

Public Document Pack

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12 September 2019

Environment, Communities and Fire Select Committee

A meeting of the committee will be held at **10.30 am** on **Friday, 20 September 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>

The first half of the agenda will be devoted to the scrutiny of Fire and Rescue Service plans.

The afternoon of the meeting will focus on other service areas.

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 meeting of the Committee on 20 June**
(Pages 5 - 12)

The Committee is asked to agree the minutes of the meeting held on 20 June 2019 (cream paper).

3. **Minutes of the meeting of the Committee on 10 July**
(Pages 13 - 18)

The Committee is asked to agree the Minutes of the meeting of the Committee held on 10 July 2019 (cream paper).

4. **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.

5. **Responses to Recommendations** (Pages 19 - 20)

The Committee is asked to note the responses to recommendations made at the 20 June 2019 meeting from Cabinet Member for Highways and Infrastructure.

10.50 am 6. **West Sussex Fire and Rescue Service HMI/FRS & IRMP Improvement Plan progress report** (Pages 21 - 28)

Report by the Chief Fire Officer.

The Committee is asked to:

- Comment on the approach to the integration of the IRMP and HMI Improvement Plans as set out by the responsible officers
- advise whether the focus on the priorities and outcomes are those members would expect to meet the needs of our communities (section 2)
- advise whether there are particular areas of service improvement which the committee wishes to focus on for future scrutiny

Adjournment for Lunch at 1.00pm

The Committee will adjourn for 30 minutes for lunch.

1.30 pm 7. **Limit Use of Household Waste Recycling Sites to West Sussex Residents** (Pages 29 - 36)

Draft decision report by the Cabinet Member for Environment.

The Committee is asked to consider and comment on the proposals to limit access to West Sussex's Household Waste Recycling Sites to residents.

2.00 pm 8. **Revisions to Recycling Credit Payments** (Pages 37 - 52)

Draft decision report by the Cabinet Member for Environment.

The Committee is asked to consider and comment on the proposals to terminate all recycling credit payments to collection authorities (except those protected by law) and to retain a reserve fund for future initiatives.

- 2.30 pm 9. **Review of Library Offer** (Pages 53 - 62)
- Draft decision report by the Cabinet Member for Fire and Rescue and Communities.
- The Committee is asked to consider and comment on the proposals to cease the Mobile Library Service, and reduce evening opening hours in those static libraries where these currently apply.
- 3.00 pm 10. **Business Planning Group Report** (Pages 63 - 84)
- The report informs the Committee of the Business Planning Group meeting held on 1 July 2019, setting out the key issues discussed.
- The Committee is asked to endorse the contents of this report, and particularly the Committee's Work Programme revised to reflect the Business Planning Group's discussions (attached at Appendix A) and the WSFRS Operational Performance Report (attached at Appendix B).
- 3.30 pm 11. **Requests for Call-in**
- There have been no requests for call-in to the Select Committee 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.
12. **Forward Plan of Key Decisions** (Pages 85 - 102)
- Extract from the Forward Plan dated 2 September 2019.
- 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.
13. **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.

3.40 pm 14. **Date of Next Meeting**

An additional meeting of the Committee will be held on 21 October 2019 at 2.00pm at County Hall, Chichester. This will be to discuss the County Council's draft response to the Highways England consultation on the latest proposals for the A27 at Arundel.

Any member wishing to place an item on the agenda for the meeting must notify the Director of Law and Assurance by 10 October 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

20 June 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	Lt Col Barton, left at	Mr Oppler, arrived at
Mr Barling	2.17pm	11.23am, left at 2.21pm
Mr Barnard, left at	Mr Jones, arrived at	Dr Walsh, arrived at
3.55pm	10.33am	2.02pm
	Mr McDonald, arrived at	
	12.32pm	

Apologies were received from Mrs Bridges, Mr Jupp and Mr R J Oakley

Absent:

Also in attendance: Mr Bradford, Mr Elkins and Ms Kennard

Part I

92. Declarations of Interest

92.1 None Declared

93. Minutes of the last meeting of the Committee

93.1 Resolved – that the minutes of the Environment, Communities and Fire Select Committee held on 9 May 2019 be approved as a correct record, and that they be signed by the Chairman.

94. Urgent Matters

94.1 It was noted that Her Majesty's Inspectorate of Constabulary, Fire and Rescue Services' Inspection Report was published at midnight. The Chairman confirmed that there will be an additional meeting of this Committee on 10 July to discuss this and all County Councillors have been invited to attend.

A copy of the report was circulated.

95. Responses to Recommendations

a) Recommendation on the West Sussex Crowd.

95.1 The Committee noted the Cabinet Member's Response to the Committee's recommendation on the West Sussex Crowd.

- 95.2 The Committee was disappointed that £1000 maximum recommendation has not been taken up but welcomed that the 30% limit can be exceeded at the discretion of CLC Chairman.

b) Economic Growth Plan

- 95.3 The Committee noted the Leader's Response to the Committee's recommendation on the Economic Growth Plan 2018-2023.
- 95.4 The Committee requests that officers work closely with district and borough councils and asked officers to supply a copy of the Strategy for this particularly in regards to the night-time economy.

c) Highways Maintenance Service Procurement

- 95.5 The Committee noted the Cabinet Member's Response to the Committee's Recommendation on the Highways Maintenance Service Procurement.
- 95.6 The Committee noted the Chief Executive's response to the Committee's request for reassurance of governance on the Highways Maintenance Service Procurement.

d) Halewick Lane Battery Storage Project

- 95.7 The Committee noted the Cabinet Member's response to the Committee's recommendation on the Halewick Lane Battery Storage Project.

96. Framework for Considering Requests for Events on West Sussex Highways

- 96.1 The Committee considered a report by Executive Director for Place Services and Director of Highways, Transport and Planning (copy appended to signed minutes).
- 96.2 Jeff Elliott, Highway Network & Traffic Manager, introduced the report with a presentation (copy of slides appended to the signed minutes) which highlighted the work that has been carried out to produce the framework. It was emphasised that this is very much a draft document which has been produced with support from the district and borough council licensing teams.
- 96.3 With permission of the Chairman, Mr Bradford, Member for Rother Valley addressed the Committee and highlighted some of the issues that "Velo" had caused to his division. Similar concerns were received in writing from Mrs Duncton, Member for Petworth, Dr O'Kelly, Member for Midhurst and Mr Jupp, Member for Southwater and Nuthurst.

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

- Welcomed the report and was broadly supportive and understood the need to have a framework. It noted that the framework balances both the positive and negative impacts of events and reassured that this framework would address many of the issues highlighted by the communities with regards to “Velo” and would allow the Cabinet Member to refuse permission for events to be held if the mitigation offered is not suitable or the risk to the community too high.
- Welcomed the long lead-in time required for events to be organised (at least one year) as this would give sufficient time for the local member, County Council services and communities to be properly consulted at the earliest opportunity.
- Requested that the report be clearer on when West Sussex County Council can claim back costs, who would take the final decision on whether events would be permitted, and whether the decision could be taken as a key decision.
- Suggested that screening points should be added to the timeline, to make it clear when political escalation is required.
- Requested clarity on the process for implementing Temporary Traffic Regulation Orders.

96.5 Resolved – That the Committee welcomes the production of a draft protocol, and asks that the revised version be brought back to the Committee when ready.

97. Highways, Transport and Planning Service Area Review & Highway Maintenance Infrastructure Plan

97.1 The Committee considered a report by Executive Director of Place Services and Director of Highways, Transport and Planning (copy appended to signed minutes).

97.2 Matt Davey, Director of Highways, Transport and Planning, Michele Hulme, Head of Local Highway Operations, Chris Stark, Area Manager Highways – Horsham and Richard Speller, Area Highways Manager – Mid Sussex introduced the report with a presentation (copy appended to signed minutes) which highlighted the risk-based approach that has been adopted and that this report has brought together all the Service Level Agreements that exist into the one document. This document has taken into account what can reasonably be carried out within the allocated budget and Safety Plus inspections will not change.

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

- Raised concerns around the service standards going down and how this sits with the expectations in the West Sussex Plan.
 - Raised concern over the past budget overspend and asked if this is just a way of moving the burden of cost to others including parish and town councils.
 - Raised concerns particularly regarding the reduction of grass cutting and that there did not appear to be any mention in the report to having any reactive budget should weather conditions cause significant growth. Similar concerns were raised with regards to the significant reduction in the winter salting network.
 - Asked whether a full period of community engagement will be undertaken before any changes are made particularly with town and parish councils.
- 97.4 Mr Jones proposed a recommendation that the Committee does not support the reduction in grass-cutting, winter salting routes and line painting. This was seconded by Mr Oppler. The resolution was lost.
- 97.5 Resolved – That
1. This Committee notes with concern the consequences of past budget decisions and asks that they inform future budget discussions going forward.
 2. The communication with members, parishes and communities going forward must be robust particularly around the changing levels of service. Also the Highways team should continue to encourage town and parish councils to take on additional works.

98. A259 Littlehampton Corridor Improvements

- 98.1 The Committee considered a report by Executive Director of Place Services and Director of Highways, Transport and Planning (copy appended to the signed minutes).
- 98.2 Matt Davey, Director of Highways, Transport and Planning, Alex Sharkey, Manager Highways Projects and David Lambert, Project Manager - Major Projects introduced the report with a presentation (copy appended to signed minutes) which highlighted that this project is one which is being delivered in partnership with the Local Enterprise Partnership, Coast to Capital and that this is therefore time critical. It is also part of a larger programme of road improvements in the area.
- 98.3 The Committee made comments including those that follow. It:

- Welcomed the report was broadly supportive, appreciated the importance of delivering this project and noted the support that this project has with the local community.
- Questioned the impact on other programmes of maintaining funding for this programme. Questioned whether such cost escalations inhibited our corporate desire to commit to future major infrastructure projects.
- Raised concerns that this is another major scheme where the budget has risen significantly and wanted reassurance that processes are being put in place to reduce this risk in future.

98.4 Resolved – That the Committee has reviewed the decision and recommends that this is passed to the Cabinet Member for approval and look forward to the process review being undertaken as soon as possible.

99. Street Lighting LED Conversion Programme and Central Monitoring (CMS) Programme

99.1 The Committee considered a report by Executive Director of Place Services and Director of Highways, Transport and Planning (copy appended to the signed minutes).

99.2 Barry Edmunds, Traffic Signals and Street Lighting Manager introduced the report with a presentation (copy appended to the signed minutes), which highlighted the need to replace the majority of the street lighting over the next six years and for the introduction of a Central Monitoring System.

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

- Welcomed the report and was supportive. It was encouraged to hear that this project would lead to £82M savings over 25 years but also a 17% reduction in carbon emissions.
- Concerns were raised regarding health issues associated with LED lighting that have been raised over a number of years and were reassured to hear that Public Health England had been consulted and that they have identified no health risks to the public in having LED lighting and that this is now proven technology.
- Welcomed that the introduction of a Central Monitoring System will now ensure that there will no longer be a lag in dimming times when the clocks change in March and October.

99.4 Resolved – That the Committee supports and recommends that the Council moves forward with this project

100. 2018/19 Fire and Rescue Service Performance Review and Annual Report

100.1 Before the report was presented Ms Kennard, Cabinet Member for Safer, Stronger Communities read a statement to the Committee where she accepted the findings of the Her Majesty's Inspectorate of Constabulary, Fire and Rescue Services' Inspection Report and highlighted some of the steps that are already being taken to address the issues.

100.2 The Committee made comments regarding the Inspection Report including those that follow. It:

- Raised concerns in particular areas such as staff morale and the perceived culture of bullying within the Fire and Rescue Service.
- Asked whether the Chief Fire Officer had challenged some of the findings as some of the issues had already been highlighted on the Risk Management Plan. It was confirmed that such a challenge was made.
- Raised concerns that the report did not reflect where issues had been highlighted earlier in the process and the progress that had subsequently been made. This good work has not been reflected.
- Acknowledged that the Inspection Report will be discussed more fully at the additional meeting on 10 July 2019 where representatives of the unions will also be present.

100.3 The Committee considered a report by the Chief Fire Officer (copy appended to signed minutes), which outlined the performance of the Fire and Rescue Service and highlighted some of the issues that the Service is facing.

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

- Raised concerns about the process for recruiting retained firefighters which appears to be complicated and can put people off. People's expectations of the role also differ from what is expected.
- Raised concerns that there appeared to be a mismatch between the Inspection Report and some of issues highlighted in the Annual Review and that this needs to be addressed before the final report is published. This was acknowledged and will be rectified.

100.5 Resolved – That the Committee continues to support the Fire and Rescue Service but it recommends that some changes are made to the Annual Report in light of the Inspection Report before it is published.

101. Forward Plan of Key Decisions

101.1 The Committee considered the Forward Plan dated 17 June 2019 (copy appended to the signed minutes).

101.2 Resolved – That the Forward Plan be noted

102. Possible Items for Future Scrutiny

102.1 The Committee requested further details on Parking on New Developments. The Cabinet Member's response is included on the agenda for 10 July meeting and it will be decided after this meeting whether the issue still needs to be brought back to the Committee.

102.2 Chairman reminded the Committee that the next Business Planning Group meets on 1 July and to let him know if anyone wished to have any issue raised with them.

103. 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.

The meeting ended at 4.03 pm

Chairman

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Environment, Communities and Fire Select Committee

10 July 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, Arrived at 10.47 am	Mr Jones	Mr Purchase
Mr Barling	Mr Jupp	Dr Walsh
Mr Barnard	Mr McDonald	
Lt Col Barton	Mr R J Oakley	

Apologies were received from Mrs Bridges

Absent:

Also in attendance: Ms Goldsmith and Ms Kennard

Part I

104. Declarations of Interest

104.1 None declared

105. Urgent Matters

105.1 None

106. Responses to Recommendations

106.1 The Committee noted the Cabinet Member's Response to the Committee's Recommendations on the Guidance on Parking at New Developments.

107. Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services' Inspection Report and the Improvement Plan

107.1 Before the report by the Chief Fire Officer (Acting) was considered by the Committee, Dr Walsh and Mr Purchase raised a Point of Order regarding the lateness of receipt of the email from Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services which was dated 18 June 2019.

The Chairman agreed that this should have been sent to all members of the Committee on 9 July and asked that the Chief Fire Officer (Acting) investigate and reports back on why this was the case.

107.2 The Committee considered a report by the Chief Fire Officer (Acting) (copy appended to the signed minutes).

- 107.3 Neil Stocker, Chief Fire Officer (Acting) introduced the report with a presentation (copy of slides appended to the signed minutes), which set the context for the Inspection Report and the proposed Improvement Plan and highlighted some of the issues that had arisen and the areas for improvement. The last full inspection took place in 1998 although a number of peer reviews have taken place during the intervening years.
- 107.4 The Chairman invited verbal evidence from representatives of the four unions and this invitation was accepted by Antony Walker on behalf of the Fire Brigades Union and Dan Sartin on behalf of Unison. Apologies were received from the Fire Officer Association and the Fire and Rescue Services Association.
- 107.5 The Fire Brigades Union representative expressed concern that a culture of budget cuts had affected the service and that the move to closer integration with the County Council had caused a loss of identity for Fire and Rescue Service staff who do not “buy into” the West Sussex County Council values. He also asked about why there is no one from the staff representative bodies on the Improvement Board. He thought that the Integrated Risk Management Plan was under-resourced and felt that all decisions should be risk based and risk led.
- 107.6 The UNISON representative thanked the Committee for the opportunity to speak and also cited budget cuts and poor staff morale as issues. There is a disconnect between Fire and Rescue staff and the West Sussex County Council values which has caused an erosion of trust. These are not just confined to the Fire and Rescue Service but are seen more widely in the organisation. Equalities issues had not been properly considered since the abolition of the Staff Joint Committee. He had no evidence of bullying at junior grades, although it had handled five complaints at a senior level. Then went on to highlight particularly the lack of engagement with staff representative bodies in production of the Improvement Plan as a concern and asked whether the Committee were happy about this lack of engagement with the unions.
- 107.7 The Chief Executive responded by saying that it is essential that we worked together with staff representative bodies, and that the values were a core set which took on an actual meaning dependent upon which specific area of the Council staff worked within. He also spoke of the importance of being able to evidence progress in implementing the Improvement Plan by the date of the September visit.
- 107.8 The Cabinet Member for Safer, Stronger Communities was asked to address the Committee and confirmed that she accepts the findings in the report and reiterated that work is already taking place to address some of the issues raised in the inspection report.
- 107.9 The Committee made comments including those that follow. It:

- Noted the report and welcomed the opportunity to seek a positive way forward including receiving input from the staff representative bodies. It stressed that it recognises the commitment of staff within the Fire and Rescue Service and fully supports the great work that is carried out throughout the Service.
- Raised concerns that the staff representative bodies had not been engaged with the process at the earliest opportunity and asked that all four unions are invited to attend the next Select Committee on 20 September 2019.
- Recognised the issues around recruitment and retention of “on-call” firefighters and acknowledged that this needs to be part of a wider discussion nationally about how a retained service is managed in the future.
- Was pleased to hear from the Leader that additional funds have been made available but stressed that the County Council must be realistic about the significant challenges ahead for the Service to be able to make the necessary improvements.
- Raised concerns that the Cabinet Member was not a member of the Improvement Panel and that it was being chaired by the Chief Executive when this should have the political driver that the Cabinet Member brings. It was reassured by the Leader that she had wanted to hear the views of the Committee before deciding on the final membership of the Improvement Panel. The Leader agreed that the Cabinet Member and Advisor would both be on the Improvement Board.
- Raised concerns that some of the issues highlighted in the Inspection Report were long standing and asked why the Committee had not been made aware of these earlier and whether these would have been discussed in more depth if there was a standing panel of the Select Committee for the Fire and Rescue Service.
- Raised concerns that the post of Chief Fire Officer is being advertised without requiring specific fire and rescue service experience. It was explained that there is a requirement for the successful candidate to have significant emergency services experience and that it was felt that we should not excluded someone with this experience just because it was not in a fire and rescue setting.

107.10 Resolved – That the Committee:-

1. Notes the positive progress made to date to address issues raised by Her Majesty’s Inspectorate of Constabulary and Fire & Rescue Services in its report.
2. Supports the Improvement Plan and the need to resource this adequately, in both the short and long-term.

3. Recommends that the unions should be more closely involved in the Improvement Plan through inclusion in the Improvement Board and in future development of the Fire Service
4. Recommends that the Improvement Board should include political leadership. Consideration should also be given to whether the Board should be led by the Chief Executive.
5. Recommends that the Cabinet Member and Chief Fire Officer lobby Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services for fire and rescue services to be risk-driven.
6. Recommends further work by the service to look at its future structure.
7. Recommends that Governance Committee should consider how additional scrutiny of the Fire and Rescue Service can be achieved through a standing panel of the Select Committee.
8. Recommends that the Fire and Rescue Service brings a progress report to the September meeting of the Committee, to which all four unions will again be invited to give evidence.

107.11 Mr Jones asked the Committee to consider further recommendations and asked for a recorded vote on these under Standing Order 3.36.

107.12 Recommendation 1 – That given the significant issues that the West Sussex Fire and Rescue Service is facing that the Cabinet Member completely withdraws any cuts to WSFRS proposed for 2019/20 that were put on hold for one year, and prioritise the recruitment of additional firefighters to replace those cut since 2010.

For the recommendation – 3

Mr Jones, Mr Purchase and Dr Walsh

Against the recommendation – 8

Mr Barling, Mr Barnard, Mr Barrett-Miles, Lt Col Barton, Mr Jupp, Mr McDonald, Mr RJ Oakley and Mr SJ Oakley.

Abstentions – 0

The recommendation was lost.

107.13 Recommendation 2 – That this Committee requests that the recruitment for the next Chief Fire Officer only selects from applicants who come from the ranks of senior Fire and Rescue Officers with significant operational experience of firefighting at the highest levels.

For the recommendation – 3

Mr Jones, Mr Purchase and Dr Walsh

Against the recommendation – 8

Mr Barling, Mr Barnard, Mr Barrett-Miles, Lt Col Barton, Mr Jupp, Mr McDonald, Mr RJ Oakley and Mr SJ Oakley.

Abstentions – 0

The recommendation was lost.

107.14 Recommendation 3 – Ensure as soon as possible that the Fire and Rescue Service launches an anti-bullying campaign to stamp out any instances of bullying and harassment, which will finally carry out advice that was given to WSFRS following the results of a staff survey as long ago as 2017.

For the recommendation – 3

Mr Jones, Mr Purchase and Dr Walsh

Against the recommendation – 8

Mr Barling, Mr Barnard, Mr Barrett-Miles, Lt Col Barton, Mr Jupp, Mr McDonald, Mr RJ Oakley and Mr SJ Oakley.

Abstentions – 0

The recommendation was lost.

107.15 Recommendation 4 – Request that the Fire and Rescue Service takes immediate steps to increase the diversity of the workforce, particularly in respect of more female firefighters and more from the BAME communities, and to work with councillors and other bodies across the county to reach out to local people from these minority groups to encourage them to consider becoming both wholetime and on-call firefighters.

For the recommendation – 3

Mr Jones, Mr Purchase and Dr Walsh

Against the recommendation – 8

Mr Barling, Mr Barnard, Mr Barrett-Miles, Lt Col Barton, Mr Jupp, Mr McDonald, Mr RJ Oakley and Mr SJ Oakley.

Abstentions – 0

The recommendation was lost.

107.16 Recommendation 5 – Request that the Cabinet Member, or Leader if appropriate, commissions a review, led by an independent person external to this Council, to determine whether alternative

governance arrangements for WSFRS may be necessary, given the findings for the inspection report.

The review would investigate whether it is still in the best interests of the service for current governance to continue if the County Council, squeezed by continuing Conservative national Government cuts, concludes that it cannot afford to meet its duty to resource the service to the level required to protect the residents of West Sussex with acceptable levels of service and performance. The terms of reference for this review to be drawn up with all relevant parties in WSFRS, and to include their employees' trade union representatives.

For the recommendation – 3

Mr Jones, Mr Purchase and Dr Walsh

Against the recommendation – 8

Mr Barling, Mr Barnard, Mr Barrett-Miles, Lt Col Barton, Mr Jupp, Mr McDonald, Mr RJ Oakley and Mr SJ Oakley.

Abstentions – 0

The recommendation was lost.

108. Forward Plan of Key Decisions

108.1 The Committee considered the Forward Plan dated 5 July 2019 (copy appended to the signed minutes).

108.2 Resolved – That the Forward Plan be noted and that there are currently no further items to be added to the agenda for the next meeting.

109. Possible Items for Future Scrutiny

109.1 Items for further scrutiny were discussed at the meeting on 20 June 2019 and no further items to be discussed was raised.

110. Date of Next Meeting

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

The meeting ended at 2.00 pm

Chairman

Agenda item	ECFSC recommendations (20 June 2019)	Response from Cabinet Member for Highways and Infrastructure – Mr Roger Elkins
Framework for managing planned events requiring road closures of highways	The Select Committee welcomed the production of a draft protocol and asked that the revised version be brought back to the Committee when ready.	<ul style="list-style-type: none"> • The decision report was amended to reflect ECFSC comments • ECFSC Chairman and Vice Chairman both commented on an early redraft and Roger Elkins met with the Chairman to discuss remaining concerns • The Chairman was content with the further redraft which was sent to all ECFSC members for information • The revised decision has been published • If improvements to the framework are identified, it will be amended accordingly.
Highways, Transport and Planning Service Area Review & Highway Maintenance Infrastructure Plan	<p>The Select Committee noted –</p> <ul style="list-style-type: none"> • with concern the consequences of past budget decisions and asked that they inform future budget discussions going forward • the communication with members, parishes and communities going forward must be robust particularly around the changing levels of service. Also the Highways team should continue to encourage town and parish councils to take on additional works. 	<ul style="list-style-type: none"> • Engagement activities involving Town/Parish Councils and community groups started in July 2019 • Working with the Sussex Association of Local Councils (SALC) and their District Association meetings. Presentation at SALC Autumn conference, 3 October. • E-newsletters (Highways and Transport Members' Updates, July and August; Parish Newsletter, August; Residents' e-newsletter, September) • Officers attending Town and Parish Council cluster meetings (Horsham Association of Local Councils and Mid Sussex Groups during week commencing 9 September) • Power point presentation produced for Town/Parish Councils • Presentation and engagement timeline available in the Members' Bulletin on 11 September • Some key messages will be about the changes in the County Council's winter service and how Towns/Parishes can become involved via their Community Winter Plans • Engagement has already stimulated interest from various groups in how to participate in Improving Local Places and Spaces.

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Environment Communities and Fire Select Committee
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20th September 2019

West Sussex Fire and Rescue Service HMICFRS & IRMP Improvement Plan progress report
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Report by Chief Fire Officer

Summary

The Committee is aware of the purpose and background of the Fire Service's Integrated Risk Management Plan (IRMP) and Home Office Inspectorate of Constabularies Fire and Rescue Service's (HMICFRS) report. This report provides an update on progress for the action plans arising from both.

In July 2018 the Chief Fire Officer published the IRMP action plan to deliver the five priorities within the IRMP. The service worked on the action plan during year one (2018-19). The report summarises the achievements of year one.

In November 2018 the HMICFRS inspected West Sussex Fire and Rescue Service (WSFRS). Their report was published on 20th June 2019. WSFRS has developed actions to respond to the recommendations of the HMICFRS report. The Committee scrutinised the plan and the investment proposals to deliver it at its July meeting and these were subsequently implemented by the cabinet member. This Improvement Plan will ensure we can provide our residents and communities with the confidence in ongoing improvement in our service.

The Committee will have the opportunity to receive further explanation and analysis of the improvement work and to seek assurance from the Cabinet Member and the Chief Fire Officer on the effectiveness of the activity since the Committee last met.

The Committee is asked to:

- Identify areas of focus for assurance of progress on the IRMP
- Identify areas of focus for assurance on the HMICFRS Improvement Plan
- Comment on the integrated approach to actions against the two plans
- Identify whether there are particular areas of service improvement planning which the Committee wishes to consider for future scrutiny.

Proposal

1. Background and Context

- 1.1 Each Fire and Rescue Service is required to publish an IRMP, which assesses all foreseeable risk within the county and sets out how it plans to meet that risk. Our IRMP was published in July 2018 and covers the period to 2018-22 and is a four-year action plan.

- 1.2 The new Fire and Rescue Service Inspection Regime (<https://www.justiceinspectors.gov.uk/hmicfrs/fire-and-rescue-services/how-we-inspect-fire-and-rescue-services/>) was launched in 2018, during the first year of our IRMP. The inspectorate assesses services on their effectiveness, their efficiency and how well they look after their people. These are then judged as outstanding, good, requires improvement or inadequate. Each pillar comprises specific questions that focus on core areas of FRS work.
- 1.3 West Sussex Fire & Rescue Service was inspected in November 2018, in a tranche that included 15 other Fire & Rescue Services. The full Inspection Report for West Sussex Fire and Rescue Service was published on 20th June 2019 and is available on the HMICFRS website here (<https://www.justiceinspectors.gov.uk/hmicfrs/frs-assessment/frs-2018/west-sussex/>)
- 1.4 The report found that **effectiveness** of West Sussex Fire and Rescue Service “requires improvement”, **efficiency** “requires improvement” and the way it looks after its **people** is “inadequate”. There is no overall rating.
- 1.5 The inspectorate identified a number of immediate improvements required of the service. We presented our improvement plan to the select committee on the 10th July, which will address these immediate improvements.
- 1.6 Some of the improvements identified during the inspection process mirror areas of work identified in the IRMP action plans. We have reviewed our plans to ensure there is no duplication of work and associated activity has been prioritised accordingly.
- 1.7 For example, plans to deliver the next generation mobilising system were outlined in the IRMP. The inspection also identified the need to improve our IT systems as they were adversely impacting on the way we manage our fire safety audit activity through our risk-based inspection program and how we manage safe and well visit data. As a result, we developed our IT strategy and mobilising arrangements for approval through a cabinet member decision in January 2019. The project continues to deliver a wider IT strategy and mobilising arrangement by the end of 2019.

2. IRMP Action plan Highlights Update approach

- 2.1 The IRMP required several service level strategies to be developed and published within year 1, which was achieved. Two senior officer boards now monitor and scrutinise the delivery of grouped areas of activity covering each strategy and their associated plans and these report to an Executive Programme Board chaired by the Chief Fire Officer. Following the inspection report, these strategies are being reviewed and refreshed to reflect the improvement plans identified. The boards have demonstrated success in the delivery of year one. Their purpose has been to facilitate the coordination of workloads and prioritisation of actions. The service has an additional improvement plan to address the areas identified in the HMICFRS report (seen by the committee at its last meeting). The IRMP action plan is now being assessed to determine and prioritise the resources required to deliver

year three and four of the IRMP. These will be considered alongside the investment plan presented to the Committee at its last meeting and subsequently approved by the cabinet member.

Equipment and technical resources

- 2.2 It is important that operational staff are well equipped and well trained to deal with the wide range of incidents that they have to deal with. We made a commitment to consider new firefighting tactics to enhance our response to fires in buildings. As a result, we have now introduced new equipment to support operational tactics, which include smoke curtains and fog nails which increases the range of options available to firefighters to help them resolve incidents. We have introduced new road traffic collision rescue and lighting equipment. this has been rolled out to fire engines to keep pace with new stronger vehicle design. We are also delivering new personal protective equipment for all our firefighters as part of a national collaboration, which is on track to complete during 2020.
- 2.3 We have developed a specification for new 12 tonne fire engines to enhance resilience, deliver flexible options and support new firefighting technologies. This is progressing well and we are currently out to tender. We anticipate delivering these new fire engines to be operational in 2020. In year one we reviewed the fleet of special appliances to rationalise the capability where appropriate. Options will be presented in year two. This is a key piece of work specifically due to the impact on the Technical Rescue Unit through the future removal of national funding in April 2020 onwards. This team provides a core element of the WSFRS. Current specialist capabilities work will continue in this area in year two and we will seek to identify options and potential sources of funding.

Staff resources - recruitment and wellbeing

- 2.4 On-call (retained) firefighters form a core part of our operational response model. Recruitment and retention pose a challenge for the service, which is a trend experienced nationally by other fire and rescue services. This impacts on the number of fire appliances available and is an important priority for the service. To explore solutions to these issues, a Member-led task force was established which was supported by fire officers. The group identified core actions that have informed the services approach. Work continues to be undertaken in this area to improve the availability and retention of our on-call appliances. The up to date position will be provided to members at the meeting.
- 2.5 A workforce plan to assure there is succession planning for all staff to inform recruitment and promotion requirements is being developed. Further work is required, this has been extended into year two with new resource integrated by the HMICFRS improvement plan resource. A target date of Oct 2019 is expected for full delivery.
- 2.6 We are working on improving our staff wellbeing plans, which we intend to benchmark against the College of Policing Blue Light Wellbeing Framework. We recognise this area needs further activity and the timeframe for delivery

has been extended to March 2020 to incorporate the areas of concern highlighted by the HMICFRS report. Similarly, we have extended the timeframes to deliver activity related to Diversity and Inclusion in order to include the areas included in the inspection report. A dedicated Equality, Diversity and Inclusion officer has been recruited in order to create the capacity to support the service in delivering real and lasting improvements in this area.

- 2.7 We committed to commence the design and development of a coaching and mentoring scheme to support individual leadership development within the service. It is important this ties in with the National Fire Chiefs Council (NFCC) new leadership framework. We recognise there is much to do in this area, and we are appointing a new L&D manager. This activity, along with the delivery of a wider talent management framework, will be core activity for the new post holder. To allow for their recruitment, we have extended the delivery date for this area to year 2. The Committee will receive the most up to date position at the meeting.

Service standards

- 2.8 We committed to reviewing our emergency response standards to include an outcome-based measure. In the HMICFRS national report (<https://www.justiceinspectors.gov.uk/hmicfrs/publications/fire-and-rescue-service-inspections-2018-19-tranche-2/>), the inspectorate recommended the sector develops a consistent approach to be adopted by all fire and rescue services across England to identify and measure emergency response standards and approaches. There is currently a National Fire Chiefs Council work stream that is considering this which, once completed, will inform future direction.
- 2.9 The priority has been raised on the National Operational Guidance (NOG) gap analysis. We are assessing the gap between the NOG and our current procedures with a report due back to the Chief Fire Officer by December 2019. This will create an extensive work load to implement for both Policy and Training. On completion of the NOG gap analysis a resourcing plan will be developed and presented to the FRS senior leadership team early in 2020.

Collaboration

- 2.10 Collaborative work is ongoing within the 3Fire programme with Surrey and East Sussex Fire and Rescue Services, which has now expanded to include Kent Fire and Rescue Service. Activity is ongoing in the areas of training, learning and development, policy and guidance and health and safety. We assessed the potential to collaborate with Occupational Health provision as not currently viable due to existing contracts for provision, although it may be revisited at the time of contract renewal. Good progress has been made in the assessment of noise in the fire Service environment to keep our fire fighters safe.

- 2.11 Work is ongoing in relation to our involvement in the One Public Estate programme, prioritising the following:
- Horsham Fire Station - to include new FRS training provision
 - Littlehampton – Blue light centre
 - Burgess Hill – Blue Light Centre
 - Drayton Depot- As part of the 3Fire Integrated Transport Function.

The committee will receive further detail on these initiatives at a future meeting

- 2.12 Initial scoping and opportunity development has taken place, with a particular focus on the Horsham site. This has now been prioritised for in-depth development and moved into year 2. We have extended the timed frame for the 3Fire Integrated Transport Function in order to support wider 3F partner engagement with this programme.

3. HMICFRS Improvement Plan Priority Update

- 3.1 Progress against the areas that the inspectorate recognises as Causes for Concern has progressed at pace. We recognise the need for our staff to understand the improvement journey and what it means for them, as well opening up an opportunity for dialogue. We have developed and introduced a communications plan to maximise the effectiveness of our internal communications and ensure that staff are informed.

3.2 *Resourcing*

The County Council committed an additional £5.1m to resource improvement over the next three years in July 2019. Given the focus on specified areas of recruitment as priorities. The £5.1m has been allocated to teams through the resource plan with advertisements now out to press both nationally and locally to secure the additional staff in those areas. The funding is to deliver the HMICFRS Improvement plan, an impact assessment is being prepared on the delivery of the IRMP action plan year three and four. The Committee will be provided with a more detailed explanation of the allocation of resources against the improvement plan and IRMP priorities at the meeting.

Service values and staff engagement

- 3.3 The Inspectorate expressed concern that our Values are not sufficiently well embedded. It is important that we all live and breathe our values, which drives behaviours. We are prioritising this area and we have already undertaken a number of values workshops with FRS staff to explore how our values are currently perceived and how we can embed them further.

An independent consultant has been sourced to undertake staff listening groups and these are scheduled to take place from September until November. Two pilot listening groups have been held to assist in designing the content of these groups.

Arrangements are now in place to hold a FRS staff conference with all staff invited to broaden engagement. This will take place in November and will be chaired by the WSCC CEO and the Cabinet Member.

IT strategy and actions

- 3.4 The wider fire service IT strategy continues to deliver to the mobilising project plan mile stones with the FC20 project procurement nearing completion. This includes a number of systems to improve our incident reporting, emergency resource management and methods of communications with emergency responders.
- 3.5 Over the last month the assessment of the new IT solution for the Safe and Well Visit and Risk Based Inspection Program has taken place in partnership with the County Council's IT team. A go live is planned for 1st April 2020. An interim procedure is in place to manage the current system including internal county council auditing.

Risk and safeguarding activity

- 3.6 The risk-based inspection program backlog continues to drop with the entire backlog cleared by the end of the year. Current IT system expert has been brought in to manage the current system until it is replaced. Administration practices have been adjusted to allow trained officers to be out conducting inspections.
- 3.7 The methodology for our risk-based inspection programme (RBIP) is now based on nationally recognised guidance and has been bedded in during August 2019.
- 3.8 A safeguarding refresher package has been developed to roll out to all front-line Fire and Rescue Service Staff and will continue in September with completion in October.
- 3.9 High risk areas are being targeted for Safe and Well Visits in line with annual risk mapping and geographical response times.
- 3.10 The Safe and Well Visit Backlog is cleared and remains cleared, Standard operating procedures have been amended to strengthen the management of this process. Monitoring systems have been built and implemented to provide continual visualised monitoring.

4. Visit by the National Fire Chief Council (NFCC) on behalf on the Minister for Police and Fire

- 4.1 The Minister asked the National Fire Chiefs Council to assist in providing assurance that West Sussex is taking steps and has the capacity to improve its performance. The Home Office has asked Roy Wilshire the Chair of NFCC to engage with West Sussex in two particular areas for assurance that:
 - West Sussex Fire and Rescue Service supported by the Fire Authority is taking steps to improve its performance
 - That there is concerted effort to improve performance and the Fire and Rescue Service, supported by the Fire Authority, is responding positively to the HMICFRS inspection report

- 4.2 Mr. Wilshire visited West Sussex on 10th September 2019. He was accompanied by NFCC Chief of Staff, Steven Adams, Cllr Nick Chard who sits on the Local Government Association's Fire Service Management Committee (and chairs the Kent Fire Authority), to provide a political perspective, and Chief Fire Officer Mick Crennell from Avon Fire and Rescue. He met the Chief Fire Officer, the Cabinet Member for Fire and Rescue and Communities, the County Council Chief Executive and other members of the senior management team. Mr. Wilshire will be providing a report to the Minister on 30th September 2019 covering the areas of assurance referred to above.

Factors taken into account

5. Consultation

- 5.1 Initiatives for staff engagement and communication as part of the Improvement Plan and IRMP activity have been covered above in this report. Staff representative bodies are able to make representations direct to the Improvement Board (described to the Committee at its last meeting as a forum for monitoring the delivery of the improvement plan) and staff will be fully engaged in the improvement plan work in line with the priorities set out in 2.4 to 2.7 above.

6. Risk Management Implications

- 6.1 Risk Management implications are fully covered through the IRMP work planning and are addressed in the combined plan. The approach to risk management will be explained in more detail to the Committee.

7. Other Options Considered

- 7.1 The IRMP and HMICFRS have identified service priorities within a statutory framework and it has not been considered viable to consider other options than one which delivers these priorities by focusing the available improvement resources accordingly.

8. Equality Duty

- 8.1 The public sector equality duty applies to the work of the plan and has particular relevance to the work on the improvement plan within the 'people' pillar. Equality impact assessment work will form part of the work planning to address areas identified for Improvement.

9. Social Value

- 9.1 There are no procurements currently planned 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 and in the future.

10. Crime and Disorder Implications

- 10.1 No impacts in this area.

11. Human Rights Implications

- 11.1 No Impacts in this area.

Sabrina Cohen Hatton

Chief Fire Officer

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Background Papers (none)

Environment, Communities and Fire Select Committee

20 September 2019

Limit Use of Household Waste Recycling Sites to West Sussex Residents
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Report by the Director of Law and Assurance
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Focus for scrutiny: The Committee is asked to consider and comment on the proposals to limit access to West Sussex's Household Waste Recycling Sites to residents.

Proposal

1. Background and Context

- 1.1 The Cabinet Member for Environment proposes to take a decision in October 2019 to restrict use of West Sussex's Household Waste Recycling Sites to West Sussex residents only. The draft report for the proposed decision is attached.
- 1.2 A number of the West Sussex Household Waste Recycling Sites (HWRS) are located close to the County Council's borders. Site-user postcode surveys indicate that a significant proportion (approximately 10%) of users at these sites are from outside of West Sussex. Surrounding counties have more restrictions on the type of material that is accepted, without charge, at West Sussex sites. As a result, West Sussex is a net importer of household waste.

2. Issue for Consideration by the Select Committee

- 2.1 The Committee is invited to:
 - a) Consider and comment on the factors considered to inform this proposal (paragraph 1.7 in the attached report)
 - b) Consider the impact of the proposal on the Council's commitment to increasing recycling.
 - c) Review the risks and other options described in the draft decision report (paragraphs 6 and 7).

Tony Kershaw

Director of Law and Assurance

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Appendices

Appendix 1: Limit Use of Household Waste Recycling Sites to West Sussex Residents – Draft Decision Report

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Mrs Deborah Urquhart, Cabinet Member for Environment	Ref No: ENV TBC (19/20)
September 2019	Key Decision: Yes
Limit use of Household Waste Recycling Sites to West Sussex residents	Part I
Report by the Executive Director Place Services and the Director of Environment and Public Protection	Electoral Division(s): N/A
<p>Summary</p> <p>Strong evidence suggests that West Sussex residents are bearing a cost of people from outside the county using the West Sussex Household Waste Recycling Sites (HWRSSs). Cross-boundary usage is naturally greatest at sites closest to the county boundaries.</p> <p>Whilst some West Sussex residents may use sites outside West Sussex, the net flow is likely to be into West Sussex. This balance of movement has tipped further toward West Sussex as adjoining councils implemented more restrictive policies.</p> <p>The policy changes recommended in this report aim to limit the use of HWRSSs to West Sussex residents.</p>	
<p>West Sussex Plan</p> <p>The recommendation addresses the West Sussex Plan to reduce the amount of waste that goes to landfill.</p>	
<p>Financial Impact</p> <p>Based on recent usage surveys it is estimated that a saving of approximately £250k per annum could be achieved through reduced site usage leading to lower disposal costs.</p>	
<p>Recommendation</p> <p>That the Cabinet Member for Environment approves the proposal to restrict non-West Sussex residents from using the Household Waste Recycling sites within West Sussex, by adopting a policy which uses the measures set out in paragraph 2 of the report, effective from 1 December 2019.</p>	

Proposal

1. Background and Context

- 1.1 The Waste Team has been actively monitoring the use of the (11) household waste recycling sites (HWRS) in West Sussex and the actions and initiatives of the neighbouring local authorities.
- 1.2 Several West Sussex Household Waste Recycling Sites (HWRS) are located close to county boundaries these being: East Grinstead; Shoreham; Crawley; Burgess Hill and Billingshurst. Site user postcode surveys carried out over the past 24 months indicate significant proportions (in the region of 10%) of all users at these sites are from out of county (non-West Sussex County Council tax payers).
- 1.3 In October 2017, Surrey County Council announced changes to their policies for the use of their community recycling centres (CRCs). From 4 December 2017 they removed the free daily allowance for chargeable non-household waste, as well as introducing an ID scheme, asking residents visiting their Camberley CRC to prove they live in Surrey or Hampshire before they can use the site.
- 1.4 Surrey County Council, from 8 January 2018, also changed their opening hours and days and imposed restrictions on which sites in Surrey allow vans, pick-ups or trailers. Household waste brought in these types of vehicles to permissible sites must have a permit, which allows them only 12 visits per calendar year.
- 1.5 On 28 June 2018 East Sussex County Council agreed to introduce charges for rubble and soil, plasterboard, asbestos and tyres at all HWRS and to close sites at Forest Row and Wadhurst. Opening hours have also been reduced at Lewes and Mountfield to 9am to 4pm daily. These came into effect on 1 October 2018.
- 1.6 The County Council introduced a permit scheme in October 2018 that required vans, pick-ups and trailers to register for a permit using an address in West Sussex. Whilst this has been successful in excluding non-West Sussex County Council tax payers who uses commercial type vehicles from sites it has not tackled out of county use from people who drive a vehicle which is not required to use a permit to access a site in West Sussex.
- 1.7 As a result, the County Council has been reviewing its position in relation to cross-boundary activity. There are three main reasons for this:
 - West Sussex sites are more proximate or accessible to many Surrey, East Sussex or Brighton residents than sites provided by their own local authority;
 - Residents from out of county come into West Sussex to work and drop off material close to their workplace. The Crawley HWRS provides a convenient facility for thousands of workers commuting into the Manor Royal Industrial Estate;

- Neighbouring local authorities have more restrictions on the type of material that is accepted, without charge, at West Sussex sites.

1.8 Neighbouring local authorities do not tend to have sites located as close to the West Sussex borders, or sites that provide a superior user experience. As a result, reciprocal cross boundary visits are minimal and West Sussex is a net importer of household waste.

2. Proposal Details

2.1 The County Council proposes to limit the use at all 11 of its Household Waste Recycling Sites in West Sussex to West Sussex residents only. The proposed measures will:

- Avoid increased cross-boundary traffic and associated costs and congestion as a result of tighter restrictions introduced elsewhere;
- Encourage residents in other counties to use sites provided within their respective county-boundary by their local authority;
- Reduce congestion generally at sites to improve the experience for West Sussex council tax payers.

2.2 The new policy will be enforced through identification checks at the HWRSs to confirm residency of West Sussex. Non-residents will be advised to use the HWRS in their own county and will be provided with details of these sites.

2.3 A non-resident is defined as living at a property that does not pay council tax towards West Sussex County Council which is collected by one of the seven District and Borough Councils in West Sussex.

2.4 Upon visiting a site, proof of address will be required to gain access, this can be provided by showing:

- Photo ID such as a driving licence, passport, West Sussex bus pass; plus
- Current year's council tax bill or a recent utility bill showing a West Sussex address.

If the resident does not live in one of the 7 West Sussex districts or boroughs, or if they do not have proof of address with them, they will not be allowed to use the site.

2.5 Notice of the change of policy will commence for a four-week period prior to the implementation date. The West Sussex website will detail the change and publicity will be in place at all West Sussex HWRSs with the use of banners and leaflets and a sign stating that the site is for the use of West Sussex residents only will be placed at each site. A social media campaign will also be undertaken along with press releases.

2.6 Full "lines to take" and "frequently asked questions" will be compiled for use by the contractor site staff, the West Sussex Call Centre and the enquiry response team, residents will also have access to the frequently asked questions.

- 2.7 Viridor, the contractor managing the HWRS on behalf of West Sussex, will be charged with enforcing the new policy. This will be carried out with existing staff without requirement for additional resource or extra funding from the County Council.

Factors taken into account

3. Consultation

- 3.1 As the policy change does not impact on either West Sussex residents or District/ Borough Councils there has been no requirement for formal consultations.
- 3.2 Neighbouring local authorities have been advised of the proposal and invited to comment on the proposals.
- 3.3 A reply was received from Hampshire County Council on 4 September and is summarised below:
- Hampshire face the same pressures and continue to lobby government to reconsider their position on universal access charges;
 - Hampshire is in the process of introducing a residents' e-permit that will come into force on 1 January 2020 and will then require non-residents to pay a £5 charge per visit to access a Hampshire HRWC;
 - Any West Sussex resident who wishes to use a Hampshire site after this time will need to pay the £5 charge;
 - Hampshire is disappointed that we have not been able to agree a united approach to this matter but have no issue with the proposal but would ask that we keep them updated with the proposals as they develop, so they can ensure communications to residents are clear and timely.

4. Financial (revenue and capital) and Resource Implications

- 4.1 The data informs us that 10% of site usage at sites located at East Grinstead, Shoreham, Crawley, Burgess Hill and Billingshurst is from cross boundary users so a reduction in tonnage is anticipated at these sites. This will save both Contract Handling Fees at the sites in question along with transport and end disposal costs. Based on the current throughput at the sites in question it is estimated that a saving of £250,000 can be made in a full year.

	2019/20	2020/21	2021/22
	£'000s	£'000s	£'000s
Revenue budget	47,191	47,111	46,941
Change due to proposal	-80	-170	0
Remaining budget	47,111	46,941	46,941

- 4.2 There are no capital implications arising from this decision.

5. Legal Implications

There is a statutory requirement to provide facilities to dispose of household waste collected from the county's residents. There is no statutory

requirement to provide such services to non-residents of West Sussex. As such, there are no legal implications.

6. Risk Implications and Mitigations

Risk	Mitigating Action (in place or planned)
Sites are likely to see queues as the changes are rolled out at peak times due to the checking process.	Residents will get used to the changes and have the required information ready, as user from out side of the county are rejected they will no longer visit and speed up the process. The changes are planned to start when site visits are low.

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

Several options have been considered. These included sending a permit to all residents via the council tax billing process, requesting all site users to obtain a permit by registering via an online system and the introduction of a charge for non-West Sussex residents. All these options were discounted as being too costly to implement and administer. The proposal set out in this report seeks to optimise the benefits and outcomes without being too costly or onerous for the County Council and its residents.

8. Equality and Human Rights Assessment

The protected characteristics as defined in the Equality Act were duly considered in the course of the development and design of this proposal which will not disproportionately impact on any specific identifiable groups.

9. Social Value and Sustainability Assessment

9.1 There are no significant social value issues arising from the proposals.

9.2 Due to the expected reduction in waste and visitors at the County Council's network of HWRS we should see a positive impact on the carbon footprint and energy consumption due to less vehicle movements by the public and a reduction on the transport of waste to its treatment facility.

10. Crime and Disorder Reduction Assessment

There are no known Crime and Disorder Act implications. There have been suggestions that additional management controls could lead to anti-social or illegal behaviour in respect of fly-tipping. It is not possible to guarantee that changes will not have an impact; however, experience here and elsewhere suggests the impact, if any, will be very small.

Lee Harris

Executive Director Place Services

Steve Read

Director of Environment and Public
Protection

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Environment, Communities and Fire Select Committee
20 September 2019
Revisions to Recycling Credit Payments
Report by the Director of Law and Assurance

Focus for scrutiny: The Committee is asked to consider and comment on the proposals to terminate all recycling credit payments to collection authorities (except those protected by law) and to retain a reserve fund for future initiatives.

1. Background and Context

- 1.1 The Cabinet Member for Environment proposes to take a decision in November 2019 on future payments to West Sussex district and borough councils relating to recycling activity. It is one of the Strategic Budget Options for 2020/21. The draft report for the proposed decision is attached
- 1.2 The payments made to waste collection authorities by the County Council are intended to support initiatives to increase recycling and to recognise any impact on costs for residual waste disposal.
- 1.3 A decision to reduce these payments (see <http://bit.ly/2Lbf2Rc>) was published in Jan 2019, having been called in by the Committee. The call-in minutes can be found here: <http://bit.ly/34euAfM>.

2. Issue for Consideration by the Select Committee

- 2.1 The Committee is invited to
 - a) consider and comment on the factors considered to inform this proposal (paragraph 1.4 in the attached report).
 - b) consider the impact of the proposal on the Council's commitment to increasing recycling and reducing residual waste
 - c) Comment on the proposals for a reserve fund to support future initiatives (paragraphs 2.5 and 4.2)
 - d) Review the risks and other options described in the draft decision report (paragraphs 6 and 7).

Tony Kershaw

Director of Law and Assurance

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Appendices

Appendix 1: Revisions to Recycling Credit Payments – Draft Decision Report

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Mrs Deborah Urquhart, Cabinet Member for Environment	Ref No: ENVTBC (19/20)
November 2019	Key Decision: Yes
Revisions to Recycling Credit Payments	Part I
Report by Executive Director Place Services and Director of Environment and Public Protection	Electoral Division(s): All
<p>Summary</p> <p>Following a Cabinet Member Decision in November 2018, a revised method for calculating Recycling Credits to Districts and Boroughs was implemented for the financial year 2019/20.</p> <p>Notice was also given that the mechanism and funding arrangements from 2020/21 will be reviewed and determined at a future date and will be informed by four criteria.</p> <p>The report reviews the position with respect to those criteria and recommends that, in view of the County Council's financial position, all payments for Recycling Credits except those which are statutorily eligible under the Environmental Protection (Waste Recycling) Payments (England) Regulations 2006 are terminated from 1 April 2020.</p> <p>It also recommends that £2m is reserved from the revenue budget to support District and Borough Councils who commit to implementing a New Service Model for refuse and recycling collection, to a specification and timetable agreed with WSCC, which includes as a minimum separate food waste collections.</p>	
<p>West Sussex Plan: Policy Impact and Context</p> <p>This decision would support the objective of reducing waste to landfill by encouraging the District and Borough Councils to focus on and support the County Council to improve waste diversion from disposal and improve recycling levels.</p>	
<p>Financial Impact</p> <p>The financial impact for the County Council would be a saving of c. £4.1m, based on the total amount paid to the District and Borough Councils in 2018/19 and forecast to be paid in 2019/20 (based on data available so far – which is broadly in line with budget). This would mean a corresponding decrease in income for the District and Borough Councils.</p>	
<p>Recommendations</p> <p>It is recommended that:</p> <p>(1) The County Council formally notifies all the District and Borough Councils (D&Bs) in the county of the termination of all payments for Recycling Credits except</p>	

those which are statutorily eligible under the Environmental Protection (Waste Recycling) Payments (England) Regulations 2006 from 1 April 2020.

(2) £2m is reserved from the revenue budget to support D&Bs who commit to implementing a New Service Model for refuse and recycling collections, to a specification and timetable agreed with WSCC, including separate food waste collections. The amount to be paid to D&Bs who commit will be calculated in accordance to the criteria set out in paragraph 2.10 unless otherwise agreed in consultation with the Cabinet Member for Environment.

(3) Authority is delegated to the Director for Environment & Public Protection to develop, in consultation with D&Bs, the specification for the New Service Model, criteria for awarding the funding and the calculation method.

PROPOSAL

1. Background and Context

- 1.1 On 14 January 2019, the Cabinet Member for Environment took decision ENV11 18.19
(<https://westsussex.moderngov.co.uk/ieDecisionDetails.aspx?ID=463>) making revisions to Recycling Credit payments to the District and Borough Councils in the county for the year 2019/20.
- 1.2 The background for the decision, including the setting out of the legal position and financial impacts is set out in the report
(https://westsussex.moderngov.co.uk/documents/s7132/Recycling_Credits_report.pdf)
- 1.3 The Director of Energy Waste and Environment (now Director of Environment and Public Protection) was authorised to work with District and Borough partners on an alternative approach to any payments related to improved recycling performance from 2020/21.
- 1.4 It was stipulated that the mechanism and funding arrangements from 2020/21 will be reviewed and determined at a future date and will be informed by:
 - i. Changes in producer responsibility funding for household recycling collection and processing signalled in the Government's Policy Paper "Our Waste, Our Resources, a Strategy for England" (published on 18 December 2018);
 - ii. Any proposals that emerge and can be agreed from discussing performance improvements with the D&B partners;
 - iii. Statutory obligations; and
 - iv. Overall affordability, given the County Council's projected financial position.

2. Developments since Decision ENV11 18.19 was taken in January 2019

2.1 **In relation to sub-paragraph 1.4 (i)**, the Government carried out an extensive consultation on the proposals set out in *Our Waste, Our Resources, a Strategy for England* between March and May 2019. A joint response broadly welcoming most of the proposals and answering detailed questions was submitted by the County Council's Waste Team on behalf of the West Sussex Waste Partnership. In July 2019, the Government published a response to the consultation responses which largely confirmed support for the direction of travel set out in the Strategy. The Government confirmed it will, among other measures:

- Provide statutory guidance on minimum service standards for rubbish and recycling (following a cost assessment for this)
- Mandate separate food waste collections by 2023
- Introduce an Extended Producer Responsibility scheme for packaging recovery from 2023
- Review the recycling credit scheme and (comments made on) partnership working in more detail and take this forward with local authorities and other bodies, such as the Waste and Resources Action Programme (WRAP) and the Local Government Association (LGA)
- Consult on the final proposals in 2020

2.2 If Extended Producer Responsibility (EPR) and the Government's stated intent to fund new burdens are followed through there will, from 2023, be quite radical positive impacts in terms of financial support to Local Authorities for recycling:

- The Strategy stated in three places: *"Government recognises the financial pressures on local authorities. They will therefore receive additional resource to meet new net costs arising from the policies set out in this Strategy once implemented. This includes both net up-front transition costs and net ongoing operational costs"*. It can be assumed that this commitment, if followed through, would apply to the introduction of new burdens including the mandated separate collection of food waste.
- The underlying basis of the Extended Producer Responsibility proposals is that producers pay *"the entire cost"* of collecting, processing and recycling of packaging in proportion to the amount they place on the market. This would substantially lift the burden of collection costs from Waste Collection Authorities and the processing costs from Waste Disposal Authorities after the scheme is introduced in 2023.

2.3 **In relation to sub-paragraph 1.4 (ii)**, the Director of Environment and Public Protection has continued dialogue with District and Borough Counterparts, most recently through an Environment Directors' Waste Strategy Group convened by the West Sussex Chief Executives' Group and Chaired by Nigel Lynn, Chief Executive of Arun DC. It has been made clear to District and Borough Partners that the County Council is considering withdrawal of all but the statutory minimum payment of recycling credits.

- 2.4 It is understood that discussions regarding the future development of waste services, which are at an early informal stage, are taking place within some D&Bs. None are in a position to commit to a new service model at present, partly due to a wish for more certainty and clarity around measures in the Government Strategy. District and Borough Directors have expressed concern that if all funding is withdrawn, there could be a lost opportunity to incentivise early adoption of a future model including food waste collection.
- 2.5 The Environment Directors' Waste Strategy Group is preparing a proposal for consideration by the Joint Leaders' Board (JLB). The JLB has not had the opportunity to consider proposals to date but the proposal is expected to suggest that the County Council considers the central recommendation in this decision report regarding reserving some of the saving in preference to complete withdrawal.
- 2.6 The County Council continues to offer to cover the cost of trialling the separate collection of Food Waste along with Absorbent Hygiene Products along with a reduced frequency of refuse collection based on a proposal first offered in 2017. It is hoped that at least one partner will shortly be able to formally commit to trialling this service model from Spring 2020.
- 2.7 **In relation to sub-paragraph 1.4 (iii)** There have been no changes to statutory obligations for waste authorities since January 2019. Beyond those flagged in the Strategy review, none are expected imminently.
- 2.8 **In relation to sub-paragraph 1.4 (iv)** The County Council's budget situation remains very difficult. There is little justification to continue to make discretionary Recycling Credit payments to D&Bs in the continuing absence of firm proposals for performance improvement that would help mitigate the County Council's position.
- 2.9 However, the recommendation that a portion of the saving is placed in reserve for 2020/21 keeps the option open for D&Bs to come forward with proposals. Any proposals would be considered and a recommendation made to the Cabinet Member for Environment which would include:
- Criteria for eligibility
 - Calculation methodology
 - Duration of agreement
- 2.10 An option would be to provisionally divide the pot on a per household basis across the county (possibly with adjustments for houses in multiple occupancy – the exact mechanism is still subject to discussion). Any D&B partner who met the eligibility criteria would be able to access (up to a maximum of) their pro-rata proportion of the pot.
- 2.11 If they do not do so, the pro-rata share of the fund for that authority would stay in the reserve or be withdrawn from the reserve as a saving.

FACTORS TAKEN INTO ACCOUNT

3. Policy landscape

- 3.1. District and Borough Councils have a duty to collect, as a minimum, a core set of materials for recycling and to adhere to the waste hierarchy, prioritising avoidance, re-use and recycling over disposal. Carbon / Climate Change impact also generally follows the same hierarchy.
- 3.2. Since January, there has been renewed global and local focus on the impact of climate change with debates at the County Council and D&Bs. Efficient waste management plays a large part in minimising climate impacts in the local authority arena.
- 3.3. If we do not move to a new service model there is no real prospect of improving performance across West Sussex to meet the expected challenging recycling targets. Improved recycling has both carbon and landfill reduction benefits and would contribute to driving down the total system cost to West Sussex council tax payers.

4. Consultation

- 4.1 In August, West Sussex D&Bs were invited to advise the County Council on the impact of withdrawing discretionary Recycling Credit payments, so these can be taken into consideration. They were also invited to suggest any other ways WSCC could work with them to find savings in the waste management area. No new ideas emerged.
- 4.2 The comments received, and the County Council's responses to those comments, are attached at Appendix 1.

5. Financial (revenue and capital) and Resource Implications

- 5.1 *The revenue consequences of the proposal for the County Council are detailed in the table below*

	Previous year 2018/19 £m	Current Year 2019/20 £m	Year 2 2020/21 £m	Year 3 2021/22 £m
Revenue budget	£5.5m	£4.5m	£4.5m	£0.4m
Change due to proposal	0		(£4.1m)	0
Remaining budget	0	£4.5m	£0.4m	£0.4m

- 5.2 It is proposed that £2m from the £4.1m 2020/21 savings is transferred into a New Service Model for Refuse and Recycling Collection Reserve to fund specific waste collection projects agreed in line with paragraph 2.9 above.
- 5.3 The remaining £0.4m budget allocation will be retained to continue the following waste initiatives, which have been funded through this allocation in previous years:
 - **D&B rebate for textile tonnage** - A basic minimum payment per tonne will continue to be made for the collection of an estimated 1,100

tonnes of textile waste by D&B's in order for WSCC to meet its statutory duty under the Environmental Protection (Waste Recycling) Payments (England) Regulations 2006.

- ***Promotion of Reduction, Reuse and Recycling initiatives - Including Doorstepper and education contracts.***

5.4 *Revenue consequences to District and Borough Councils based on 2019/20 estimated payments and tonnages*

Table 3: Impact of changes on each District and Borough Council

	2019/20	2020/21	2019/20
	Estimated Payments	Proposed Payments	Impact of Proposal
	£m	£m	£m
Adur & Worthing	£0.8	£0	(£0.8)
Arun	£0.7	£0	(£0.7)
Chichester	£0.7	£0	(£0.7)
Crawley	£0.4	£0	(£0.4)
Horsham	£0.7	£0	(£0.7)
Mid Sussex	£0.8	£0	(£0.8)
Total Payments	£4.1	£0	(£4.1)

5.5 There are no capital implications.

6. Human Resources, IT and Assets Impact

There are no known human resources, IT and / or asset implications for WSCC (any raised by D&Bs in consultation to be added.)

7. Legal Implications

- 7.1 Legal implications of withdrawal of recycling Credits were set out in the report preceding decision report ENV11 18.19. No legal challenge was made following the change in methodology introduced from April 2019. The County Council remains confident of its obligations under the relevant Regulations which it will continue to meet.
- 7.2 The new funding arrangement would not *require* the District and Borough Councils to do anything different in terms of existing operational or administrative practices that could impact on the County Council's obligations under the MRMC or RWHC.

8. Risk Assessment Implications and Mitigations

There are no new corporate risks. The following service risks are identified:

Service Risk	Mitigating Action (in place or planned)
Legal challenge by the District and Borough Councils.	No legal challenge was made following the change in methodology introduced from April 2019. The County Council remains confident that it will continue to meet its obligations under the relevant Regulations and would robustly resist any legal challenge.
Alternative off-takers - WSWP partners could propose to take their recycle to another Materials Recycling Facility (MRF).	<p>The D&Bs would continue to have free access to Ford MRF under this revised proposal.</p> <p>Nationally, gate fees for acceptance of Mixed Dry Recyclate (MDR) including glass are in the order of £50-£80 per tonne excluding haulage. As the equivalent local cost of processing at Ford Material Recycling facility (MRF) is covered by the County Council under the contract this would be a new cost to D&Bs and the cost would increase according to haulage distance.</p> <p>District and Borough Council partners would also need to go through a procurement process for an off-taker which would take time and be costly. In any event, the County Council could exercise a Power of Direction to require D&Bs to continue to deliver MDR to Ford MRF directly or via the existing Transfer Station Network.</p>
Diminished quality of material delivered to the MRF	<p>Some D&B colleagues have suggested this could be an issue if funding is withdrawn.</p> <p>This should not be linked to recycling credit payments as that would not be in line with the regulatory provisions.</p> <p>It is understood that those with external contractors will have placed the onus on the contractor to maintain quality and the same should apply to in-house service providers so there should be no reason to reduce input quality.</p>
Reduced education programmes	£300k of the fund will be retained for education and community engagement: most of this work was co-ordinated through the WSCC waste team and schemes such as the schools waste education contract will continue to be funded.
Income Risk	The County Council, in making the changes to the scheme in 2018, has already accepted the risk around any drop in the total income achieved.

9. Other Options Considered

- 9.1 Unconditionally maintain a reduced-size pot for Recycling Credits or taper the reduction in payments over two or more years. This option would provide a “softer landing” for D&Bs but would delay savings when the County Council can no longer justify discretionary payments which bring no new benefit when facing a significant budget challenge.
- 9.2 Withdraw all credits without provision to support D&Bs who wish to progress with a revised service model. This allows the County Council to make a full saving without placing any portion into a reserve. However this could make it harder for D&Bs to commit to a new service model ahead of 2023, which could delay future savings for WSCC.
- 9.3 Most costs of the waste service are demand led and the County Council has little control over the amount of waste generated. The Director of Environment and Public Protection and the Waste Team continue to look at other ways of reducing the cost of the service – as far as possible without impacting on the public as service users or the D&Bs.

10. Equality and Human Rights Assessment

There are no known equality and Human Rights Act implications.

11. Social Value and Sustainability Assessment

There are no known social value implications. In terms of sustainability there should be no impact on waste diversion or recycling rates in the short term and, in the long term, the aim is to improve performance.

12. Crime and Disorder Reduction Assessment

There are no known Crime and Disorder Act implications.

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Appendices

Appendix 1 - Summary of District and Borough Council comments received regarding impact of the proposal and the County Council’s responses to the main points raised.

Background papers

None

Appendix 1

Summary of District and Borough Council comments received regarding impact of the proposal and the County Council's responses to the main points raised

Comment from Adur and Worthing Councils

Adur and Worthing Councils have taken significant decisions over the last year to change our approach to how we collect waste and recycling in order to improve recycling rates and reduce waste. We are keen to progress this work as part of the West Sussex wide system.

The Government's response to the recent consultation on the 'Waste and Resources Strategy' provides a helpful framework that we hope will be developed to support County wide approaches going forward, and yet West Sussex County Council appears unable to operate with the same sense of benefit for all.

Adur and Worthing Councils have also recently made public commitments to becoming carbon neutral Councils by 2030, and have declared a Climate Emergency. Whilst we understand that WSCC is similarly tasked with addressing the issues of climate change, we would suggest again, that the actions being proposed here, do not concord with supporting behaviour change that will have real impact on these issues. Our challenge to WSCC is therefore to step up, and provide real leadership in this space across our County.

Specific impacts of the total withdrawal of recycling credits to Adur and Worthing Councils:

- The loss of an expected payment of £1,048,000 in 2019/20 from our revenue budgets amounts to a 3.7% revenue cut for Adur & Worthing Councils in 2020/2021.
- This is in addition to substantial other savings that the Councils are already seeking to find from across all services and raises the total amount to £4.1m. Therefore this change alone, if approved, will account for 25% of the total budget shortfall across Adur and Worthing in 2020/21. When we factor in other budget pressures that may arise from other changes already made by WSCC to supported housing commissioning, the decisions of the County Council are effectively responsible for around 50% of the cost pressures for Adur and Worthing Councils in 2020/21
- Recycling credits have been used to fund the recycling service itself and as WSCC is aware, Adur & Worthing Councils have invested significant additional sums this year in supporting the implementation of alternate weekly collections, with the key aim of driving up recycling rates and reducing residual waste. The latter will create significant and direct financial benefit for WSCC.

- As part of this work, we have implemented a full media campaign promoting and championing recycling and waste minimisation and delivered almost 3000 new recycling bins to households across Adur & Worthing, since announcing the plans to implement the changes from the 16th September.
- The loss of revenue anticipated from recycling credits will now have to be absorbed by savings elsewhere in the system
- WSCC has also cut supported housing funding by nearly £4m across West Sussex which will lead to increased costs for Districts and Boroughs, particularly A&W which have higher than average levels of need, demand and deprivation when compared to some other parts of West Sussex
- Most Districts and Boroughs across the country are seeing significant rises in demand for Housing and Homelessness with limited, if any, additional support from central government (except for the visible face of homelessness - rough sleeping – in the form of fixed term grant funding)
- Instead of withdrawing the fund, the County Council could, if it wished to do so, create a ring fenced fund aimed specifically at increasing recycling rates further, which could include supporting the introduction of food waste collection. However the County is only committed to this approach if linked to a 321 model of collection of waste, recycling and food waste, which appears to be largely driven by financial incentives for the County (only) and not by a real desire to change behaviours.
- Given that we are experiencing a Climate Emergency, we would urge the County to take a leadership role and use these funds wisely across the system to effect long term change, rather than taking a short term, budget driven view.

Comment from Arun DC

While Arun District Council appreciate the pressure on WSCC budgets we do not feel it is acceptable to pass these on to the District and Borough's as we have limited options to fill the funding gap. It would be better to work in partnership to address these pressures rather than impose draconian reductions.

Losing all of the funding with such short notice would potentially have the most significant impact, whereas if the reduction was spread over 2 or 3 years the District and Borough's would have more time to mitigate the impact.

The areas we discussed that would be impacted were (many being inter-related)

- DMR Quality
- Communication, resident engagement and recycling officers
- Dedicated dog waste collections
- Waste Busters
- HMO Door stepping activities

Given that WSCC contend that the payments are intended to promote recycling, not to prop up council budgets, the reduction seems short sighted at a time when we all accept that increasing recycling rates across West Sussex is a priority.

Comment from Chichester District Council

(We) have given serious consideration to the WSCC intention of withdrawing the recycling credit payment as well as to the probable impacts this will have.

As you appreciate the withdrawal of over £750k of funding from a District Council budget is significant which will lead to further austerity measures being put in place across CDC. Options for these measures are currently being considered but will cut across all services of the District not just those associated with waste collections

Since the primary intention of the recycling credit payments were intended to encourage CDC to recycle more across all waste streams, reduce waste arising and to ensure best leverage of the WSCC disposal infrastructure, the impacts of the withdrawal of this payment will obviously impact CDC's waste activities viz

CDC will significantly reduce its current recycling engagement activities for domestic households. This will mean our ability to introduce new waste streams eg WEEE, textiles will cease. The current work we undertake to reduce contamination of DMR will be reduced. CDC will not be able to support WSCC officers and / or volunteers in external events. Our current proactive input into the partnership communications planning and delivery will cease. Our work to support HMO engagement will have to be reduced. The net impact of these measures will probably mean an increase in contamination of the DMR waste stream and/or an overall reduction in DMR volume. We anticipate CDC's recycling rate will see a decrease, the first time for many years. To maintain our current level of activity will require £72,000 of funding considering labour and material costs.

CDC will cease the separate collection of dog waste and promote the use of normal litter bins for dog waste. To maintain this activity will require £42,500 of funding.

CDC remain very concerned that other SWOG funded initiatives, paid by the previous agreed funding formula will also cease, in particular the effective schools' engagement programme (Wastebusters), composition analysis work and HMO support, since to withdraw these activities just as the public awareness on the need to recycle has been heightened would be a very short-term decision.

The County Council's commentary on main points raised:

Leadership by WSCC

WSCC has been the prime mover in the West Sussex Waste Partnership for over a decade, providing support to the partnership and most development ideas and impetus.

In early 2018, WSCC made an offer, through its Transformation Fund, to fund trials of a "3-2-1" system (a scheme to separately collect food waste, Absorbent Hygiene Products weekly with a reduction in residual waste frequency to three weekly) covering up to 3000 households in early 2018. As alluded to in paragraph 2.6, progress with finding partners has been frustratingly slow although we are hopeful we can proceed with at least one partner in 2020. In offering to fund the trial, WSCC was ahead of changes in government policy.

Support for Education Initiatives

As indicated in the report, it is proposed to retain £300k to continue to fund Wastebusters and other initiatives to the same level as previously.

We are unaware that the D&Bs have conducted major education or engagement initiatives outside of the work which we propose will continue. A number have previously taken savings in this area, partly as result of the countywide programme led by WSCC.

Impact on Recycling Rates

Withdrawal of recycling credits does not remove the duty of Waste Collection Authorities to collect as a minimum a defined core set of materials. They also have a duty to adhere to the waste hierarchy and to promote this to residents.

Service Development

Under Government Resource and Waste Strategy Proposals it is likely that by 2023 the funding of recyclable packaging collection will shift to producers, which should permit councils to further diversify the range of material collected. Any constraint on service development imposed through reduced funding should be eased in the future if the councils concerned have ambition to continue to improve recycling capture.

Changes to the collection of Dog Waste

WSCC will challenge proposals to mix dog waste with litter as this is retrograde step with health and safety implications. Dog Waste is classified as offensive waste with particular requirements for handling and disposal. WSCC has the legal power to direct D&Bs to continue to collect this waste separately but we hope that we can through dialogue resolve this without recourse to formal powers.

Service Development in Adur and Worthing

WSCC welcomes the service development shortly to be introduced in Adur and Worthing which will align the service offering to that recently introduced by Horsham DC and operated for more than a decade by Chichester and Mid Sussex District Councils.

Quality of Dry Mixed Recycling

As set out in the risk assessment, we do not see any valid reason why D&Bs should reduce the measures they take to minimise contamination as these are principally exercised at the point of collection and by general communications messages (led by WSCC). If contamination does increase this will impact on the District or Borough's Recycling Rate as well as cause operational issues due to collection vehicles being redirected to different disposal points if rejected.

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Environment, Communities and Fire Select Committee
20 September 2019
Review of Library Offer
Report by the Director of Law and Assurance

Focus for scrutiny: The Committee is asked to consider and comment on the proposals to cease the Mobile Library Service, and reduce evening opening hours in those static libraries where these currently apply.

Proposal

1. Background and Context

- 1.1 The Cabinet Member for Fire and Rescue and Communities proposes to take a decision in November 2019 to review service levels and forms of service delivery for library services in areas of reduced demand. It is one of the Strategic Budget Options for 2020/21, and was first published in the Forward Plan in July 2019. The draft report for the proposed decision is attached.

2. Issue for Consideration by the Select Committee

- 2.1 The Committee is invited to:
- a) Consider and comment on the factors considered to inform this proposal (paragraph 2 of this report).
 - b) Consider the impact of the proposal on the Council's ability to provide access to books and information, and to a wide range of services in addition to library activities for all ages, that support the Council's priorities of Best Start in Life, Independence for Later Life and Council that works for the Community.
 - c) Review the risks and other options described in the draft decision report (paragraphs 6 and 7).

Tony Kershaw

Director of Law and Assurance

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Appendices

Appendix 1: Review of Library Offer – Draft Decision Report

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Cabinet Member for Fire and Rescue and Communities	Ref No: FRCXX 19/20
November 2019	Key Decision: Yes
Review of Library Offer	Part I
Report by Executive Director Place Services	Electoral Division(s): All
<p>Summary</p> <p>To achieve savings from the library revenue budget by ceasing the mobile library service, reducing evening opening hours where they currently apply. Some operational logistical changes have also been identified but these will have no impact on services to customers.</p> <p>To continue to develop the Community hubs work to identify longer term corporate savings by more efficient use of corporate assets and service arrangements.</p>	
<p>West Sussex Plan: Policy Impact and Context</p> <p>We will continue, through our network of 36 libraries to provide access to books and information and to a wide range of services in addition to library activities for all ages that support in particular Best Start in Life, Independence for Later Life and Council that works for the Community.</p>	
<p>Financial Impact</p> <p>Revenue saving of £0.175m with additional corporate savings expected as part of Community Hub activity.</p>	
<p>Recommendations</p> <p>The Cabinet Member for Fire and Rescue and Communities is requested to approve:</p> <ul style="list-style-type: none"> (1) the Cessation of the remaining mobile library services from April 2020; (2) the reduction in evening opening hours in the 4 main libraries with some minor adjustments elsewhere to ensure the offer is consistent across libraries from April 2020; and (3) minor logistical changes that will impact working practices but not customers 	

Proposal

1. Background and Context

- 1.1 In order to help meet the budget gap the Library Service has considered where it might be possible to make savings. It has identified areas where impact will be felt by the smallest number of residents, where the evidence indicates a fall in use, and where mitigation is possible.

2. Proposal Details

- 2.1 This proposal addresses only those savings which could be achieved within the library service by April 2020. Those are:
- Cease the service delivered by the 2 remaining mobile libraries
 - Close all libraries at 6pm, a proposal which affects only the 4 largest libraries where they have some 7pm openings.
 - To make minor internal logistical changes which will impact working practices but have limited impact on residents.

Mobile Library Service

- 2.2 We currently have 2 Mobile Libraries, Community Library 1 (CM1) based at Bognor and Community Library 2 (CM2) based at Horsham. We have been reviewing the service for economy and usage since the last formal review in 2011 and have postponed replacing the vehicles in anticipation of a saving requirement. Unfortunately following its pre-MOT in June 2019, we were advised by our transport colleagues that repairing CM1 would cost more than the vehicle was worth so reluctantly the vehicle had to be taken off the road and sold.
- 2.3 There is a direct correlation between the proposal to withdraw the mobile service and the maintenance of the static library network – especially those libraries in smaller communities. 25 of our 116 stops are closest to a Tier 6 Library.
- 2.4 Since CM1 had to be withdrawn existing mobile library users have already started gravitating to their nearest static library.
- 2.5 Use of the Mobile Library Service is in decline with a 27% drop in issues since the last review in 2011. Mobile Library customers now account for less than 1% of our total customer base, and some of those already also use a static library so for some the use of the mobile is a choice not a necessity. Many customers also choose to drive to a location where the mobile stops, so could drive to a static library.
- 2.6 Replacement of these large, very specialist, diesel vehicles is expensive. The last similar vehicles we bought were in excess of £0.1m to purchase. The likelihood is that both initial purchase and leasing costs will increase. Driving the vehicles round the County is not very environmentally friendly and the procurement of such vehicles is a long process (18 months on average), since they cannot be “bought off the shelf”. There is also a reducing number

of coach builders who specialise in this type of vehicle as demand nationally has dropped.

- 2.7 The service is much less cost-effective to deliver via a mobile than a static service. Time spent travelling between stops means that we are only able to deliver directly to customers on each mobile for 16 hours a week. Our smallest static libraries are open 24 hours a week, while providing a much wider range of stock.
- 2.8 Since the failure of CM1 a further 17% (112) of the customers have now joined a static library. Currently 51% of CM1 borrowers now hold dual membership so are in fact using the mobile but also travelling to a static library.
- 2.9 The failure of one of the vehicles has given us a unique opportunity to discuss the future delivery with customers and identify those most vulnerable and isolated, giving us a good idea of those who choose to use the mobile but who could visit a static library and those who need a service that delivers directly to them. There are a range of library services that currently reach out to the vulnerable or isolated that we can offer to residents.

Evening hours

- 2.10 In our large libraries, currently open 5 nights a week until 7pm, use between 6 and 7pm has been declining. It is in all libraries the quietest hour of the day. However, buildings on more than one floor require a staffing presence to maintain customer and staff safety and wellbeing, so per customer this is an expensive hour to offer.
- 2.11 Evidence shows the peak times for library use are during the day generally between 9am and 4pm, with a peak around 11 am. Experience shows that many people remaining in the library until 7pm have been in the library for a considerable time prior to that and are not just visiting within that hour. Residents can join, request, enquire and borrow digital books, magazines and audio 24/7 via the Library App or Website.

We have 5 smaller libraries that open one night a week until 7pm. We would propose to adjust, but not reduce, their opening pattern so that no library is open beyond 6pm thus maintaining a consistent offer.

Minor Logistic Economies

- 2.12 By making some small adjustments to our interlibrary delivery service and working practices we can make some additional modest savings that customers will not be impacted by.

3. Consultation

- 3.1 With CM1 being taken off road in June, we have been running a replacement service using a significantly smaller Vauxhall Combo Maxi van. A much smaller stock was divided into crates to allow borrowers to choose books, as well as return any loans and make any requests. This will continue to run until the end of the current timetable on 30th September 2019.

- 3.2 This temporary solution has given us the opportunity to have some detailed discussions with users of the service and to consider future provision (these conversations have been done with a combination of Library staff independent of the Mobile Library Service). All conversations have been recorded in significant detail. Since the mobile was taken off the road, of the 670 residents who regularly use Community Mobile 1, 112 have already joined a static library. Adding that figure to those who already use the mobile alongside a static library (343 in total), over 50% of regular users have dual membership. The choice of material is much better in a small static library where residents can interact with staff, join other activities and access other services.
- 3.3 The current temporary solution has helped us to understand those who “like” using the service as distinct from those who “need” a service delivered to them. For many residents it is the social interaction they appreciate as much as the actual service provided - a chance to chat with neighbours and the staff on the Mobile Library.
- 3.4 From a Public Health perspective we know that there is a drive to ensure people remain active/engaged and participating in community activity wherever possible, visiting a library is a good example and we know for lots of our customers this is part of their weekly, sometimes daily routine. We have carefully considered the 670 regular users of CM1 and discussed their needs with the regular Mobile Library staff. We initially identified 47 vulnerable customers. However, following customer engagement, this number has increased to 57. If the decision is taken to cease the service these are the residents we will focus on and their need is recognised as much broader than just accessing the Library Service.
- 3.5 Our aim will be to work with our colleagues in Communities and Partnerships on local community solutions. We will recruit volunteers with the help of parish councils to deliver books and be reading friends via our existing Home Library direct service but will also look to explore what local groups and parishes can do to support us in serving vulnerable residents. In the current situation for customers of CM1, and while these volunteers are being recruited, we intend to hire a smaller van that can serve the vulnerable borrowers as an interim solution from 1st October. Maintaining the funding until April 2020 will allow us to continue to visit communities and individuals so that we can discuss with them the best possible mitigation.
- 3.6 Early work on the Community Mobile 2 has identified a further 45 vulnerable residents using that service and established that an even higher percentage of borrowers served by the vehicle have a dual membership.
- 3.7 Consultation regarding a modest reduction in opening hours beyond 7pm will be done with customers in the locations impacted during October.
- 3.8 There is no need for consultation about the small logistic changes.

4. Financial (revenue and capital) and Resource Implications

- 4.1 Revenue savings from the Library Budget will be £175,000 year on year from 2020. Savings related to ceasing the Mobile service will be made through staff reductions 2 x Drivers Grade 4 and an element of Library Assistant support on Grade 3 (£50k) plus running costs and maintenance (£40k). Savings from earlier closure will be all staff costs (£55k). The logistics savings are made up of transport, mileage and postal costs (£30k).

4.2 Revenue consequences of proposal

	Current Year 2019/20 £m	Year 2 2020/21 £m	Year 3 2021/22 £m	Year 4 2022/23 £m
Revenue budget	6.793	6.793	6.618	6.618
Change from Proposal	0	-0.175	0	0
Remaining budget	6.793	6.618	6.618	6.618

4.3 Capital consequences

	Current Year 2019/20 £m	Year 2 2020/21 £m	Year 3 2021/22 £m	Year 4 2022/23 £m
Capital budget	N/A	N/A	N/A	N/A
Change from Proposal	N/A	N/A	N/A	N/A
Remaining budget	N/A	N/A	N/A	N/A

The effect of the proposal

- 4.4 If the three proposals are taken forward the Mobile Library Service will cease from April 2020 and no library will be open beyond 6 pm. The impact of the logistical savings will be internal and not affect customers

Future transformation, savings/efficiencies being delivered

- 4.5 We will continue via the Community Hubs programme to explore opportunities, based on the agreed principles, to bring services together under one roof making savings through asset reduction where appropriate. These will be the subject of future decision reports and member information and engagement. Closing libraries at 6pm may impact on the rollout of Community Hubs if partners would value being able to deliver their services

beyond 6pm. It would however be possible for other WSCC services to continue to deliver later if locking up procedures were agreed.

Human Resources, IT and Assets Impact

- 4.6 If the decision is made to cease the Mobile Library Service then the remaining vehicle would be sold. CM1 only made £2,500 at auction – this would be put back into the service to support mitigation. There will be an impact from an HR perspective – one of the Mobile Library drivers has left WSCC to take up another driving role so only one Mobile Library Driver post will result in a redundancy. The mobiles are supported by a range of Library Assistants in both Horsham and Bognor libraries – so the staff saving cannot be attributed to one individual post. Therefore the savings will need to be achieved by natural wastage or by staff negotiation on reducing contracted hours. It is anticipated that this can be achieved by April 2020. The logistic savings do not have HR, IT or Asset implications only some minor changes to working practices that will be handled as business as usual.

5. Legal Implications

- 5.1 There are no legal implications in relation to these service change proposals.

6. Risk Implications and Mitigations

6.1

Risk	Mitigating Action (in place or planned)
Isolated/vulnerable residents find it difficult to access the library service if the Mobile Library is withdrawn.	Identifying those customers and their needs. Matching those individuals with other library services e.g. Home Library Direct.

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

- 7.1 Replace the two existing vehicles – this would be expensive both in procurement time and purchase cost, and incur ongoing and increasing revenue costs – fuel, insurance, maintenance, staffing, training, stock Reduce to one vehicle, which would visit less often to those most isolated residents. This option would still incur costs, including fuel, insurance, staff, training and vehicle purchase/lease and reduce the opportunity for savings. Running it from one location would impact the mileage done, travel time plus fuel and maintenance costs.
- 7.2 Use a smaller vehicle (as used currently, as the interim solution). This is not an all -weather solution, does not answer the social engagement element, still doing lots of miles, still needs driver, fuel, maintenance and management. It provides limited choice – but could provide a bespoke service to those most vulnerable Parishes could have small collections which they borrow and lend to residents – this option would still need coordinating

and would thus incur costs both in staff and resources. We would have to limit number of parishes we chose or else it would involve the purchase of even more stock than the current mobile offer. In a time when savings must be secured we are not in a position to reduce one offer but expand another. A form of traded service model, perhaps asking Parishes if they would be prepared to fund. This would require significant financial investment in terms of management and implementation of a completely new model and would negate a significant element of the saving. The service does not currently have the capacity for this level of work and as with the option above this would incur additional cost.

- 7.3 Opening hours – we have considered seasonal hours – closing earlier during the winter – but this would halve the opportunity for savings, be more difficult for customers to remember and offer less consistent working hours to staff.
- 7.4 Introducing more significant reductions in opening hours would have a greater impact on larger numbers of residents. Whilst libraries are used by all sections of the community at all times of the day we can see some core patterns of use. Early in the day libraries are accessed by families with pre-school age children, residents who study/research all day and older residents who tend to start their day early. In the early evenings families call in on their way home from school pick up and between 5 and 6 the larger libraries (small libraries already close earlier) are accessed by those who are at work all day. We last had a full review of opening hours in 2011 when we had 10,000 responses to the consultation. An overall review of opening hours would impact all 36 libraries, all residents who use the library and the working hours of all staff working in those libraries and so would require further public consultation.

8. Equality and Human Rights Assessment

- 8.1 Removing the mobile library has the potential to impact most on those least mobile and unable to travel. However, our focus will be on those most vulnerable and our aim would be to match individuals up with a Home Library Direct or Digital Library Plus Volunteer or suggest the friends and family service (where a trusted friend or family member can borrow on a person's behalf). In the case of any residential homes or assisted living we will promote the existing Select and Collect service – where the venue selects a collection from their nearest library and all residents can borrow and return on site (100 books at a time for 10 weeks – no charge). The required equality impact assessment will therefore be undertaken as part of the mitigation work with these other services.

9. Social Value and Sustainability Assessment

- 9.1 Public Health colleagues promote the positive impact of people remaining active and getting out of the house and walking or travelling independently to access non-critical services. Whilst this will not be true of every current mobile library user many have already made the change and are using a static Library. Closing libraries earlier impact the smallest number of library users at the quietest time of the day and will also make modest savings on utility costs that sit outside the Library Service budget.

10. Crime and Disorder Reduction Assessment

10.1 None.

Lee Harris

Executive Director Place Services

Contact

Lesley Sim

Head of Libraries, Heritage and Registration
Tel: 0330 22 24786

Appendices None

Background papers None

Environment, Communities and Fire Select Committee

20 September 2019

Business Planning Group Report

Report by Chairman, Business Planning Group

Executive Summary

Each Select Committee has a Business Planning Group (BPG) to oversee the Committee's work programme and prioritise issues for consideration by the Committee. This report provides an update to the Committee of the BPG meeting held on 1 July 2019, setting out the key issues discussed.

Recommendation

The Environment, Communities and Fire Select Committee is asked to note the contents of this report and endorse the Committee's Work Programme for 2019/20 (attached as appendix A).

1. Background

1.1 The Business Planning Group (BPG) met on 1 July 2019 with Mr Barrett-Miles, Mr Barling, Mr Jones and Mr S Oakley, in attendance to undertake work planning on behalf of the Committee.

1.2 Among the issues discussed:

- **Total Performance Monitor Annual Outturn 2018/19** – a number of factors had led to a £5m overspend across the portfolio, including the delay in awarding the Highways Contract, a drop in income levels expected in the Library and Archive Service, the Highways Customer Service Hub not realising the expected savings and costs related to the Fire and Rescue Control Centre. No issues for further scrutiny were identified, it being noted that the Committee would be involved when a new waste strategy was forthcoming.

- **FRS Performance Management**

The Group considered the latest performance data. It was agreed that the lead service officers would attend future meetings, to provide more detail on specific service areas if needed. The Group was concerned over the high percentage of false alarms and asked that some research is carried out and brought back to the Group at a future meeting. The Group learned that the backlog in the Safe and Well visits relating to homes had been cleared. The backlog in business visits was more challenging since specialist staff needed to

be trained to carry out these checks. The Group asked that there is greater visibility on the backlog and that this should be included in future reports.

- **Annual Community Safety Scrutiny**

The BPG agreed that Select Committee would look at the Exploitation Strategy and how it links to organised crime, cuckooing and County Lines. This is a fast-evolving area of criminality and will link in with a Member Development Day in January 2020. External speakers would be invited to attend and provide evidence at the session, schedule for 7 November.

- **Budgeting for Major Projects**

Matt Davey, Director of Highways, Transport and Planning gave a verbal update on the review of the processes for developing budgets for major projects. Although the cost forecasts on certain "legacy" projects had turned out to be under-estimates, consultants were now employed to assist with this activity. The consultants will report their findings in the autumn and the BPG agreed for this item to be scrutinised by the full Committee.

- **Highways, Transport and Planning Structure Review**

The Group heard a verbal update. The review included the work currently undertaken by consultants, to explore whether there was any beneficial basis for the to be brought in-house. The Group requested that the review be considered by the Committee, provisionally at the November meeting.

2. Work Programme Planning 2019/20

- 2.1 Informed by officers from the relevant service areas, BPG members considered the Work Programmes for 2019/20.
- 2.2 The output from this discussion is summarised in the revised work programme at Appendix A (2019/20) which reflects any subsequent decisions or alterations made since the meeting.

3. Equality Duty

- 3.1 An Equality Impact Report is not required for this report as it deals with internal matters only.

Andrew Barrett-Miles

Chairman, Environment, Communities and Fire Select Committee

Contact: Ninesh Edwards, Senior Advisor, 03302 222542

**Appendix A - Environment, Communities and Fire Select
Committee
Work Programme 2019/20**

Appendix B - WSFRS Operational Performance Report

Background Papers - None

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Select Committee Meeting date	Subject/Theme	Objectives/Comments	Key Contacts	Source	Corp Priority
20/09/19	Review of IRMP Action Plans and progress against the Improvement Plans	Annual progress report. To include People and Culture Strategy, and evidence from the four unions.	Neil Stocker and Jon Lacey, Jon Simpson		
	Review of Library Offer	Strategic Budget Option Key Decision Preview for 2020/21	Lesley Sim		
	Limit use of Household Waste Recycling Sites to West Sussex residents	Key Decision Preview	Gareth Rollings		
	Reduction in Funding for Recycling Credits	Strategic Budget Option Key Decision Preview for 2020/21	Steve Read, Kelly Goldsmith, Paul Madden, Gareth Rollings		
	BPG Report	Report from the BPG following its most recent meeting	Ninesh Edwards		
07/11/19	Electric Vehicle Strategy	Preview of the draft strategy	Ruth O'Brien		
	Community Hubs Update	A progress report on work to date, following the Committee's recommendation at its March mtg. To include an outline of the decision-making points, the project timeline, and a list of the top ten schemes - and their costs	Siobhan Walker, Lesley Sim		
	Exploitation Strategy	To look at the Strategy, and how it links to County Lines, cuckooing and organised crime	Emily King		
	Highways Maintenance Contract - Update	Update on progress in re-procuring the HMC	Matt Davey		
	Restructure of Highways, Transport and Planning	Review of consultant's report, and recommendations for future improvements.	Matt Davey		
	Review of Major Projects Cost Estimating	Review of consultant's report, and recommendations for future improvements.	Guy Bell, Alex Sharkey		
13/01/20	Waste Strategy Review	As/when one is forthcoming	Steve Read		
	Road Safety - Safer Sussex Roads Partnership	To focus on performance outcomes, and the quality of partnership work. To compare the performance of the partnership with neighbouring and comparator authorities.	Matt Davey		

Agenda Item No. 10, Appendix A

Select Committee Meeting date	Subject/Theme	Objectives/Comments	Key Contacts	Source	Corp Priority
	Mobile Household Waste Recycling Service	Following public consultation, to preview the key decision on the future of the service	Kelly Goldsmith		
05/03/20					

West Sussex Fire & Rescue Service

2018-19 Quarter 4 Operational Performance Report



Foreword

West Sussex Fire & Rescue Service's aim is to keep our communities safe.

The priorities for the service are set by West Sussex Fire & Rescue Authority (FRA).

These priorities form the basis of our Integrated Risk Management Plan, which identifies and assesses all foreseeable fire and rescue related risks that could affect our communities.

As Chief Fire Officer, I am required to provide performance data to the Environment, Communities and Fire Select Committee (ECFSC) so they can monitor the service's performance.

We have agreed a set of 13 key performance indicators to enable the committee to scrutinise how well the service is performing.

These indicators are measured against agreed standards and are designed to make sure we continually improve as a service.

We will update ECFSC on a quarterly basis.

This report covers the financial year from April 2018 to March 2019.

The performance data will show whether we are on track to meet our targets or if an areas needs improvement. Where improvement is needed then an action plan will be put in place.

A glossary of terms is attached as an appendix to this document. Further information, reports and performance data is available at

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

Gavin Watts, Chief Fire Officer



Our Performance

Activity Overview

During this financial year (April to March 2019 West Sussex Fire & Rescue Service (WSFRS) attended 9292 incidents in West Sussex with 1762 being categorised as critical incidents.

Particular items for discussion this quarter:

	Past 4 years historic (annual) data				2018/19				
	2014/15	2015/16	2016/17	2017/18	Q1	Q2	Q3	Q4	Cumulative
Critical Special Services	748	765	771	1007	243	311	291	295	1140
Critical Fires	739	732	800	734	159	165	141	157	622
All Incidents in West Sussex	8566	8552	8842	9241	2309	2655	2266	2062	9292
Average incidents per day	23.5	23.4	24.2	25.3	25.4	28.9	24.6	22.9	25.5

13 Key Performance Indicators and measures

#	Indicator	Measure/ target
1	Critical Fire Incidents	Measure
2	1 st Fire Engine Attendance Time	Target
3	2 nd Fire Engine Attendance Time	Target
4	Both Fire Engines Attendance Times	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 Visits	Target
11	Deliberate Fires	Measure
12	Fires in Commercial Property	Measure
13	Fire Kept to Room of Origin	Measure

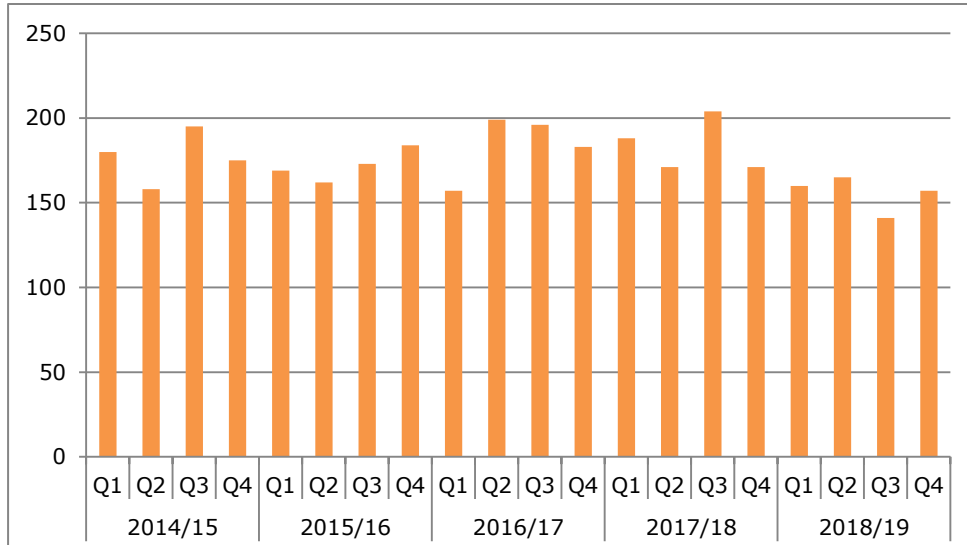


Critical Fire Incidents

No statistically significant trend over the last years.

For consistency, month on month critical fire data since 2014 has been re-extracted using improved, less time consuming, methodology.

Local Measure



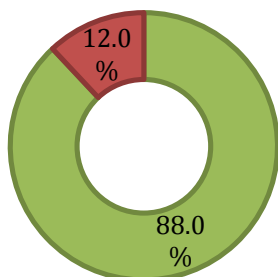
This is a measure presented for context.
There is an average of 1.7 critical fire incidents per day in West Sussex this quarter.



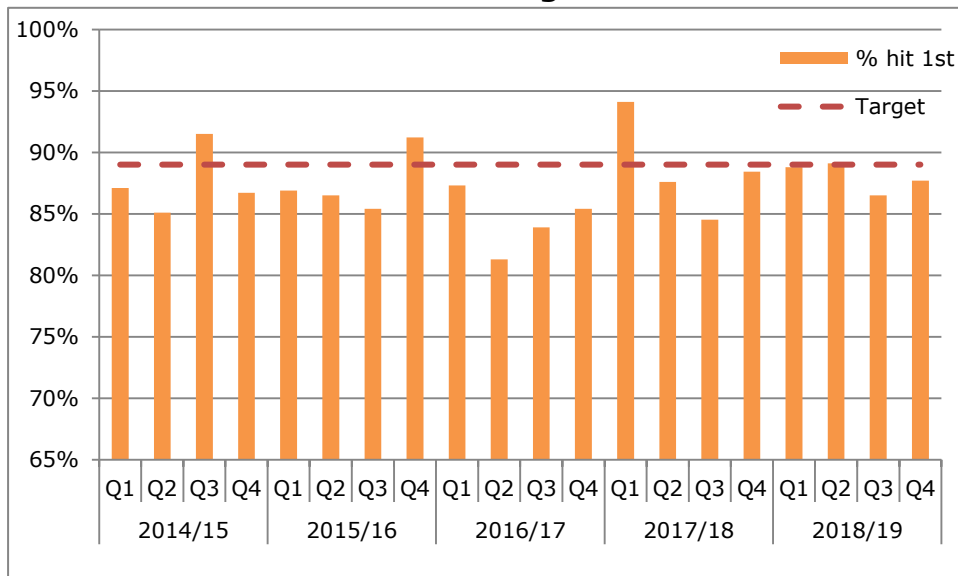
1st Fire Engine Attendance Time

Target 89%

Pass rate for all incidents from April 2018 to end of March 2019 is just below target at 88.0%



Local Target




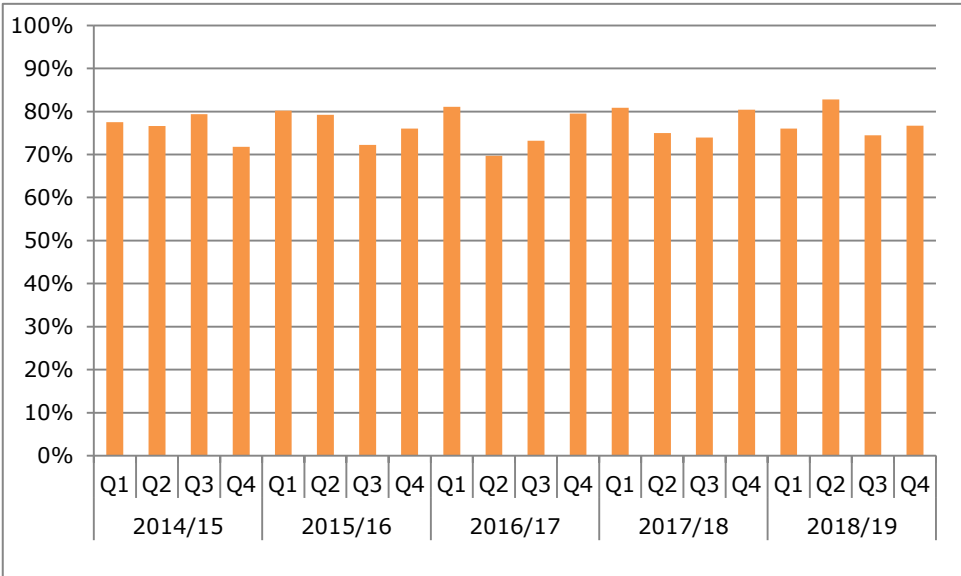

Action Plan

This quarter, out of 154 critical incidents, 19 missed the target. 12.3% failure rate.

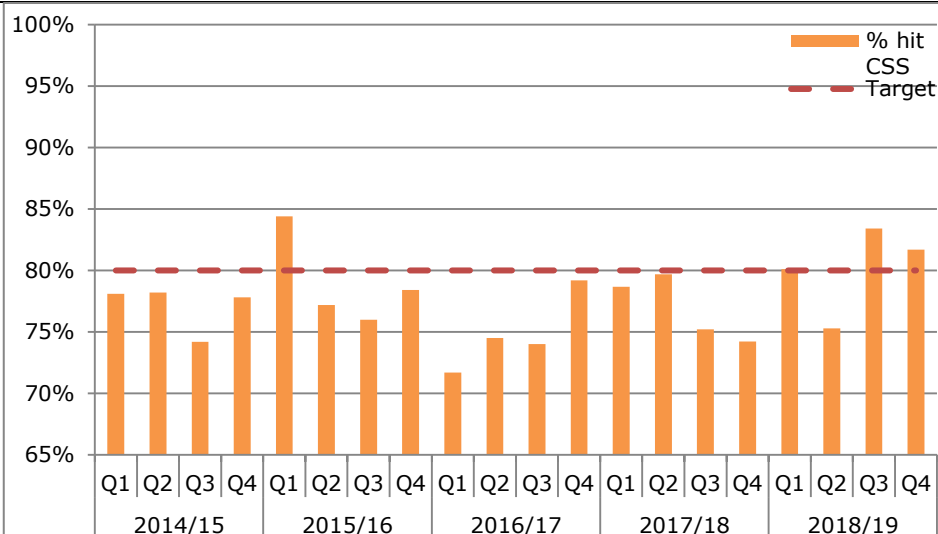
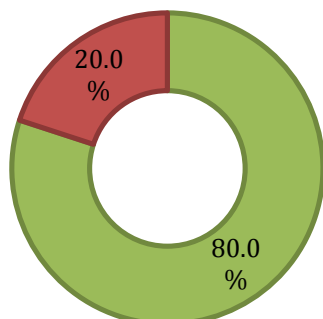
At the year-end we have missed this target by 1%. This represents a good performance as this has been achieved with less fire engines and fire fighters than when the target was set.

	<p>This reduction in resource has been compensated for by proactive management of crewing and constantly moving resources to meet our risk profiles. This is a notable work load for the duty Level 3 officer, but the performance gain is clear.</p> <p>The managers in Response investigate every incident where we do not meet our attendance times and these form two key themes that we are all working towards addressing. These are 'Long travel distances' and 'On call Availability'</p> <p>The whole of the FRS is focussed on increasing OCS availability as when stations are not available our performance is often impacted.</p>																																										
<div data-bbox="98 972 258 1149"> </div> <p>2nd Fire Engine Attendance Time</p> <p>Target 83%</p> <p>Pass rate for all incidents from April 2018 to end of March 2019 is below target at 80.3%.</p> <div data-bbox="165 1536 440 1809"> </div>	<p style="text-align: center;">Local Target</p> <div data-bbox="531 963 1500 1541"> <table border="1"> <caption>Local Target Data (Estimated % hit)</caption> <thead> <tr> <th>Quarter</th> <th>% hit</th> </tr> </thead> <tbody> <tr><td>Q1 2014/15</td><td>82.5</td></tr> <tr><td>Q2 2014/15</td><td>78.5</td></tr> <tr><td>Q3 2014/15</td><td>79.5</td></tr> <tr><td>Q4 2014/15</td><td>75.5</td></tr> <tr><td>Q1 2015/16</td><td>83.5</td></tr> <tr><td>Q2 2015/16</td><td>80.0</td></tr> <tr><td>Q3 2015/16</td><td>77.5</td></tr> <tr><td>Q4 2015/16</td><td>78.5</td></tr> <tr><td>Q1 2016/17</td><td>82.0</td></tr> <tr><td>Q2 2016/17</td><td>75.0</td></tr> <tr><td>Q3 2016/17</td><td>77.0</td></tr> <tr><td>Q4 2016/17</td><td>82.5</td></tr> <tr><td>Q1 2017/18</td><td>83.0</td></tr> <tr><td>Q2 2017/18</td><td>78.5</td></tr> <tr><td>Q3 2017/18</td><td>82.5</td></tr> <tr><td>Q4 2017/18</td><td>83.0</td></tr> <tr><td>Q1 2018/19</td><td>79.0</td></tr> <tr><td>Q2 2018/19</td><td>86.0</td></tr> <tr><td>Q3 2018/19</td><td>76.5</td></tr> <tr><td>Q4 2018/19</td><td>79.5</td></tr> </tbody> </table> </div> <p>Action Plan</p> <p>This quarter, out of 103 attendances, target was missed on 21 occasions, a failure rate of 20.4%.</p> <p>It is harder to achieve good performance on this KPI as the second fire engine will normally have to travel significantly further to reach the incident. The offset in the Attendance times is 3 mins in each risk category, and are stations are further apart than that.</p>	Quarter	% hit	Q1 2014/15	82.5	Q2 2014/15	78.5	Q3 2014/15	79.5	Q4 2014/15	75.5	Q1 2015/16	83.5	Q2 2015/16	80.0	Q3 2015/16	77.5	Q4 2015/16	78.5	Q1 2016/17	82.0	Q2 2016/17	75.0	Q3 2016/17	77.0	Q4 2016/17	82.5	Q1 2017/18	83.0	Q2 2017/18	78.5	Q3 2017/18	82.5	Q4 2017/18	83.0	Q1 2018/19	79.0	Q2 2018/19	86.0	Q3 2018/19	76.5	Q4 2018/19	79.5
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	<p>This KPI has been negatively affected by the reduction in the number of fire stations and the number of fire engines. There are a number of areas where we would not normally expect to meet this target due to travel times.</p>
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<div></div> <div><p>Both Fire Engines Attendance Time</p></div>	<div><p>Local Measure</p><table><thead><tr><th>Year</th><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr></thead><tbody><tr><td>2014/15</td><td>78%</td><td>76%</td><td>79%</td><td>71%</td></tr><tr><td>2015/16</td><td>80%</td><td>79%</td><td>72%</td><td>76%</td></tr><tr><td>2016/17</td><td>81%</td><td>70%</td><td>73%</td><td>79%</td></tr><tr><td>2017/18</td><td>81%</td><td>75%</td><td>74%</td><td>80%</td></tr><tr><td>2018/19</td><td>76%</td><td>83%</td><td>74%</td><td>77%</td></tr></tbody></table></div> <div><p>This is a measure only-presented as background context.</p></div>	Year	Q1	Q2	Q3	Q4	2014/15	78%	76%	79%	71%	2015/16	80%	79%	72%	76%	2016/17	81%	70%	73%	79%	2017/18	81%	75%	74%	80%	2018/19	76%	83%	74%	77%
Year	Q1	Q2	Q3	Q4																											
2014/15	78%	76%	79%	71%																											
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2017/18	81%	75%	74%	80%																											
2018/19	76%	83%	74%	77%																											
<div><p>Critical Special Service 1st Engine Attendance Time</p></div> <div><p>Target 80%</p><p>Average for all incidents from April 2018 to end of</p></div>	<div><p>Local Target</p></div>																														

March 2019 is 80.0%,
exactly on target



Action Plan

This is a strong performance on the most difficult attendance target. As unlike for fires we have a single ERS of 13mins for this KPI as Road Traffic Collisions occur across the whole road network, often in remote rural locations that have long travel distances from the nearest fire station.

This is also reflected in the fact that long call handling times in Fire Control feature as a reason for delayed response, confusion from 999 callers as to their location and what has happened delaying the mobilising process or giving the wrong location.

On occasions when the nearest OCS station isn't available this will impact on this KPI. Therefore FRS Operations are focussed on increasing OCS availability which is a KPI within this report.

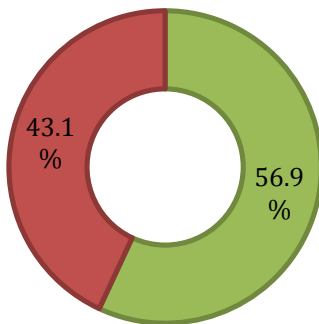


On Call Duty System Engine

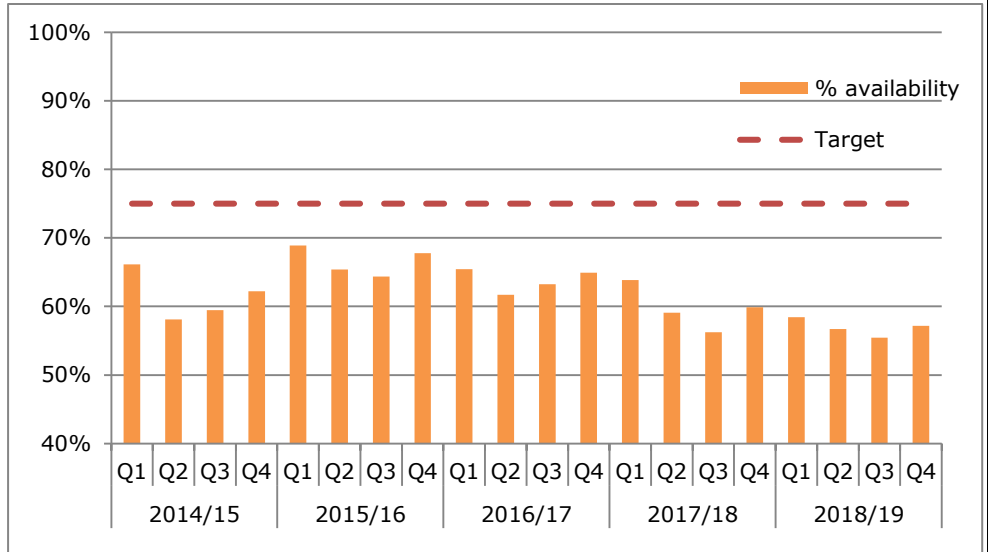
Availability

Target 75%

Availability rate from April 2018 to end of March 2019 is 56.9%, below target.



Local Target



Action Plan

Working to increase OCS availability is the top priority for Response and a number of activities are focussed on this challenging target.

We are engaged with national working groups and from this we can see that this is not a West Sussex Issue. It is widespread across both the UK national and Europe.

Response managers work continuously to crew fire engines from staff with different contracts and commitments.

A recruitment group is seeking new smarter ways to find staff and target recruiting at our lowest performing stations.

Human resource partners are reviewing contracts and new legislation and identifying positive benefits and opportunities moving forward.

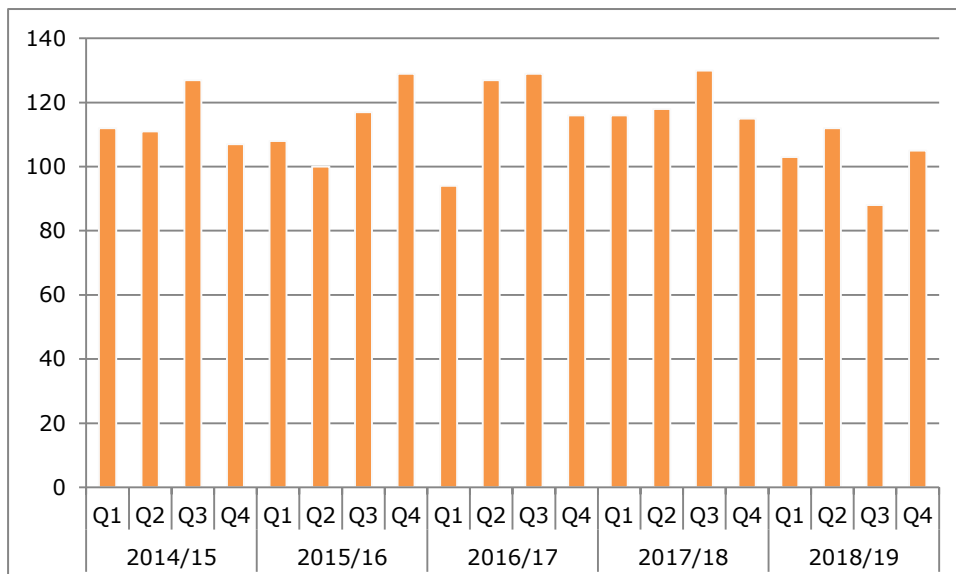
Accidental Dwelling Fires



This measure records the number of fire incidents in dwellings

that were not deliberate. This category may include sheltered housing, caravans, houseboats etc. where they are permanent dwellings.

National Measure



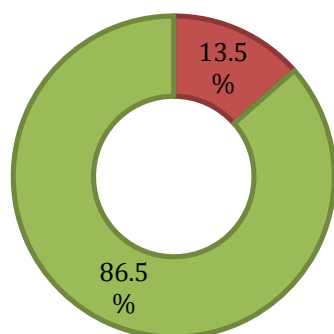
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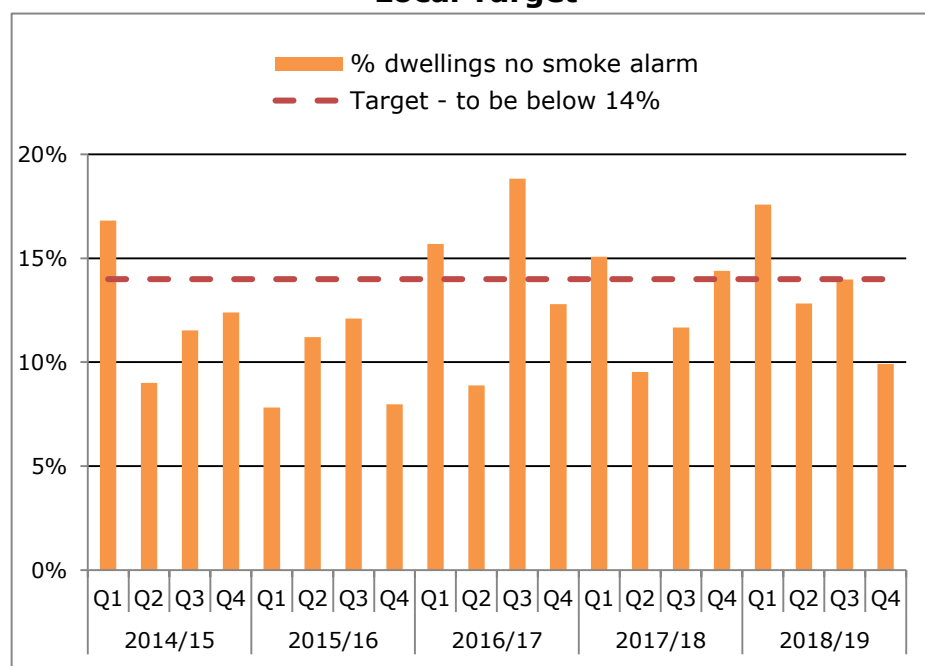
Dwelling Fires with No Smoke Alarm

Target 14%

The rate for all dwelling fires since April 2018 to the end of March 2019 is on target by being below 14%, at 13.5%.



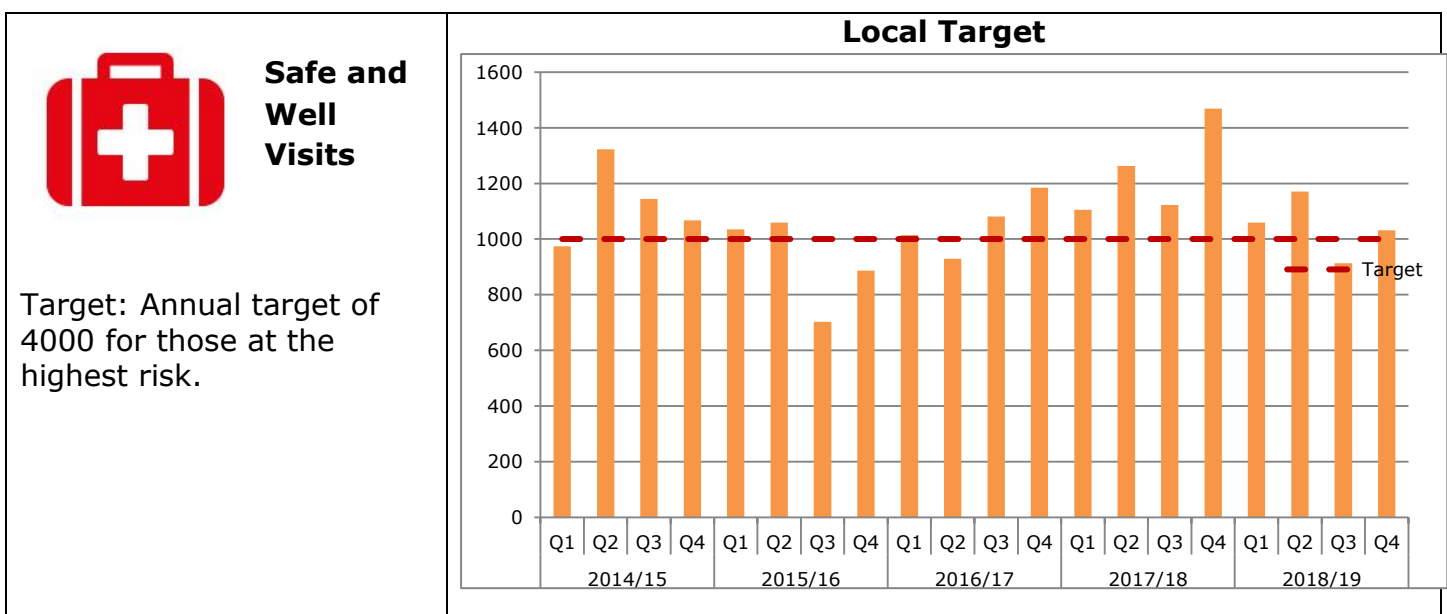
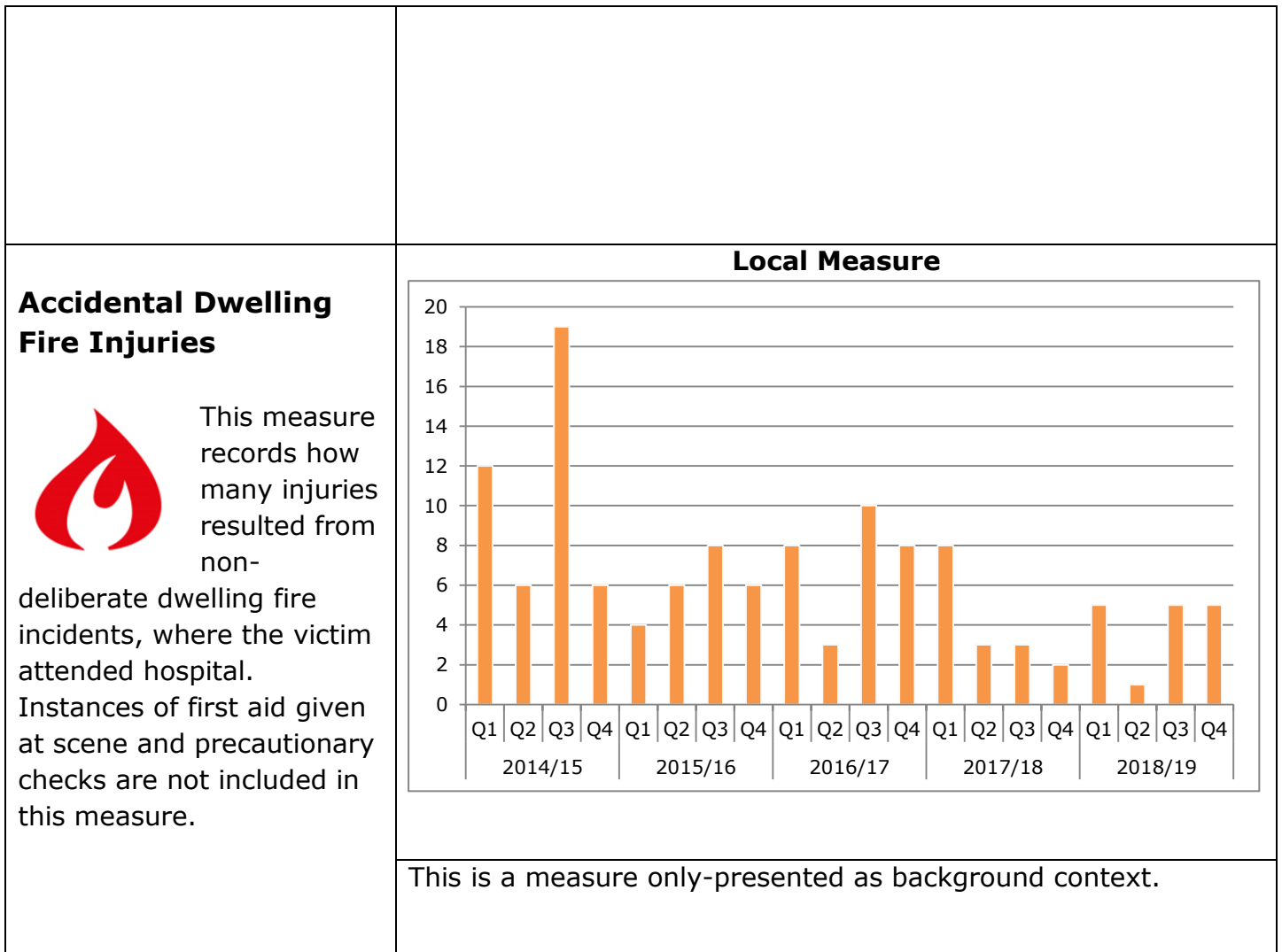
Local Target

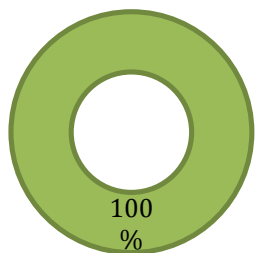


Action Plan

11 dwelling fires in Q4 18/19 where there was no smoke alarm fitted.

Continue to maintain Community safety activity in targeted areas.





Total from April 2018 to the end of March 2019
4175 – exceeding the annual target

Action Plan

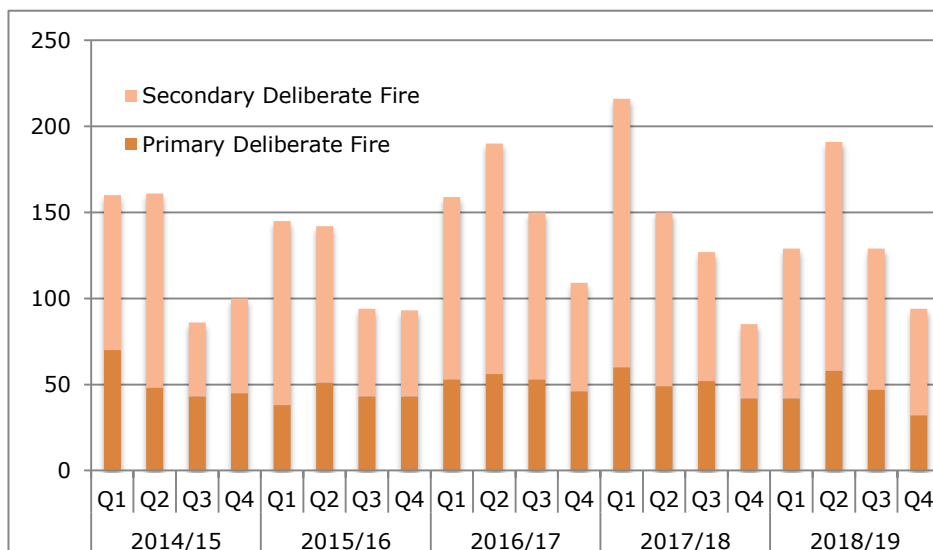
Continue to maintain and deliver safe and well visits.



Deliberate Fires

Primary fires are more serious fires and include any non-derelict property, fatalities, casualties or where more than five fire engines have attended. Secondary deliberate fires such as bins and rubbish fires tend to be a highly seasonal type of incident, greatly affected by the weather. The numbers of incidents are nearly always higher in the warmer, dryer months of spring and summer.

National Measure



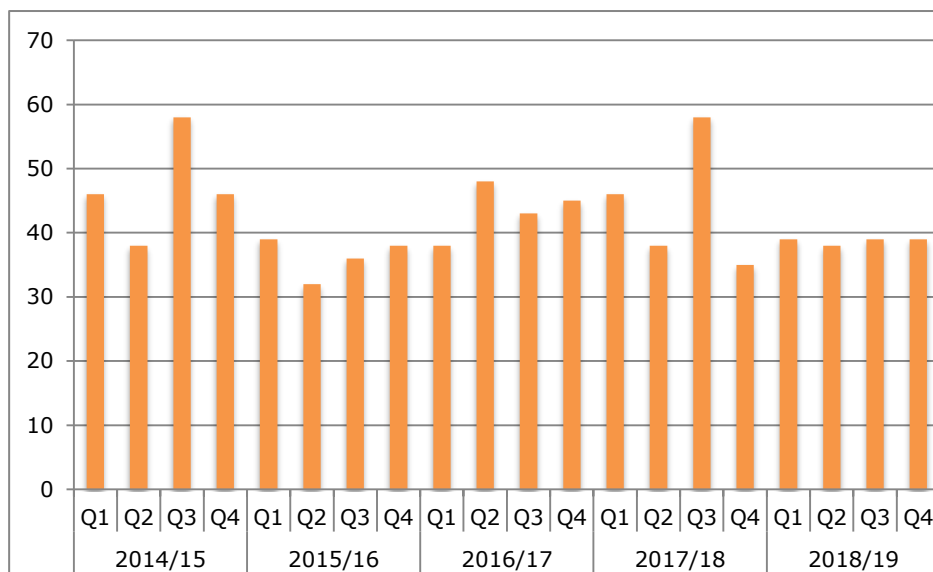
This is a measure only-presented as background context. A highly seasonal type of incident that can be greatly affected by the weather.



Fires in commercial property

This measure records how many fire incidents have occurred in non-domestic premises. We call them "commercial" here to distinguish them from dwellings. This category includes hospitals, care homes, schools, shops and places of entertainment.

National Measure



This is a measure only-presented as background context.



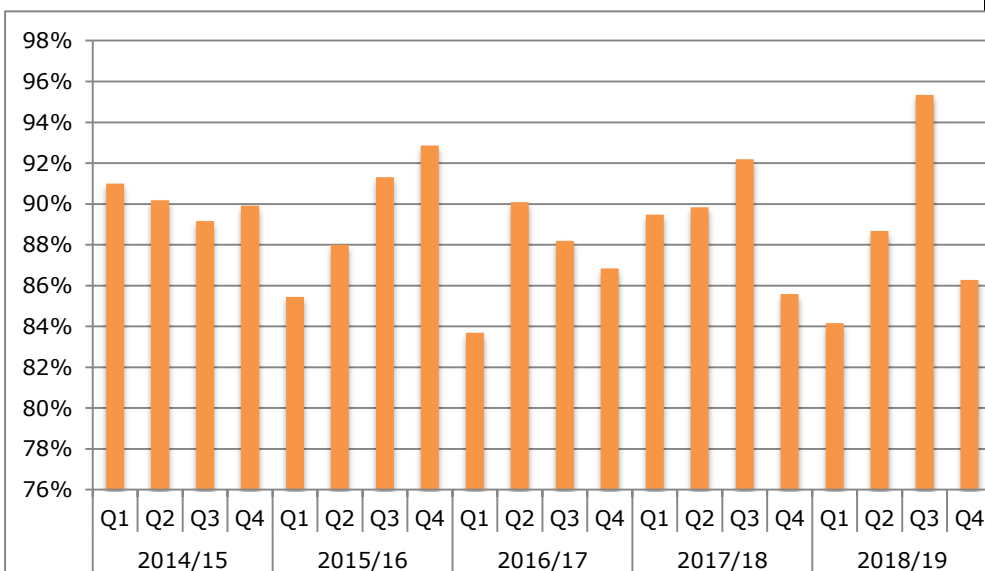
Fire Kept to Room of Origin

This item measures the percentage of incidents where a fire incident attended within West Sussex was contained to the room in which the fire was suspected to have originated.

Dwellings Only.

This measure specifically relates to damage by fire & heat, and not smoke damage.

National / local Measure



This is a measure only-presented as background context.

In Q4, of 88 relevant fires, 74 (86%) were confined to the room of origin.

	<p>FRS Response is examining every incident where the fire spreads from the room of origin to establish how we can best positively impact this measure.</p> <p>The biggest reason is a delayed 999 call to the FRS resulting in fire spread.</p> <p>Therefore our communications strategy needs to develop public awareness on fitting smoke detectors and calling 999 immediately.</p>
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Glossary of terms

Critical Incidents

Critical Incidents are defined as incidents that are likely to involve a significant threat to life, structures or the environment.

In general terms critical incidents are those with a higher risk of harm to people or property.

Critical Fire

A fire incident that involves a threat to life or property.

Critical Special Service

A critical special service is a more serious non fire incident such as a Road Traffic Collision, or a person trapped in machinery.

Emergency response standards

The emergency response standards for West Sussex were agreed through consultation with the public in 2008. The standards, for Critical Incidents, include call handling time for Fire Control Operators to receive 999 calls, gather incident information and mobilise the quickest available fire crews and measure to time of arrival, using our fire risk map we set a more challenging performance standard for higher risk areas.

On Call Duty system

Retained firefighters provide an agreed level of 'on-call' cover for emergencies via a pager system. Maintaining retained resources is an on-going issue nationally, particularly in rural areas where people often leave their home village or town to work elsewhere.

Deliberate Fires

The majority of deliberate fires in West Sussex are refuse fires. Deliberate fires include those where the motive for the fire was 'thought to be' or 'suspected to be' deliberate. This includes fires to an individual's own property, others' property or property of an unknown owner. Deliberate

fires are not the same as arson. Arson is defined under the Criminal Damage Act of 1971

'**Dwelling**' means a property that is a place of residence i.e. occupied by households, excluding hotels, hostels and residential institutions. Includes non-permanent structures used solely as a dwelling, such as houseboats and caravans.

Dwelling fires no smoke alarm

A monthly measure of the percentage of dwelling fires in West Sussex where it is recorded that there is no smoke alarm present.

Safe and Well visits

Safe and Well Visits are considered to be an effective way of greatly improving safety within people's homes.

We use our staff work with other agencies to carry out these visits, giving general safety advice and fitting smoke alarm and equipment where appropriate.

Fire kept to room of origin

This is a measure of incidents where the fire did not spread from the room it started in. Education to the public on fire escape plans and in the delivery of our evidenced based firefighting project will help preventing fires and assist in them staying in the room of origin, but there can be several factors involved beyond our control. This is measured for dwellings only.

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

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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: 2 September 2019

A Prosperous Place

Cabinet Member for Highways and Infrastructure

Framework for managing planned events on West Sussex highways	
<p>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.</p> <p>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.</p> <p>The Cabinet Member will be asked to approve a framework for co-ordinating and approving events on West Sussex highways.</p>	
Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	16 May 2019
Decision Month	September 2019
Consultation/ Representations	<p>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</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	Jeff Elliot Tel: 033 022 25973
Contact	Judith Shore Tel: 033 022 26052

Director of Highways, Transport and Planning**A2300 Corridor Improvements - submission of full business case and award of construction contract(s)**

The Department for Transport (DfT) has allocated, in principle, £17m of Local Growth Fund (LGF) to support the delivery of the A2300 corridor improvements scheme, subject to submission and approval of a full business case. Following the submission of an outline business case by the County Council in June 2018, £1.70m of the LGF was provided by the DfT to assist with the design and development of the full business case.

In June 2019, the Cabinet Member for Highways and Infrastructure [delegated authority](#) to the Director of Highways, Transport and Planning to submit the full business case and to award the construction contract to the selected contractor.

The Director of Highways, Transport and Planning will be asked to submit the full business case and, following approval of the full business case by the DfT, to award the construction contracts to the selected contractor.

Decision By	Matt Davey - Director of Highways, Transport and Planning
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	18 July 2019
Decision Month	September 2019
Consultation/Representations	Public engagement was undertaken in autumn 2018. Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, 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	Hiong Ching Hii Tel: 033 022 22636
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure**A27 Arundel Bypass: response to a further consultation by Highways England**

The A27 Arundel Bypass has been included in the Government's Roads Investment Strategy (2015-20). In late summer 2019, Highways England will be undertaking a further non-statutory consultation on options for providing an A27 bypass at Arundel to meet the Government's aspirations. This further consultation will supersede the 2017 consultation on options and is taking place as further surveys and technical work have resulted in substantive changes to the options. The Cabinet Member for Highways and Infrastructure will be recommended to approve the County Council's response to the consultation.

Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A prosperous place
Date added to Forward Plan	14 August 2019
Decision Month	October 2019
Consultation/ Representations	Environment, Communities and Fire Select Committee on 21 October 2019 Representations concerning this proposed decision can be made to the Cabinet Member, 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	Darryl Hemmings Tel: 033 022 26437
Contact	Judith Shore 033 022 226052

Director of Highways, Transport and Planning

A29 Realignment Scheme - award of design contract	
<p>The proposed A29 Realignment Scheme will deliver a 4.34km road to the east of Eastergate, Westergate and Woodgate villages. The new road alignment will provide the highway infrastructure needed to support the planned strategic development of the area by providing access to land for residential and commercial development. The new road will also alleviate traffic congestion along the existing A29, notably at the Woodgate level crossing which causes delays on to a key access route into Bognor Regis.</p> <p>Subject to the approval of the Transport Business Case by the Coast to Capital Local Enterprise Partnership (C2CLEP), the County Council will enter into a Funding Agreement with the C2CLEP for the entire scheme, which will be delivered in at least two phases. This decision relates to phase one between the A29, Fontwell Avenue and the B2233, Barnham Road.</p> <p>In February 2019, the Cabinet Member for Highways and Infrastructure delegated authority to the Director of Highways and Transport to tender, procure and award the services of design and build and contract administration from the approved list of contractors on the Highways and Transport Frameworks.</p> <p>Following the competitive tender exercise, the Director of Highways, Transport and Planning will be asked to award the design and build and contract administration contract to the selected contractor.</p>	
Decision By	Matt Davey - Director of Highways, Transport and Planning
West Sussex Plan priority	A Prosperous Place
Date added to	18 July 2019

Forward Plan	
Decision Month	October 2019
Consultation/Representations	Public consultation took place between 26 February – 26 April 2019 Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, 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	Elaine Martin Tel: 033 022 24105
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

Concessionary Travel Scheme - award of bus pass manufacture and administration contract	
<p>The Council has a statutory responsibility as a Travel Concession Authority to administer a Concessionary Travel Scheme that provides free bus travel to eligible older and disabled persons.</p> <p>The West Midlands Combined Authority (WMCA), which comprises 18 local authorities and four Local Enterprise Partnerships, has awarded Smartcard framework agreements following an extensive European procurement. The benefits include:</p> <ul style="list-style-type: none"> • Competitive dialogue has allowed WMCA to select the best service • Local Authority partners don't need to undertake their own procurement • Economies of scale due to a shared service • Option for a long-term arrangement • Easy and cost-effective upgrade options built in <p>The Director for Highways, Transport and Planning will be asked to approve the direct award of a bus pass manufacture and administration services contract under the West Midlands Combined Authority Framework.</p>	
Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	2 September 2019
Decision Month	November 2019
Consultation/Representations	Cabinet Member for Highways and Infrastructure Director of Law and Assurance Director of Finance and Support Services

	Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, 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	Nicholas Thomas Tel: 033 022 26718
Contact	Judith Shore Tel: 033 022 26052

Executive Director Place Services

Worthing 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) committed £5m of growth funding to deliver the first phases of the programme. Worthing Borough Council (WBC) are committing to fund the remainder of the schemes through CIL, s106 contributions and direct developer contributions.</p> <p>Portland Road was identified as the first phase with South Street following on later. Following the working up of the preliminary designs for Portland Road the detailed costs to deliver the scheme rose from the initial options appraisal estimate of £1m to £2.7m. This was based on extensive public consultation and work with the Worthing Town Centre Improvements Project Board. Portland Road is still deliverable within the WSCC committed growth funding, but the increased cost of Portland Road had an implication on the phasing of the public realm package and what the WSCC capital can deliver within this.</p> <p>Following a public realm board meeting on 6th June it was decided that the initial South Street preliminary design work should be paused, with the exception of the completion of a bus operational study, and pushed back to later in the phasing plan when CIL money will become available. The remaining preliminary design funds were instead diverted to complete the detailed design work for Portland Road to get it ready for contract tender and procurement and delivery.</p> <p>The remaining capital allocated to the public realm programme will allow WSCC to bring forward the Railway Approach scheme in the public realm package phasing plan and deliver it (estimated at £1.3m to deliver) instead of South Street (estimated at £4m to deliver).</p> <p>Railway Approach is a pivotal scheme in the public realm package outside of Worthing Station. It will improve the accessibility of the station and links through to the town centre enhancing the resident and visitor experience of Worthing and help to provide a greater sense of place on arrival.</p> <p>WBC committed to forward fund part of the design costs for Railway Approach so that design work could start immediately.</p> <p>The Executive Director of Place Services will be asked to give authority to proceed with the procurement for delivery of the Portland Road public realm scheme and to proceed</p>

with the design of the Railway Approach public realm scheme.	
Decision By	Lee Harris - Executive Director Place Services
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	13 May 2019
Decision Month	November 2019
Consultation/ Representations	Local Business Design Workshop Sep 2018, Stakeholder workshop Oct 2018, Public Exhibitions and consultation January - February 2019 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.
Background Documents (via website)	None
Author	Patrick Griffin Tel: 03302224562
Contact	Monique Smart Tel: 033 022 22540

A Strong, Safe and Sustainable Place

Cabinet Member for Environment

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>In August, the Cabinet Member for Environment will be asked to recommend that the County Council adopts the JAAP at its meeting on 18 October 2019.</p>	
Decision By	Mrs Urquhart - Cabinet Member for Environment
West Sussex Plan priority	A Strong, Safe and Sustainable Place

Date added to Forward Plan	9 April 2019
Decision Month	September 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

Cabinet Member for Environment

Soft Sand Review - Proposed Submission Draft	
<p>The County Council, in partnership with the South Downs National Park Authority (SDNPA), is required to undertake a single-issue Soft Sand Review of the West Sussex Joint Minerals Local Plan (JMLP). The timetable to undertake the Review is set out in the County Council's approved Minerals and Waste Development Scheme (the statutory management plan).</p> <p>The Review is considering the demand and supply of soft sand required during the plan period (to 2033) and how this demand will be met, including the potential need for site allocations. Informal public consultation (Regulation 18) took place during January–March 2019 on the Issues and Options for the review.</p> <p>The results of the consultation, and further technical work, will inform the preparation of the Proposed Submission Draft document, which will identify the proposed changes to the relevant sections of the JMLP.</p> <p>In September, the Cabinet Member for Environment will be asked to recommend that Full Council approves the Proposed Submission Draft at its meeting on 18 October 2019.</p> <p>Following approval by the SDNPA and the County Council, the Proposed Submission Draft will be subject to a representations period, under Regulation 19, between November 2019 and January 2020.</p> <p>If no substantive changes are required following the representations period, it will be submitted to the Government for independent examination.</p>	
Decision By	Mrs Urquhart - Cabinet Member for Environment
West Sussex Plan priority	A Strong, Safe and Sustainable Place

Date added to Forward Plan	1 July 2019
Decision Month	September 2019
Consultation/ Representations	Public consultation January to March 2019 Further public consultation November 2019 to January 2020 Internal consultation with County Council and South Downs National Park Authority planning officers 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.
Background Documents (via website)	None
Author	Rupy Sandhu Tel: 033 022 26454
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Environment

Limit use of Household Waste Recycling Sites to West Sussex residents	
<p>A number of the West Sussex Household Waste Recycling Sites (HWRS) are located close to the County Council's borders. Site-user postcode surveys indicate that a significant proportion (approximately 10%) of users at these sites are from outside of West Sussex. There are three main reasons:</p> <ul style="list-style-type: none"> • West Sussex sites are more proximate or accessible to many Surrey, East Sussex and Brighton residents than sites provided by their own local authority. • Residents from out of county come into West Sussex to work and drop off material close to their workplace. For example, the Crawley HWRS provides a convenient facility for thousands of workers commuting into the Manor Royal Industrial Estate. • Surrounding counties have more restrictions on the type of material that is accepted, without charge, at West Sussex sites. <p>The situation has worsened since East Sussex County Council closed the nearest of its sites to East Grinstead and introduced charging for soil and hardcore in 2018. This year, Surrey County Council has further increased the restrictions on the type of waste material received at their sites.</p> <p>As a result, West Sussex is a net importer of household waste. By limiting the use of HWRS to West Sussex residents, the subsequent reduction in household waste could result in savings of approximately £400k/year.</p> <p>The Cabinet Member for Environment will be asked to limit the use of Household Waste Recycling Sites to West Sussex residents.</p>	
Decision By	Mrs Urquhart - Cabinet Member for Environment
West Sussex Plan priority	A Prosperous Place

Date added to Forward Plan	20 August 2019
Decision Month	October 2019
Consultation/ Representations	<p>Neighbouring local authorities have been advised of the proposal and invited to comment.</p> <p>The decision would not impact West Sussex residents or local authorities.</p> <p>Environment, Communities and Fire Select Committee, 20 September 2019</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	Gareth Rollings Tel: 033 022 24161
Contact	Judith Shore Tel: 033 022 26052

Executive Director 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 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.</p> <p>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.</p>	
Decision By	Lee Harris - Executive Director Place Services
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added to Forward Plan	9 April 2019
Decision Month	October 2019
Consultation/ Representations	<p>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</p>

	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

Electric Vehicle Strategy	
<p>Under the Automated and Electric Vehicles Bill, the government has announced plans to ban new petrol and diesel cars by 2040 and the Office for Low Emission Vehicles aims for all vehicles to be low-emission by 2050.</p> <p>The County Council needs to start preparing for this transition so that residents and businesses are able to take advantage of the opportunities on offer.</p> <p>This strategy will set out the County Council's vision for electric vehicles across the county and the interventions to deliver this vision.</p> <p>The strategy has been developed with guidance from a cross-party Members' Executive Task and Finish Group.</p> <p>The Cabinet Member for Environment will be asked to approve the Electric Vehicle Strategy.</p>	
Decision By	Mrs Urquhart - Cabinet Member for Environment
West Sussex Plan priority	A Strong, Safe and Sustainable Place A Prosperous Place
Date added to Forward Plan	18 July 2019
Decision Month	December 2019
Consultation/ Representations	<p>Public Pre-Engagement Consultation (residents' survey) December 2018 - January 2019 Public consultation on strategy - September 2019 Environment, Communities and Fire Select Committee, 7 November 2019 Internal consultation with County Council Officers</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	Ruth O'Brien Tel: 033 022 26455
Contact	Judith Shore Tel: 033 022 26052

Executive Director Place Services

Appointment of design team - Horsham Blue-light Centre	
<p>West Sussex County Council and its partners are delivering a programme of transformational capital projects to deliver efficiencies in the use of the public estate across the County. The County Council is now in a position to progress a project to deliver a new operational fire station and blue-light training centre in Horsham through its detailed design phase and into Planning.</p> <p>A procurement tender process is underway to appoint an appropriate contractor to progress the design. The contract is due to start in September 2019. In accordance with the delegated authority approved by Cabinet Member Decision FR22 (18/19), dated 21st March 2019, the Executive Director of Place Services will be asked to award and enter into a contract for the provision of design services with the most economically advantageous bidder.</p>	
Decision By	Lee Harris - Executive Director Place Services
West Sussex Plan priority	A Council that Works for the Community
Date added to Forward Plan	18 July 2019
Decision Month	September 2019
Consultation/ Representations	External and internal stakeholders. Representation can be made via the officer contact.
Background Documents (via website)	None
Author	Nick Burrell Tel: 033 022 23881
Contact	Suzannah Hill Tel: 033022 22551

Director of Environment and Public Protection

Award of Contract: Procurement of water, wastewater and ancillary services
<p>In March 2019 the Cabinet Member for Corporate Relations endorsed the commencement of the procurement of a single supplier for the provision of water, wastewater and ancillary services via the national CCS framework Lot 3 (ref RM 3790). Decision FR0618/19 refers. The total annual value of the services is circa. £1.59m with a large proportion of this spend occurring on behalf of schools and academies currently contracted through a Service Level Agreement.</p> <p>A mini tender competition has been undertaken with the listed suppliers on the CCS framework. Upon completion of the technical and financial evaluation, the Director of</p>

Environment & Public Protection will publish a decision report detailing the award of contract to a single supplier for the provision of these services.	
Decision By	Steve Read - Director of Environment and Public Protection
West Sussex Plan priority	A Council that Works for the Community
Date added to Forward Plan	14 August 2019
Decision Month	September 2019
Consultation/ Representations	Cabinet Member for Corporate Relations Representation can be made via the officer contact.
Background Documents (via website)	None
Author	Steven Fall Tel: 033 022 23265
Contact	Suzannah Hill Tel: 033 022 22551

Executive Director Place Services

Award of Contract for 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 (decision ref: OKD10 19/20) 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	Lee Harris - Executive Director Place Services
West Sussex Plan priority	A Council that Works for the Community
Date added to Forward Plan	21 August 2019
Decision Month	November 2019
Consultation/ Representations	Representations concerning the proposed decision can be made to the Executive Director Place Services by the beginning of the month in which the decision is due to be taken.
Background	None

Documents (via website)	
Author	Lesley Sim Tel: 0330 022 24786
Contact	Erica Keegan Tel: 033 022 26050

Strategic Budget Options 2020/21

Cabinet Member for Fire and Rescue and Communities

Review of Library Offer	
<p>To consider reviewing service levels and forms of service delivery for library services in areas of reduced demand. Options will include:</p> <ul style="list-style-type: none"> a. reducing opening hours, removing the rural Mobile Library service and other logistical changes b. Using the Community Hubs programme to accelerate options to share space and bring services together under one roof so that services in communities are maintained more economically <p>Relevant community and staff consultation will be undertaken and wherever possible staff savings will be through natural turnover. The service priority will be to protect and support those most vulnerable in our communities.</p> <p>The Cabinet Member for Safer Stronger Communities will be asked to approve options from those which are developed.</p>	
Decision By	Mrs Russell - Cabinet Member for Fire and Rescue and Communities
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added to Forward Plan	30 July 2019
Decision Month	November 2019
Consultation/Representations	<p>Service users, elected members and staff and the Environment Communities and Fire Select Committee.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Safer, Stronger Communities via the author of officer contact by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Rachel North Tel: 033 022 22681

Contact	Erica Keegan - 033022 26050
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Cabinet Member for Environment

Household Waste Recycling Sites - mobile service and charging for DIY waste	
<p>The County Council suspended charging householders for the disposal of 'DIY waste' which includes construction/demolition type waste such as soil, hard-core and plasterboard waste at Household Waste Recycling Sites (HWRS) in September 2017 (decision ref ENV04 2017/18). This was to await further central government guidance which, over two years later, is still not available. The government's 'Resources and Waste Strategy for England' published in December 2018 stated its intention to clarify the situation. WSCC's neighbouring authorities all make a charge for DIY waste which results in use of West Sussex sites by persons from outside the county and creates additional expense for the collection and disposal of such materials by the County Council.</p> <p>Before making a decision, the Cabinet Member Environment will take into account any further government advice and the impact of other measures to reduce use by persons from outside the county.</p> <p>A mobile household waste recycling service operates in Selsey and The Witterings and householders currently use the service to recycle green garden waste, wood, small metal and electrical items, paper and cardboard. The mobile service does not accept soil and hardcore or hazardous materials. Options for this service to be delivered in other ways, including dialogue with the Town and Parish Councils in the catchment area, will be explored before public consultation on the option to withdraw the service.</p>	
Decision By	Mrs Urquhart - Cabinet Member for Environment
West Sussex Plan priority	Safer, Stronger Communities
Date added to Forward Plan	30 July 2019
Decision Month	November 2019
Consultation/Representations	<p>The re-introduction of charges for the disposal of construction and demolition (DIY) waste has previously been subject to public consultation.</p> <p>Parish and town councils and community groups will be consulted about the mobile waste recycling service.</p> <p>Environment, Communities and Fire Select Committee</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	Steve Read Tel: 033 022 22654
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Environment

Reduction in Funding for Recycling Credits	
<p>Recycling credits are payments made to waste collection authorities by the County Council to support initiatives to increase recycling of waste where disposal costs for residual waste are achieved. The Council is committed to reduce the amount of residual waste and increase recycling.</p> <p>The Government has published its Waste and Resources Strategy which confirms the intent to require that food waste be collected and treated separately by 2023.</p> <p>The County Council has no legal obligation to pay recycling credits to District and Borough councils save in accordance with the criteria set out in Regulations. The Cabinet Member for Environment took the decision to reduce aggregate recycling rate payments by £1m (from £5.6m to £4.6m in total) in 2019/20. The District and Borough councils were given notice that further reductions may follow depending on progress towards a higher performing service and on the County Council's overall financial position.</p> <p>Progress towards a comprehensive collection service review is slow albeit the County Council has maintained its offer to work with and help fund trialling separate food waste collections. Some progress has been made with some of the collection authorities.</p> <p>The Cabinet Member for Environment will be asked to approve further changes to the funding arrangements with District and Borough councils whilst meeting the requirements of the recycling credit provisions under the Environmental Protection (Waste Recycling) Payments (England) Regulations 2006.</p> <p>The options under consideration include removal of all credits except those that meet the above requirements over one or more years and a partial reduction where credits can be shown to provide an incentive to improved performance.</p>	
Decision By	Mrs Urquhart - Cabinet Member for Environment
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	30 July 2019
Decision Month	November 2019
Consultation/ Representations	<p>District and Borough Councils in West Sussex Environment, Communities and Fire Select Committee, 20 September 2019</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	None

Documents (via website)	
Author	Steve Read Tel: 033 022 22654
Contact	Judith Shore Tel: 033 022 26052

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