 and Main Modification representation period in January – March 2019, and subject to a 'sound' Inspector's report being received by the authorities, West Sussex County Council, Adur District Council and Brighton & Hove City Councils can then adopt the plan.</p> <p>The Cabinet Member will be asked to recommend that the County Council adopts the JAAP at its meeting on 19 July 2019.</p>	
Decision By	Mrs Urquhart - Cabinet Member for Environment
West Sussex Plan	A Strong, Safe and Sustainable Place

priority	
Date added to Forward Plan	9 April 2019
Decision Month	August 2019
Consultation/ Representations	<p>There were a number of stages of consultation in preparing the JAAP for submission and examination, considered and approved by the County Council, Adur District Council and Brighton & Hove City Council.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member Environment, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Caroline West Tel: 033 022 25225
Contact	Judith Shore Tel: 033 022 26052

Executive Director of Place Services

Procurement - Self Service Library Kiosk Replacement	
<p>Self Service kiosks play a significant part in the operation of today's modern library service. Residents in West Sussex regularly utilise these kiosks to transact a range of library services.</p> <p>West Sussex Library Service received late notification of 'end of service' for presently deployed Bibliotheca kiosks, meaning ongoing operation of kiosks past 31st July 2019 would be uncertain and where device faults occurring past the end of service date could mean a particular kiosk reaching immediate end of life.</p> <p>The current contract ended in March 2019 so the County Council has negotiated a year of additional maintenance and support taking us to the end of March 2020. However, in order to continue to provide a longer-term service from the kiosks, a replacement product will need to be sourced.</p> <p>An allocation of £1m is included in the 2019/20 – 2023/24 capital programme for the replacement of kiosks.</p> <p>The Executive Director of Place Services is asked to:</p> <ul style="list-style-type: none"> • approve the commencement a procurement process; and • delegate authority for the award of the Contract to the Director of Communities. 	
Decision By	- Executive Director of Place Services

West Sussex Plan priority	A Council that Works for the Community
Date added to Forward Plan	1 May 2019
Decision Month	June 2019
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director of Place Services by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Rachel North Tel: 033 022 22681
Contact	Erica Keegan Tel: 033 022 26050

Director of Communities

Award of Contract Self Service Library Kiosks	
<p>When visiting the West Sussex Library Service residents regularly use self-service kiosks to transact a range of library services.</p> <p>In order to provide modern, longer term services procurement is currently underway for Self Service Library kiosk replacement in West Sussex libraries. An allocation of £1m is included in the 2019/20 – 2023/24 capital programme for the replacement of kiosks.</p> <p>Following the completion of the procurement process, the Director of Communities seeks to award the Contract for the Self Service Library Kiosks to the preferred bidder.</p>	
Decision By	- Director of Communities
West Sussex Plan priority	A Council that Works for the Community
Date added to Forward Plan	1 May 2019
Decision Month	June 2019
Consultation/ Representations	Representations concerning the proposed decision can be made to the Director of Communities by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None

Agenda Item 11

Author	Lesley Sim Tel: 0330 022 24786
Contact	Erica Keegan Tel: 033 022 26050