

Public Document Pack

Tony Kershaw
Director of Law and Assurance

If calling please ask for:

Lisa Sampson on 033 022 28193
Email: lisa.sampson@westsussex.gov.uk

www.westsussex.gov.uk

County Hall
Chichester
West Sussex
PO19 1RQ
Switchboard
Tel no (01243) 777100



14 May 2019

Performance and Finance Select Committee

A meeting of the committee will be held at **10.30 am** on **Wednesday, 22 May 2019** at **County Hall, Chichester**.

Tony Kershaw
Director of Law and Assurance

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.
- 10.30 am 2. **Minutes of the last meeting of the Committee** (Pages 5 - 14)
- The Committee is asked to agree the minutes of the meeting held on 20 March 2019 (cream paper).
- 10.30 am 3. **Urgent Matters**
- Items not on the agenda which the Chairman of the meeting is of the opinion should be considered as a matter of urgency by reason of special circumstances, including cases where the Committee needs to be informed of budgetary or performance issues affecting matters within its terms of reference, which have emerged since the publication of the agenda.
- 10.40 am 4. **Responses to Recommendations** (Pages 15 - 18)
- The Committee is asked to note the responses to recommendations made as follows:
- A – Response from the Cabinet Member for Finance and Resources regarding the recommendation from the Business Planning Group and 20 March Committee meeting concerning

the timeline and process for the 2020/21 budget; and

B – Response from the Chairman of the Children and Young People’s Services Select Committee on the recommendation from the Committee regarding:

- the school transport service, special educational needs pupils and the use of minibuses
- implications of the Whole Council Design programme on Children’s Services
- school place planning and how this could be improved
- implications of the delay to the project at Manor Green Primary school
- concerns around the provision and cost of residential placements
- poor customer satisfaction scores for services provided by Capita to schools.

10.45 am 5. **PropCo Joint Venture (To Follow)**

A report by the Executive Director of Place Services setting out the proposed decision to procure and enter into a Joint Venture partnership.

The Committee is asked to review, comment on and make any relevant recommendations for action to the Cabinet Member for Finance and Resources.

11.30 am 6. **Budget Timetable 2020/21 (Pages 19 - 22)**

A report by the Director of Finance and Support Services, outlining the indicative budget timetable for 2020/21 for Members early notice and input to the process.

The Committee is asked to review, comment on and note the budget timeline.

11.50 am 7. **Total Performance Monitor as at end of March 2019 and Outturn 2018/19 (To Follow)**

A report by the Director of Finance and Support Services setting out the finance, performance, capital and workforce position as at the end of March 2019 and Outturn for 2018/19.

The Committee is asked to examine the data and supporting commentary for the March 2019 and Outturn 2018/19 TPM report and make any relevant recommendations for action to the Cabinet Member for Finance and Resources or a relevant Select Committee.

12.50 pm 8. **Capital Programme Quarter 4 Performance Monitor Report and Outturn 2018/19 (To Follow)**

A report by the Executive Director of Place Services setting out the Capital Programme Quarter 4 Performance Monitor report

and Outturn 2018/19.

The Committee is asked to review, comment on and make any relevant recommendations for action to the Cabinet Member for Finance and Resources.

Adjournment for lunch

The Committee will adjourn for lunch at 1.10pm for 30minutes.

- 1.40 pm 9. **Annual Scrutiny Performance 2018-19** (Pages 23 - 48)
- A report by the Director of Law and Assurance and Head of Democratic Services, reviewing scrutiny performance and effectiveness during 2018-19 and including performance data and feedback from the annual scrutiny member survey.
- The Committee is asked to review the report, make any recommendations for improvements to scrutiny practice, and identify any training or development needs for Scrutiny Members.
- 2.00 pm 10. **Business Planning Group Appointments** (Pages 49 - 54)
- The Committee is asked to appoint five members to the Business Planning Group (BPG), to include the Chairman and Vice Chairman of the Committee and two minority members.
- The current members of the BPG are Mr Montyn (Chairman), Mr Catchpole (Vice-Chairman), and Dr Walsh, plus a vacant Conservative seat and a vacant minority group seat.
- Nominations will be sought for the Conservative vacancy and, with the committee's agreement, the Labour member sitting on the Committee will be automatically appointed to the BPG when the member has been formally appointed to the committee at County Council.
- Members are asked to agree the amended Membership of the Group.
- No background papers.
- 2.10 pm 11. **Requests for Call-in**
- There have been no requests for call-in to the Select Committee and within its constitutional remit since the date of the last meeting. The Director of Law and Assurance will report any requests since the publication of the agenda papers.
- 2.10 pm 12. **Forward Plan of Key Decisions** (Pages 55 - 86)
- Extract from the Forward Plan dated 13 May 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.

2.10 pm 13. **Possible Items for Future Scrutiny**

Members to raise 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 to assess, briefly, whether to refer the matter to its Business Planning Group (BPG) to consider in detail.

2.10 pm 14. **Date of the Next Meeting**

The next meeting of the Committee will be held on 12 July 2019 at 10.30 am at County Hall, Chichester. Probable agenda items include:

- Horsham Enterprise Park (former Novartis site)
- Business Planning Group report

Any member wishing to place an item on the agenda for the meeting must notify the Director of Law and Assurance by 2 July 2019.

To all members of the Performance and Finance Select Committee

Performance and Finance Select Committee

20 March 2019 – At a meeting of the Performance and Finance Select Committee held at 10.30 am at County Hall, Chichester.

Present: Mr Montyn (Chairman)

Mr Catchpole	Mr Lea	Mr Jones, arrived at 10.54am.
Mr Barrett-Miles, arrived at 10.48am.	Mr Smytherman	Ms Goldsmith, arrived at 10.52am and left at 1.25pm.
Mrs Dennis	Mr Turner	Mr Hunt, left at 1.25pm.
Mr Fitzjohn	Mr Waight	Mr Lanzer, left at 1.25pm.
Mrs Kitchen	Dr Walsh	

Apologies were received from Mrs Mullins, Mr Cloake and Mr Crow.

Absent: Mr Edwards

Part I

82. Declarations of Interest

82.1 Dr Walsh declared a personal interest in relation to Capita Partnership Performance (pensions transfer) as a Member of the Pensions Panel.

82.2 Mr Lea declared a personal interest in relation to the Total Performance Monitor (Artificial Intelligence) as a visiting lecturer at Brighton University.

82.3 Mr Fitzjohn declared a personal interest in relation to the Total Performance Monitor as his wife works for the Council.

82.4 Mr Smytherman declared a personal interest in relation to the Total Performance Monitor as a Local Authority Governor of the Alternative Provision College for West Sussex.

83. Minutes of the last meeting of the Committee

83.1 Resolved – That the Minutes of the Performance and Finance Select Committee held on 17 January 2019 be approved as a correct record and that they be signed by the Chairman.

84. Capita Partnership Performance Report Review

84.1 The Committee considered the Capita Partnership Performance report from the Director of Finance, Performance and Procurement (copy appended to the signed minutes). The Chairman welcomed Mr Dale Wood, Capita Partnership Director, who attended for the item.

84.2 The Strategic Contracts and Supplier Relationship Management Lead introduced the report which details performance in year 6 of the contract with Capita, and highlighted key information for the Committee. Performance is in line with expectation, and Key Performance Indicator (KPI) failures are detailed in the report. Data is being used to inform improvements including improvements to the management of change for the next contract year, and to enhance resource planning.

84.3 The Committee made comments in relation to the report including those that follow. It:

- Expressed disappointment that the ongoing dissatisfaction with the Pensions service was not overcome, and commented that Members hope the transfer of Pensions to Hampshire County Council will provide a better solution for members of the scheme.
- A Member highlighted that some individual active and deferred pensioners have not been informed of the change to the administrator. *The Cabinet Member for Finance and Resources commented that communications have gone out to all members of the Local Government Pension Scheme (LGPS) and officers will follow up this point with the Member directly.*
- Commented that there is customer dissatisfaction with the service offered to schools and queried what was being done to address this issue. *Mr Wood, Capita Partnership Director, explained the main concern was that there is not a dedicated resource for the provision to schools. Investments have been made and liaison officers to assist schools have been introduced. Customer satisfaction will be measured again in one year and it is hoped this will show improved satisfaction. New technology has also been put in place to automate the transfer of data from schools which will provide long term improvements*
- Commented that the overall satisfaction rate was disappointing, queried whether the satisfaction level would be improved if the feedback on the Pensions service were excluded, and queried whether the KPIs are weighted. *The Strategic Contracts and Supplier Relationship Management Lead confirmed the score would improve in that instance. Individual KPIs are weighted and they do change over time as required and agreed by the Partnership.*
- Commented that there are a consistent number of KPI failures during the years of the contract, that KPIs should be SMART and achievable, and that consistent performance levels are of less concern than erratic performance. *Mr Wood, Capita Partnership Director, highlighted that as the KPIs change direct comparison between contract years can be problematic or less effective, and noted that the KPIs are designed to be stretch targets. The Leader commented that the KPIs are worthwhile, achievable and help avoid complacency. Random sampling and trend analysis within the Partnership help to interrogate and add value to the statistics.*
- Commented that the data breaches noted in the report should also be looked at from a finance and reputational risk and materiality perspective, i.e. how significant and material is the data breach.
- Queried whether differences of opinion have occurred in the Partnership between the Council and Capita, how these are managed, and whether any major disputes have occurred. *The*

Strategic Contracts and Supplier Relationship Management Lead confirmed the governance process in place aims to escalate and resolve any disagreement or dispute. Escalations have occurred and any disputes that may arise will be dealt with through the contractual governance process.

- Queried whether the implications of the Whole Council Design (WCD) project will impact upon renewal of the Capita contract due to end in 2022. *The Cabinet Member for Corporate Relations explained officers are already considering the renewal or re-procurement of the contract from 2022 onwards which will provide improved visibility of the WCD programme, and Member feedback on this is welcomed.*
- A Member expressed concern regarding the planned use of cloud computing outlined in the IT Strategy, and requested to review the Strategy in due course before it is finalised. *The Cabinet Member for Corporate Relations highlighted that the IT Strategy has been refreshed over the last few years and is due to be reviewed by the Corporate Transformation Board. The technology is used by many organisations however the Member's comments will be fed back.*

84.4 Resolved:

- 1) That the Committee are generally satisfied with the performance of the Capita Contract and note the customer satisfaction issues are being addressed, particularly in relation to the service provided to schools;
- 2) That the Committee note Member comments on the value of Key Performance Indicators and whether trend analysis, finance and reputational risk and materiality should be reported; and
- 3) That the Committee review the IT Strategy in due course before it is finalised.

85. Total Performance Monitor as at end of December 2018

85.1 The Committee considered the December 2018 Total Performance Monitor (TPM) report from the Director of Finance, Performance and Procurement (copy appended to the signed minutes).

85.2 The Cabinet Member for Finance and Resources introduced the finance element of the report and outlined key information for the Committee. Despite the budget pressures teams are working hard to bring the budget overspend under control and this has reduced since September. Officers are aiming to not draw down from the budget management reserve.

85.3 The Committee made comments in relation to the TPM finance reports including those that follow. It:

- Queried what the negative impact resulting from the decreased Libraries income stream was expected to be, and what is the long term solution for mitigating reduced income from late fees. *The Cabinet Member for Finance and Resources explained that due to efficiencies and increased use of the online Library system less*

items are being returned late and incurring fees; mitigation works are ongoing. The Leader encouraged Members to learn more about the Libraries Hub plan at the upcoming Member Day.

- Noted the growth in adult residential care placements costing above the Council's usual maximum agreed rate, and queried whether this is due to care home closures pushing prices up. *The Leader explained the increased costs are due to the high value of land and it being a tight employment area. Officers are working to promote the care sector, active steps are being taken to develop the local care market, and residents who wish to remain in their own homes are being encouraged and supported. Gillian Keegan MP has been asked to set up an All-Party Parliamentary Group (APPG) on the professionalisation of carers.*
- Expressed concern regarding the current and future overspend on home to school transport, requested officers give consideration to running Council minibuses to reduce the cost of taxis, and noted the minibuses could also be used for community transport outside of school run times. Members agreed to refer school transport to the Children and Young Peoples Service Select Committee (CYPSSC) for scrutiny at an appropriate time, including the use of County minibuses which could be used outside of school hours for Community Transport. *The Cabinet Member for Finance and Resources commented that the use of solo taxis was an ongoing issue experienced by this Council and most other Authorities, and the issue is under consideration.*
- Expressed concern regarding the current and future overspend on children's care placements and queried whether this was due to children's home closures. *The Cabinet Member for Finance and Resources explained the Cabinet Member for Children and Young People is undertaking a full review of children's care homes.*
- Noted the overspend on educational psychologists and queried whether service demand is being met and plans made for future service provision. *The Cabinet Member for Finance and Resources commented that issues will be addressed through the budget process.*
- Queried whether the £6m grant from Government for road maintenance is ring-fenced and whether the works are on target. Members recommended the Environment, Communities and Fire Select Committee (ECFSC) Business Planning Group review the spending of the £6m highways pothole grant. *The Leader explained the time limit to use the grant funds has been extended as authorities struggled to resurface roads during the winter months, however the Highways team are pushing ahead with the work and the grant will be used.*

85.4 A presentation was given by officers from the Insight Team on key performance indicators in the Economy portfolio (copy appended to the signed minutes). The information gave a deep dive into the performance statistics for 2017 released by the Office of National Statistics (ONS).

85.5 The Committee made comments in relation to the TPM performance report and presentation including those that follow. It:

- Commented that infrastructure across West Sussex should be made a key improvement, as the A27 is not a sufficient road link and the

rail service to London requires improvement. Members expressed concern that infrastructure is a key factor in the growing prosperity gap between the north and south of West Sussex and highlighted the need for this to be addressed.

- Noted that wages rise alongside education, and expressed concern at the rate of those who attend University in the county moving out of West Sussex for employment. *The Leader has raised this issue with the Chancellor of the University of Chichester; it is hoped that the Creative Hub at Bognor Regis, due to launch later this year, will help to retain talent within West Sussex. The Principal Insight Analyst noted that the Insight Team have purchased data regarding which higher education subjects are studied, where students are studying, what sectors students go on to work in after graduation and if they return to West Sussex to work. Nursing is studied by the highest number of students from West Sussex, though with Higher Education providers other than University of Chichester; it is also a sector in West Sussex that employs one of the highest numbers of leavers 6 months after graduation.*
- Queried in relation to the survival rate of businesses whether officers are aware of why businesses are failing, whether the Council can help to decrease failure rates, and suggested that best practice and learning could be shared with businesses to assist them. *The Principal Insight Analyst commented there is no data available on the reasons for businesses failing, however it is possible that cash flow may be a factor.*
- Queried what practical use the data is put to within the Council. *The Principal Insight Analyst explained the data is included in the evidence and SWOT analysis in the Economic Growth Plan and is used by the Economic Development team. The Leader commented the data helps show how the economy is boosted and what role the Council has played, for example by boosting the economy along the coastal strip.*
- Commented that the Tableau system provided excellent statistical analysis and encouraged its use within the wider Membership, that deep dive information is welcomed by the Committee, and that the economy information would form a good issue for a Member Day.

85.6 The Director of Human Resources and Organisational Change introduced the Workforce section of the TPM.

85.7 The Committee made comments in relation to the TPM workforce report including those that follow. It:

- Commented in relation to sickness absence that it would be helpful to also have information by Department in future reports in order to see where absence peaks. *The Director of Human Resources and Organisational Change explained officers do have the data and will be starting dialogue with the departments with higher sickness rates. A more in-depth analysis will be provided to the Committee twice yearly via the TPM workforce report.*
- Expressed concern regarding employee mental health as the top reason for long-term sickness absence, sought to understand the cause of this, and queried whether this has resulted from the recruitment freeze. *The Director of Human Resources and Organisational Change explained mental health is often a complex*

set of circumstances and impact by the recruitment freeze is possible. A staff wellbeing survey will be undertaken to aid understanding, and recent changes have been made to the appraisal scheme to improve the process and aid discussion of performance needs and wellbeing.

- Commented that stress at home can also impact upon performance at work and sickness absence rates, that 10 days sickness per year is a high average and queried whether a lower target figure has been set to be achieved. *The Director of Human Resources and Organisational Change explained that informed performance targets for sickness absence rates will be put in place in the coming year, and then reported in the next workforce report data.*
- Members queried whether managers will be trained on how to achieve better outcomes for staff, how staff will be incentivised for better performance, and what evidence will be required for not awarding a pay increment. Members expressed concern that it is difficult to incentivise an individual at the top of their pay scale. *The Director of Human Resources and Organisational Change commented that managers need to be trained to manage and lead their staff and then be held to account for performance. In April 2020 incremental pay progression will commence based on performance being assessed as good or outstanding. This will be separate to the cost of living Pay Award negotiated by the Unions which would be received by all staff. Mid-year and year-end assessment discussions will be used to determine whether performance objectives and outcomes are on target or have been achieved and to give an overall view of an individual's performance; this will identify any development needs and evidence will be gained through discussion between the staff member and manager. The setting of clear objectives and outcomes is therefore key to being able to measure performance.*

85.8 Resolved:

- 1) That the Committee recognise the work being done to manage the overall budget overspend, and commented as above on particular concerns regarding residential placements for both Adults and Children's services, and school transport;
- 2) That the Committee recommend that CYPSSC review school transport at an appropriate time;
- 3) That the Committee recommend the ECFSC Business Planning Group review the spending of the £6m Highways grant;
- 4) That the Committee welcomes the performance data presented and the work being done to improve the economy of West Sussex;
- 5) That the Committee recognises the need to improve infrastructure and education across the whole county, particularly in the south-west region, and highlights that transport connectivity is key;

- 6) That the Committee recommends a review of why businesses start up and survive so that best practice can be shared across businesses to further improve the county's economy;
- 7) That the Committee welcomes information on sickness absence by Department in future workforce reports;
- 8) That the Committee recognise mental health issues as a key sickness absence area and welcome the work being done to understand and address this;
- 9) That the Committee welcome more detailed information to be provided in the next quarter's TPM report, particularly the inclusion of informed targets for sickness absence; and
- 10) That the Committee support the training of managers to improve performance within Council departments.

86. Capital Programme Quarter 3 Performance Monitor Report

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

86.2 The Capital Programme Manager introduced the report and summarised key information, noting that half of the pipeline projects are in delivery and half are completed. Officers now have a full year of capital programme performance data which will provide a baseline for analysis in future years.

86.3 The Committee made comments in relation to the Capital Programme Performance report including those that follow. It:

- Expressed disappointment that the Aldingbourne and Hunston solar farms were found to be not viable, queried how much has been spent on these solar farm schemes inclusive of officer time, and expressed a desire that alternative solar farms be considered elsewhere. *The Executive Director of Economy, Infrastructure and Environment will provide the details of spend for the projects. The viability studies undertaken for these sites highlighted grid capacity and site size constraints that made the projects not viable to be taken forward for delivery. The Halewick Lane, Sompting scheme is next online and currently pending planning permission. The Leader commented that solar farms are beneficial and profitable, however sites do need to be assessed for suitability and therefore costs to speculate are minimised as much as possible. Further potential sites are being identified as part of the wider programme.*
- Expressed concern regarding delays to the Manor Green Primary school project due to a slow market response to the tender, and queried why the market didn't respond as expected and how much extra cost the Council has incurred as a result. *The Capital Programme Manager explained the team wish to understand more about this issue and will be looking into this in due course. Full cost information will be available when the Full Business Case is produced.*

- Queried whether the reduction in required places at St Mary's RC Primary School in Bognor Regis could have been foreseen, and whether it is possible to plan future school place requirements more effectively. *The Cabinet Member for Finance and Resources clarified that limited budget funds must be directed towards need and, whilst officers can predict a best estimate for application numbers, by nature these works are reactive to place pressure and need.*
- Expressed concern that a press release was made regarding the One Public Estate project in East Street Littlehampton and then withdrawn, and urged caution in issuing press releases until the business case is accepted. *The Leader commented that the press release was withdrawn due to early Purdah restrictions in relation to the District Council elections.*
- Commented in relation to the Clympwick Bridge project that the A259 is already heavily congested and expressed concern that the complexity of the works may require a bridge closure which could exacerbate problems at the A27 Arundel. *The Executive Director of Economy, Infrastructure and Environment noted this feedback and confirmed this will be considered by Highways as part of the programme.*
- Noted that half of the 2018/19 projects in the Pipeline are still awaiting work on the full business cases, and queried whether the Capital Programme team have sufficient resources to begin work on these projects. *The Executive Director of Economy, Infrastructure and Environment confirmed the team does not have sufficient staff resource, however this is being managed by drawing on the resources of the Council's multi-disciplinary consultant Faithful and Gould. The team has an expertise gap which the partner is also covering, and design and feasibility for the projects are now being accelerated.*

86.4 Resolved:

- 1) That the Committee request extra cost information, to include officer time, be provided in relation to the solar farm projects deemed not viable;
- 2) That the Committee welcomes a review of why there was a slow market response in relation to the Manor Green Primary school project;
- 3) That the Committee urges caution in issuing communications regarding One Public Estate projects; and
- 4) That the Committee highlights the need for Capital Project resources in order to carry forward 2018/19 projects.

87. Business Planning Group Report

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

87.2 The Senior Advisor introduced the report which provides an update from the latest BPG meeting held on 25 February 2019 setting out the key issues discussed, and highlighted key information for the Committee.

87.3 The Committee made comments in relation to the BPG report including those that follow. It:

- Requested that when the Horsham Enterprise Park outline business case comes before the Committee in July, the financial valuation, estimates and cost information be provided within the report, including staff costs. *The Senior Advisor will clarify whether the strategic or full business case will be presented to the Committee.*
- A Member noted concern regarding the impact of the Whole Council Design project upon children's services, and will highlight this with the Chairman of CYPSSC.

87.4 Resolved:

- 1) That the Committee endorses the content of the report and supports the update to the work programme as recommended by the BPG; and
- 2) That the Committee notes the latest Task and Finish Group rolling programme.

88. Forward Plan of Key Decisions

88.1 The Committee considered the Forward Plan of Key Decisions (copy appended to the signed minutes).

88.2 Resolved – That the Forward Plan be noted.

89. Date of Next Meeting

89.1 The Committee notes its next meeting will take place on 22 May 2019, commencing at 10.30am.

The meeting ended at 1.32 pm

Chairman

This page is intentionally left blank

Jeremy Hunt
Cabinet Member for Finance and Resources
Telephone: 033022 24536
e-mail: jeremy.hunt@westsussex.gov.uk

Cabinet Office
First Floor
County Hall
Chichester
West Sussex
P019 1RQ



www.westsussex.gov.uk

07 May 2019

Pieter Montyn
Chairman Performance and Resources
Select Committee

Dear Pieter

Budget Process Timeline: Action arising from Performance and Finance Select Committee (PFSC) Business Planning Group (BPG) 25 February 2019

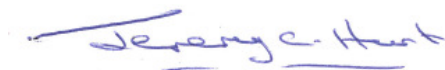
Thank you for your letter of 22 March concerning the meeting of the BPG, plus informal feedback from PFSC on 20 March.

I note your request that a report on the budget process and timeline for the 2020/21 budget be presented to the next PFSC meeting and have arranged that the timeline and a short report be prepared in time for the committee dispatch on 15 May.

My intention in waiting until then is to ensure the committee receives the most up to date version of the programme which, as you are aware, is currently subject to various meeting changes in order to ensure wider member engagement at an earlier stage than last year.

Do please, come back to me if you need further information at this point.

Yours sincerely,

A handwritten signature in blue ink that reads "Jeremy C. Hunt".

Jeremy Hunt, Cabinet Member for Finance and Resources

cc. Louise Goldsmith, Leader West Sussex County Council
Katharine Eberhart, Director Performance and Procurement

This page is intentionally left blank

Pieter Montyn
Chairman, Performance and Finance Select Committee

9 May 2019

Via Email

Dear Pieter,

Requests from the Performance and Finance Select Committee

At its meeting on 25 April 2019, the Children and Young People's Services Select Committee's Business Planning Group (BPG) considered your requests for the Committee to be updated on the following items: -

- a) The school transport service and the current, and continuing, overspend within this area of the Children's budget
- b) Concerns around the provision and cost of residential placements; and
- c) Plans to support schools to keep pupils within mainstream environments as the Alternative Provision Colleges were exceeding capacity.

Members received updates on the above items. It was agreed that school transport would be discussed as a wider item on SEND provision at a future meeting of the Committee in 2019. This was likely to form part of the new SEND and Inclusion Strategy.

Regarding Point (c), the BPG agreed this would be considered at the July meeting of the group, as part of a wider item on Elective Home Education (EHE).


Concerning the provision and cost of residential placements, members noted that the focus was to provide services which allow children to remain within the county. Social Workers were reviewing high cost cases and looking at alternative provision. A new Dynamic Purchasing System (DPS) Framework for children's placements was allowing an engagement with the external provider market to ensure that all children placed have a pathway into less supported residential provision and to provide economies of scale.

Due to the current workload of the BPG, including consideration of some high priority issues, the following items have been carried over to the meeting due to be held in July:

- a) School place planning and how this could be improved
- b) The implications of the delay to the project at Manor Green Primary school
- c) The implications of the Whole Council Design programme on Children's Services, and
- d) The poor customer satisfaction scores for services provided by Capita to schools.

I will write again following the meeting in July to provide the Committee with a further update.

Yours sincerely,



A handwritten signature in cursive script that reads "Michael Cloake". Below the signature is a long, thin, slightly curved horizontal line.

Michael Cloake
Chairman – Children and Young People’s Services Select Committee

Performance and Finance Select Committee
22 May 2019
2020/21 Budget Timetable
Report by the Director of Finance and Support Services

Summary

The budget timetable required to achieve a balanced budget for 2020/21 has been set to ensure the process allows time for early engagement with all members. It commences with a Member Day on the 26 June 2019 followed by a Formal Cabinet meeting on 11 July 2019 that will set out the proposed savings options required to achieve a balanced budget. Savings options will be asked to be agreed at County Council on the 13 December followed by the approval of the Full Budget on the 14 February 2020.

Focus for scrutiny

Members of the committee are asked to note the budget timeline attached at Appendix A and ask any questions to aid understanding of the process.

Proposal

1. Background and Context

- 1.1 The budget timetable has been reviewed to ensure it enables a process that allows sufficient member engagement prior to seeking County Council's agreement in February 2020 to achieve a balanced budget.
- 1.2 The proposed budget timetable reflects both the informal comments made by members regarding their engagement in the 2019/20 budget process and the results of the annual scrutiny survey of members.

2. Proposal

- 2.1 The proposed budget timeline is attached in Appendix 1. It is proposed to commence with a focussed Member Day budget simulation exercise and opportunity to meet with Service lead officers, to understand the challenges we face and identify priorities for the future.
- 2.2 A formal (public) Cabinet on 11 July will be held to consider the savings programme and any related key decisions that will be published in the Forward Plan between July and September.
- 2.3 Select committees will carry out pre-decision scrutiny during the autumn, prior to a Performance and Finance Select Committee on 5 December which will have an overview of the Budget and Medium Term Financial Strategy (MTFS).

- 2.4 County Council on 13 December 2019 will be asked to agree the savings programme and MTFs.
- 2.5 Following notification of the Financial Settlement in December 2019, a Member Day on 16 January will be held to present the final proposed revenue budget and the capital programme.
- 2.6 Performance and Finance Select Committee will consider the 2020/21 Budget Report on 22 January 2020 prior to its presentation to formal (public) Cabinet on 28 January 2020 and request for approval of the budget at County Council on 14 February 2020.

3. Resources

- 3.1 The budget timetable can be delivered within existing resources.

Factors taken into account

4. Issues for consideration by the Select Committee

- 4.1 The Committee to consider if the proposed timetable addresses the concerns raised regarding the 2019/20 budget process.

5. Consultation

- 5.1 Select Committee Chairman have been consulted on the proposed timetable.

6. Risk Management Implications

- 6.1 The uncertainty of government's timetable for the Spending Review, Fairer Funding consultation and the implementation of the 75% Business Rates system creates a risk that we do not receive our financial settlement from government in time to meet the proposed timetable.

7. Other Options Considered

- 7.1 The timetable could exclude the proposed Member Day in June and the Formal Cabinet in July and follow a similar process as last year.
- 7.2 The proposed Council meeting in December could be excluded and the savings considered in the 2020/21 Budget Report.

Katharine Eberhart
Director of Finance and Support Services

Contact Katharine Eberhart, 033 022 22087

Appendices

A – 2020/21 Budget Timeline

Background Papers

None

OUTLINE 2020/21 BUDGET TIMETABLE – Member engagement

N.B. Some of these dates may need to change depending on the timing and content of the Local Government Finance Settlement

Date	Forum	Details
26 June	Member Day: Budget Workshop	<ul style="list-style-type: none"> Outline of financial position for 2020/21; overview of Capital Programme and Treasury Management Strategy Service updates: opportunity for members to meet with Service lead officers and discuss challenges and opportunities in a market place format (to include Capital Programme) Budget simulation exercise and identification of savings options and input into savings programme
11 July at 10.30am (New date)	Formal (Public) Cabinet	<ul style="list-style-type: none"> To review outcomes from Member Day Budget Workshop; to consider any key decisions that may be required, prior to publication in the Forward Plan; to identify any relevant consultation/engagement required Select Committee Chairmen (or Vice Chairmen) to attend and be part of the meeting, representing their Committees; Minority Group Leaders invited to attend All members to be invited/sent papers
July- Sept	Forward Plan of Key Decisions	<ul style="list-style-type: none"> As appropriate, strategic savings proposals published in the Forward Plan, enabling members to identify any requiring further scrutiny
11 Sept	CYPSSC	<ul style="list-style-type: none"> Deep-dive: scrutiny (decision preview) of savings options as required/identified, prior to Cabinet Member decision
20 Sept	ECFSC	
26 Sept	HASC	
3 Oct	PFSC	<ul style="list-style-type: none"> As required
23 Oct	CYPSSC	<ul style="list-style-type: none"> Light-touch: if needed, to follow up on any issues/matters that arose in September meetings
7 Nov	ECFSC	
13 Nov	HASC	
5 Dec (New date)	PFSC	<ul style="list-style-type: none"> Budget overview including savings, Medium Term Financial Strategy - prior to December County Council All members to be invited/sent papers
13 Dec	County Council	<ul style="list-style-type: none"> To agree the savings programme and Medium Term Financial Strategy

Agenda Item 6
Appendix A

16 Jan (New date)	Member Day	<ul style="list-style-type: none">• Final Budget update, including capital programme, prior to County Council in February
22 Jan (New date)	PFSC	<ul style="list-style-type: none">• Scrutiny of Budget, including capital programme and Treasury Management Strategy, with comments to be fed into formal Cabinet meeting• All members to be invited/sent papers
28 Jan	Formal (Public) Cabinet	<ul style="list-style-type: none">• To recommend the Budget to Council
14 Feb	County Council	<ul style="list-style-type: none">• To agree the Budget and Capital Programme

9 May 2019

Performance and Finance Select Committee
22 May 2019
Annual Scrutiny Performance 2018-19
Report by Director of Law and Assurance and Head of Democratic Services

Executive Summary

The latest Scrutiny Newsletter is attached as Appendix A. This summarises the work of the select committees in 2018-19 and reports the performance data for the end of year.

Focus for Scrutiny

The Committee should review scrutiny performance and make any recommendations for improvements. It should also consider its role in improving scrutiny practice and if appropriate identify any training or development needs for scrutiny members.

1. Background

- 1.1 The Performance and Finance Select Committee has overall responsibility for monitoring the performance of the scrutiny function. It carries this out through the publication and review of the scrutiny newsletter, which is intended to provide members with information to fulfil this monitoring role. The newsletter provides an annual overview of the work of select committees, reports overall performance of the scrutiny function, shares best practice and highlights any future development or training required by select committee members.

2. Scrutiny End of Year Newsletter for 2018-19

- 2.1 The end of year Scrutiny Newsletter is attached as Appendix A for members' consideration. The newsletter covers:
- Select Committee Annual Survey Results
 - Performance monitoring data for 2018-19
 - What has worked well and areas for future development
 - Overview of the key issues covered in the period
 - Joint scrutiny arrangements
 - Task and Finish Groups
 - Future meeting dates 2019-20
- 2.2 The newsletter provides a summary of information collated from the Select Committee Annual Survey and any informal sessions held after select committee in March. The survey was distributed to all select committee members to give their views of the scrutiny function. The data in the

Newsletter shows a comparison with previous year's figures to highlight where changes have occurred. The response rate of return of the survey was 60%, the same as last year. The analysis shows that there are some decreases in the member statement scores from last year, seven measures have decreased whilst six improved or stayed the same. The most notable decreases in statement scores relate to:-

- Select committees are able to influence decisions appropriately,
- There are clear, measurable outcomes from the scrutiny process,
- Select committees have had opportunity to input into policy development, and
- Timing of committee involvement in issues is appropriate.

2.3 Statement scores that have improved include;

- Good support from Democratic Services support staff,
- Able to commit the necessary time to undertake the role, and
- The select committee work programme reflects the issues of greatest public concern/importance.

2.4 The newsletter also contains performance monitoring data for the year 2018-19. The aim of the newsletter is to provide PFSC members with information to assist them in their overarching scrutiny monitoring role. The performance data included in the newsletter is based on the key issues to be monitored and achieved following the Scrutiny Review carried out in 2011. As can be seen from the data a large number of recommendations have been made and accepted by Cabinet Members to assist them in their decision-making role. The newsletter also briefly highlights the key issues scrutinised over the year to ensure the strategic issues are being addressed and that the approved work programme is on track.

2.5 The newsletter is also available online so that all members, the public, other local authority officers and any other interested parties, e.g. district and borough councils, can access it to find out more about scrutiny at West Sussex County Council.

2.6 The Ministry of Housing, Communities and Local Government (MHCLG) has very recently (May 2019) published 'Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities'. The guidance will be reviewed in order to ensure scrutiny at the County Council follows national guidance and that any improvements and developments are reviewed and taken forwards during 2019/20.

3 **Implications**

3.1 There are no resource, risk management, Crime and Disorder Act or Human Rights Act implications arising directly from this report. However, many of the substantive reports presented to Committees will have some implications and an Equality Impact Report would have been included as necessary.

Tony Kershaw
Director of Law and Assurance

Helen Kenny
Head of Democratic Services

Contact Susanne Sanger, Senior Advisor, 033 022 22550

Appendix

A End of Year 2018-19 Scrutiny Newsletter

Background Papers

None

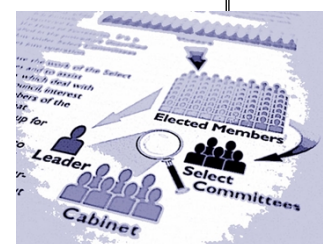
This page is intentionally left blank



END OF YEAR 2018-19

SCRUTINY NEWSLETTER

May 2019



This is the end-of-year Scrutiny Newsletter for the year 2018-19. It includes performance information, shares best practice and highlights key aspects of the work of the Council's four select committees, which carry out the scrutiny function. There are links included to enable readers to find further detailed information as required.

Select Committee Annual Survey Results

Select committee members were invited to complete a short questionnaire in March 2019 to give their views on the scrutiny function. 38 completed surveys were returned which is a 60% response rate. This is the same response rate as 2017/18.

The percentages used in the table below are based on the number of respondents, so as the numbers are small, any change in scores can have a fairly significant effect on the percentages and therefore should be treated with some caution.

	2017-18	2018-19
1. The select committee work programme reflects issues of greatest public concern/importance	76%	82%*
2. I have had reasonable opportunity to influence the committee's work	79%*	67%
3. The timing of committee involvement in issues is appropriate	74%*	64%
4. There is adequate input from external witnesses into the scrutiny process	57%	62%*
5. The agenda papers provided for meetings met my needs	76%	73%
6. Select committees are able to influence decisions appropriately	47%	34%
7. There are clear, measurable outcomes from the scrutiny process	57%*	46%
8. The committee has had the opportunity to input into policy development	55%*	49%
9. Overall, scrutiny undertaken by the committee has been effective	58%	67%*
10. I have been able to commit the necessary time to undertake my role	92%	92%*
11. There is good support from Democratic Services support staff	97%	92%
12. The Scrutiny newsletter produced by Performance & Finance Select Committee provides useful information	57%*	71%*

13. The Members' Guide to Scrutiny (provided in Summer 2013 and available on The Mine) provides useful information	59%*	62%*
--	------	------

**Shows an increase or static rating from 2017/18*

The survey asked members to rate statements about scrutiny in 2018-19. The feedback shows that six areas improved their scores in 2018/19 whilst seven decreased. There is greater satisfaction that the scrutiny work programme reflects issues of greatest public concern/importance, that there is adequate input from external witnesses and that overall scrutiny has been effective. However, there is lower satisfaction in relation to the influence that scrutiny has, the timing of issues and clear scrutiny outcomes. The results of the survey will help to focus the development of scrutiny in the future. Individual Business Planning Groups (BPGs) will review the full survey results to identify any specific committee development issues to address in the future. The Performance and Finance Select Committee has a role in the overview and development of scrutiny and it will review the survey results and identify any areas to develop over the next year.

The survey also included a set of questions specifically in relation to scrutiny of the budget during 2018/19. The results are shown in the table below, which shows that satisfaction with the process has declined this year. This is disappointing as the process was changed during the year to improve the scrutiny of specific savings decisions, but perhaps reflects the challenging nature of the budget and savings programme. PFSC members have already requested that earlier notice and clearer communication of the budget process takes place for the 2019/20 process.

	2017/18	2018/19
I have had reasonable opportunity to influence the development of the County Council's budget.	40%	34%
The timing of scrutiny of the budget was appropriate.	63%	38%
The supporting papers met my needs.	67%	57%
Overall, scrutiny input into the budget process was effective.	45%	27%

- **CYPSSC** = Children & Young People's Services Select Committee
- **ECFSC** = Environment, Communities and Fire Select Committee
- **HASC** = Health & Adult Social Care Select Committee
- **PFSC** = Performance & Finance Select Committee

Performance Monitoring

In order to assess the effectiveness of scrutiny, performance is monitored on an annual basis. Performance indicators have been established as part of the business planning and scrutiny review process. Table A below shows the full year performance figures for select committees. Further information on issues scrutinised are set out later in this newsletter.

	CYPSSC	ECFSC	HASC	PFSC
Number of recommendations				
• Accepted	11	27	14	30
• Declined	0	3	0	0
• Awaiting a response	0	3	6	8
• No response required	3	14	16	14
Number of call-in requests	0	6	3	0
Number of call-in requests accepted (and considered by a select committee)	0	3	0	0
Number of external witnesses	3	8	15	1
Number of public attending meetings (includes members of the public, press and other interested officers and members)	31	67	53	38
Number of select committee meetings webcast	0	6	4	0
Total number of live and archive* views		252 565	158 375	
Member attendance at meetings	87%	77%	80%	82%

* Archive figures as at May 2019.

Developments during 2018/19

The areas for development which were identified in last years' annual newsletter have largely been addressed. These include:-

- Budget** – as a result of the member concerns raised in 2017/18 the budget process was amended during 2018/19 so that strategic savings decisions were taken and previewed by scrutiny committees ahead of February County Council. The member day in January was also extended to allow a greater explanation of the issues to be outlined and more time given for member questions. The January meeting of PFSC was also a one item agenda to allow members to scrutinise the budget papers in depth. However the survey responses show that there are still issues to be addressed in terms of scrutiny input into the budget programme. Comments from members included the need for earlier engagement and better communication of the process. PFSC members have requested earlier notice of the process for 2019/20 and clearer communication so all members understand how and when they can input. A report is expected

at the May PFSC meeting explaining the process to be followed and enabling members to raise questions early in the process.

- **Meetings** – members felt that meeting agendas were too long and that not enough time was allowed to scrutinise some items. It can be difficult to ensure agendas are balanced, given the significant amount of business covered during 2018/19. Extra meetings had to be timetabled to ensure all priority areas were scrutinised, for example HASC had an extra meeting in December to scrutinise the strategic budget decisions and ECFSC held three extra meetings to cover items which were time critical and priorities for review. New video-conferencing equipment is now being used for informal meetings, to help members avoid additional travel time.
- **Papers** – members requested that papers clearly set out the key issues for scrutiny. This has been achieved through the inclusion of a 'Focus for scrutiny' section in reports which clearly sets out what the committee should be concentrating on. Pre-decision scrutiny reports have also been changed so that the draft decision report is presented to the committee with a short covering report attached explaining the focus for scrutiny. This means officers only have to produce one report in the governance process which contains all the information for the decision to be taken.
- **Evidence** on how scrutiny has made a difference – this has not been developed fully as yet. The first step will be to clearly identify the objectives, key outcomes, timescales and results of scrutiny. This will be considered further during 2019/20 when the new national guidance for scrutiny committees has been published.
- **Mod.Gov** – in 2018/19 a new IT system was successfully introduced within Democratic Services which manages the whole democratic process, including the publication of agendas and committee information. In future it is envisaged that members will be able to use the system to view papers on their IT devices rather than producing paper copies. The system is able to link all member engagement related to an issue together so that the journey through the democratic process is more clear.

What has worked well

- **Members' comments** received through the annual scrutiny survey include:-
 - Lots of scrutiny done with recommendations
 - Papers are generally clear and with enough detail to enable discussion
 - Scrutiny of Fire Service savings was an item where I felt that the scrutiny committee was listened to and recommendations acted upon,
 - Input from members to influence decision-making,
 - Some challenging and meaningful scrutiny has been undertaken
 - Good input from external witnesses
- HASC was selected to take part in a **national project** led by the Centre for Public Scrutiny (CfPS) regarding the scrutiny of sexual health services. This gave the opportunity for HASC to approach the item in a different way and to be part of scrutiny at a national level. Officers worked with a consultant from

the CfPS to organise an enquiry day in November 2019, which involved a wide range of expert witnesses. The inquiry day was well received, with all committee members having the opportunity to take an active role in the scrutiny session. As a result, the Chairman was invited to a national roundtable discussion in London, followed by two workshops in Bristol and London, where the Chairman and Democratic Services Senior Advisor presented a summary of the day and the subsequent learning to other elected members, scrutiny officers and sexual health commissioners across the south of England. This work will be part of a '10 questions scrutiny committees should ask' document and published on the CfPS website.

- Recognising the demands on the HASC work programme and to ensure that items on the HASC agenda are outcome focussed scrutiny rather than for information, members of the committee were invited to two **informal briefing sessions** following formal meetings. These briefings were from colleagues in the Clinical Commissioning Groups (CCGs) regarding the CCG step up / step down (intermediate care) programme, including the clinical case for change and the local urgent care transformation work (including urgent treatment centres and NHS 111). This allowed members to keep abreast of developments whilst maintaining an outcome focussed agenda.
- The reporting format for **pre-decision scrutiny** has been streamlined to ensure members have all the information relevant to the decision and are able to have a clear focus for scrutiny.
- More **young people** have been engaged in scrutiny during the year, with regular attendance at Children and Young People's Services Select Committee by the Youth Cabinet. Two representatives from the Youth Cabinet also attended the Performance and Finance Select Committee in October when the Council's financial challenges were being reviewed. The Youth Cabinet has also been engaged in the scrutiny of specific items, such as the School Effectiveness Strategy. There are plans for further engagement, for example young people "taking over" CYPSSC for one meeting.
- A new **School Governor** has been recruited to the Children and Young People's Services Select Committee, which has ensured that the voice of schools is central to all discussions. Recruitment to a second post is ongoing.
- In 2018/19 a greater number of decisions were called-in and reviewed by select committees than in previous years. Nine **call-in requests** were received with three being heard at a committee. These were largely around the strategic savings decisions. This highlights the governance process in action and highlights the important role played by scrutiny.
- **External input into scrutiny**

- Through the survey members commented on the timely and useful input of external witnesses.
- A total number of 27 **external witnesses** contributed to formal select committee meetings during the year. These include representatives from Capita, staff unions, various district and borough council partners, Southern Water, representatives from West Sussex housing providers, Citizens' Advice Bureau, headteachers, Sussex Police, the Probation Service, Adult Social Care service users and Chairmen of Safeguarding Boards. External input from such witnesses can provide valuable evidence for the scrutiny process, enabling service user/customer views to be heard, and providing additional information that would not otherwise have been heard.
- The external witnesses recorded do not include NHS organisations scrutinised by HASC, for example representatives from clinical commissioning groups across the wider Sussex area, local hospital trusts, ambulance service, NHS England South East, although many of these organisations have provided evidence to the scrutiny process.
- Both HASC and CYPSSC have **co-opted members**, bringing valuable experience and knowledge into the scrutiny process. HASC has representation from [Healthwatch West Sussex](#), the consumer champion for health and social care, as well as from all seven district and borough councils; and CYPSSC membership includes two parent governors and two Diocesan representatives (Church of England and Roman Catholic).
- Following a meeting of HASC which considered the future of adult social care in-house provision, a representative from the service users and their families who attended wrote to say, 'very many thanks for your support in accommodating us last Friday both outside and inside County Hall. It all went smoothly from our perspective and parents and family supporters there were very appreciative of your help. Several parents have expressed to me their appreciation of the questions put by Councillors and that they felt their concerns were understood and, in many instances, shared. So a positive experience for them of the scrutiny process. Thank you'.

Areas to Develop

The following areas to develop have been identified through the annual scrutiny survey and from feedback received during the year. These will be considered by select committee chairmen and individual BPGs.

- Evidencing the **impact and outcomes** from scrutiny, particularly in terms of input into the decision-making process. Comments from the scrutiny survey highlighted a number of issues, including the need for

- earlier engagement, the ability of scrutiny to input into and influence decisions and how Cabinet Members engage with the scrutiny process.
- **Improving scrutiny input into the Budget process** – feedback from members suggests a need for earlier involvement in the budget process and also for better communications on the process and timeline to be followed.
 - Request that **papers** are produced on time for meetings to allow members sufficient time to review them ahead of the meeting.
 - **Sufficient notice** needs to be given of issues/decisions to enable effective scrutiny to take place.
 - More **evidence/input from external witnesses** is needed.

Overview of Select Committees – key issues scrutinised

Children and Young People’s Services Select Committee (CYPSSC)

2018-19 Chairman – Michael Cloake

<u>Private Fostering</u>	The Committee supported the approach undertaken to influence awareness raising, and asked for a briefing to be provided to all members on this issue.
<u>IPEH</u> (Integrated Prevention and Earliest Help)	Members reviewed progress of implementation of the new service model. Following on from that, and a reduction in government funding for the Troubled Families Initiative the Committee reviewed the IPEH service to understand the impact of this loss of funds. Members expressed concern, but supported the proposals subject to appropriate contingency arrangements, for example to ensure no children and young people currently on schemes would be affected.
<u>School Effectiveness Strategy</u>	The report outlined key headlines in terms of outcomes from inspections by Ofsted and pupil performance data. It also set out the key aims and objectives for organisation and improvement in the new School Effectiveness Strategy. Members supported the Strategy, and encouraged the Council to explore federation in schools where appropriate, and well as increasing outcomes for children and young people. The Committee will be how it can engage better with Headteachers around school improvements.
<u>WSSCB Annual Report</u>	The Committee endorsed the report and asked for future reports to list of achievements against previous recommendations. Members asked a series of questions regarding the identification of neglect, staff training and the risk and harm of social media. The Committee also considered a report by the Independent Chair of the West

	<p>Sussex Safeguarding Children Board which outlined the work of the WSSCB as a statutory body. Members heard that in mid-2019, a new Local Safeguarding Children Partnership will replace the current WSSCB model.</p>
<p><u>Children's Homes</u></p>	<p>Following an Ofsted inspection and subsequent closure of a home, the Committee requested an update on children's homes and the actions being taken to improve the quality and safety of provision. The investment required in order to continue to improve the capacity and capability of the workforce and to ensure the buildings infrastructure is fit for purpose was highlighted. Members of the Corporate Parenting Panel were invited to join the meeting, along with the local members for the affected homes. Members were satisfied with the work being undertaken, and made a series of recommendations, specifically concerning communication and facilities management. It was also recommended for the BPG to continue to monitor this item at each meeting.</p>
<p><u>Creating a Sustainable Workforce</u></p>	<p>The Committee considered to what extent the Council and other agencies were maximising the opportunities to attract, recruit, retain and develop professionals into social care and education careers. It heard from two witnesses (an Educational Psychologist and headteacher) in order to gather more information about the challenges in this area. Members raised concerns with social worker workloads and staff wellbeing across both areas. The Committee made recommendations in order to assist this process, specifically concerning receiving information on why teachers leave the profession.</p>
<p><u>Provision of accommodation for care leavers</u></p>	<p>A proposal was brought to members that had been developed to provide accommodation to support these Children Looked After to move towards independence in adult life. Members supported the proposal, which aims to purchase around 20 supported and training accommodation units for these young people to take their final steps from local authority care towards independent living.</p>
<p>Demand and Capacity in Children's Social Care</p>	<p>The Committee received an update on demand and capacity in children's social care which provided a comparative picture of the current situation. Members acknowledged the update and commended recent improvements. A full item on this topic is due to be brought to the Committee in March 2019.</p>
<p><u>Review of</u></p>	<p>The Committee considered a proposal to develop additional</p>

<p><u>Special Educational Needs and Disabilities (SEND) and Special Support Centres (SSCs)</u></p>	<p>Special Support Centres (SSCs), in order to enable children with Special Educational Needs and Disabilities (SEND) to attend school locally. Members welcomed the proposal to increase the number of SSCs in mainstream schools and made a series of recommendations to support the proposal, including the investigation of therapeutic training available, and asked for an update to be brought back to the Committee.</p>
<p><u>Outcome of School Funding review 2019/20 consultation</u></p>	<p>The Committee considered a report which outlined the potential changes to mainstream school funding in 2019/20 in West Sussex. It considered a series of options, and agreed to support the report's recommendation to the Cabinet Member to the distribution of school funding for 2019/20.</p>

Environmental, Community and Fire Select Committee (ECFSC)

2018-19 Chairman – Andrew Barrett-Miles

<p><u>A27 Chichester</u></p>	<p>Building on the work of the Build a Better A27 (BABA27) initiative, the Committee previewed the Cabinet Member's proposal to declare a preferred option for RIS2, and a reasonable alternative. Six local members addressed the Committee for five minutes at the outset of the session. The Committee recognised how the issue had polarised the local community, and how the BABA27 had helped build a community consensus. Members deliberated the advantages and disadvantages of the three options, before supporting the proposal to prefer the mitigated northern route.</p>
<p><u>Bus Strategy and Subsidies</u></p>	<p>The Committee was engaged at several points in this work, firstly as part of the public consultation, focussing on the vision and the ambitions.</p>
<p><u>Fire and Rescue Service – IRMP</u></p>	<p>The Committee scrutinised the draft Integrated Risk Management Plan, following public consultation. Representatives of two of the main fire service unions attended to give evidence. Members' main area of concern was any future reduction in crewing numbers, and reassurances were received on how any such change would be agreed and processed. Members subsequently looked at the action plans arising from the IRMP, highlighting the strands of most interest and establishing a task and finish group (TFG) to look at recruitment and retention in the retained service and emergency response standards.</p>

<p>Infrastructure Planning</p>	<p>The Committee took a wide-ranging look at how the infrastructure required to support housing development in West Sussex would be delivered. Evidence was heard from Southern Water, the Environment Agency and Horsham District Council, who spoke about their respective roles. Flooding and drainage were main issues of concern. Members also learned that, despite working closely with CIL (Community Infrastructure Levy) authorities, WSCC had yet to receive any CIL funding.</p>
<p>Highways Maintenance Contract</p>	<p>The Committee received frequent updates on the status of the Highways Maintenance Contract reprocurement. Members sought reassurance over programme governance, and whether the authority had sufficient in-house expertise to successfully undertake the procurement.</p>
<p><u>Littlehampton to Bognor Regis Cyclepath</u></p>	<p>The Committee considered what could be learned following implementation of the scheme, which was in part funded with Local Enterprise Partnership money. The scheme overran its budget by £1.2m, which the County Council had to fund. As well as probing how cost-estimating skills had been strengthened to avoid such overspends in future, the Committee was also concerned by evidence from the local member on the disruption caused by the construction work, and how this could be avoided in future through better planning and communication. The Cabinet Member was happy to take these suggestions on board for future projects.</p>
<p><u>Gatwick Airport Draft Masterplan – Consultation Response</u></p>	<p>The Committee heard evidence from a local member to help inform its view of the draft Masterplan. An option to bring the standby runway into more routine use was deemed a second runway “by stealth”. General concerns included a lack of detail in the consultation papers, and the impact of additional surface transport and a larger workforce on the local infrastructure.</p>
<p><u>On-Street Parking to Support Traffic Management</u></p>	<p>The Committee heard proposals to implement on-street parking proposals across the major towns, following road space audits. The proposal included a change to the existing system, with responsibility for decision-making on these road space audits moving away from County Local Committees (CLCs) and to the Cabinet member, albeit in consultation with CLCs. Members were very concerned by a perceived loss of local democracy, and recommended that the decision was not supported.</p>
<p><u>Fire and Rescue Service Operations and Public Protection</u></p>	<p>The Committee scrutinised proposals that would see the cessation of various Fire and Rescue Service public awareness schemes and a restructure of the Resilience and Emergencies Team. The Committee heard evidence from</p>

<p><u>Savings Proposals</u></p>	<p>one of the main trade unions and was concerned by the potential loss of valued public services such as Safe Drive, Stay Alive, Firebreak and safety checks for electric blankets. Key risks highlighted included the impact on resident safety, reputational damage, and whether the loss of the services would leave the Service more vulnerable to takeover by the Police and Crime Commissioner. The Committee recommended the proposals be abandoned, or at least postponed until the publication of the upcoming report of an inspection into the Fire and Rescue Service. Following the meeting, the Cabinet Member announced that the savings would be removed from the 2019/20 budget.</p>
<p><u>Reduction to the Community Initiative Fund (CIF) Budget</u></p>	<p>A proposal to reduce the CIF from £280k to £140k was previewed. CIF is operated through a crowdfunding approach and members raised concerns about the application and questioned whether a reduction in CIF might erode the ability of CLCs to have a positive impact on communities. The Cabinet Member subsequently agreed to part of the Committee’s recommendation, and deferred her decision until after a review of CLCs, due to be carried out later in 2019.</p>
<p>Call-ins</p>	<p>The Committee previewed three decisions which had been successfully “called-in” by members for scrutiny.</p> <ul style="list-style-type: none"> • <u>Revisions to Recycling Credit Payments:</u> Evidence reviewed included written submissions from the district and borough councils. The Committee raised concerns about the risk of legal challenge, and the impact on the relationships with Council’s partners. Members were reassured that the new model would involve performance-related funding, and would encourage more innovative approaches. Following a vote, the proposed decision was supported, with the proviso that the legal advice be shared with district and borough councils. • <u>Highways Maintenance Term Contract:</u> The Committee took the opportunity to consider the options appraisal, and well as preview the procurement key decision. Members queried whether the authority had the resources to manage multiple contractors, and how the £1.5m p.a. savings were foreseen to be made. The proposed decision was supported. • <u>A29 Realignment Scheme:</u> Scrutiny focussed on cost control, the robustness of the business case, and the adequacy of the evidence around the forecast need for the road. Members were also concerned with the quality of the public consultation. While supporting the need for

	the scheme in principle, recommended that the scheme be withdrawn and no further action taken in respect of the proposals until the public consultation had concluded. The Cabinet Member decided to implement his decision without amendment.
--	--

Health and Adult Social Care Select Committee (HASC)

2018 -19 Chairman – Bryan Turner

Adults In-House Social Care Services 'Choices for the Future'	<p>The Committee considered proposals for the future model and configuration of Adults In House social care provision in West Sussex twice during the year. From its initial consideration, the Committee informed the Cabinet Member for Adults and Health that members recognised that closing facilities would always be an unpopular choice but could be managed by maintaining and valuing existing relationships with service users, carers and staff. The Committee asked for an assurance that necessary services would continue to be provided for those residents that require them and that any impact regarding transport mitigated appropriately, and that when mixing user groups, detailed planning to cater for different needs, the provision of any specialist equipment and access to suitable available space, with appropriately trained staff will be provided and that the necessary management of sharing space and transport is undertaken.</p> <p>Members had the opportunity to consider proposals for a second time due a delay in the Cabinet Member’s decision, focussing on first year proposals regarding Glen Vue in East Grinstead and Maidenbower in Crawley, as well as the proposal to merge the Wrenford Centre in Chichester with the Chestnuts in Bognor Regis and Judith Adams in Chichester. The meeting was attended by a significant number of Wrenford Centre service users and their families. The Committee will receive yearly updates, over the course of the five-year programme to monitor transition including feedback from service users affected by the changes.</p>
Improved Better Care Fund	Improved Better Care (iBCF) funding was announced in the spring Budget of 2017 in recognition of the increasing financial pressures that local authorities are facing. It was determined by Government that it should be used to help meet adult social care needs, reducing pressure on the NHS and to support the social care market. The Committee, having considered how funds had been allocated in 2017/18, agreed the outcomes and intended use of the funding as set out in the grant conditions had been achieved.
Strategic	The Committee had the opportunity to carry out decision

<p>Budget Options 2019/20:</p> <p>Housing Related Support</p> <p>Local Assistance Network</p> <p>Minimum Income Guarantee</p>	<p>preview of three significant budget savings options, including the review of the County Council’s investment in housing related support contracts, the Local Assistance Network (LAN), and the Minimum Income Guarantee, or MIG (the level of support the County Council provides to people receiving local authority-arranged care and support, other than in a care home, to retain a certain level of income to cover their living costs).</p> <p>The Committee met at the start of the consultation process and asked that all service users likely to be impacted have the opportunity to be consulted and that the HASC be able to consider the proposals again following the period of consultation, with evidence from a range of external stakeholders. The Committee was keen to ensure that the Council sought proper evidence from service users, highlighting the importance of advocacy within the consultation on the MIG and the need for real evidence from real people.</p> <p>Invitations to the second meeting of the Committee were extended to the Children & Young People’s Services Select Committee and the Chairman of the Corporate Parenting Panel to take into account any cross-cutting issues. Evidence was received from the coalition of housing providers, district and borough councils, the Citizens Advice Bureau, Clinical Commissioning Groups, Sussex Police and the Probation Service, including the voice of the service user regarding the MIG. There was a wide ranging debate and the Committee resolved to ask the Cabinet Member for Adults and Health to have a moratorium of up to twelve months to have the best chance to remodel and preserve services and not reduce funding in 2019/20 in regard to both housing related support and the LAN. Members also supported the creation of an officer working group to focus on homelessness with representatives from the County Council and district/borough councils. In relation to the MIG the Committee asked for the Cabinet’s assurance that the financial assessment service will be reviewed in response to comments received throughout the consultation and that work will continue with local businesses to improve job opportunities for working age adults with learning disabilities. It also asked that if the proposal was taken forward that consideration be given to a transition period for existing claimants and continues to lobby government regarding future funding for adult social care.</p>
<p>Bailey Unit - Midhurst Community Hospital</p>	<p>The NHS is required to consult HASC (as the health scrutiny committee) on any proposed closure or reconfiguration of health services within West Sussex. In September HASC had the opportunity to question representatives from Sussex Community NHS Foundation Trust and Coastal West Sussex Clinical Commissioning Group regarding the indefinite closure of the Bailey Unit at Midhurst Community Hospital. Whilst the</p>

	<p>Committee understood the rationale behind the closure, it was not completely assured that the plans in place will meet residents' and agreed it wishes to consider the outcome of those plans for community provision as they develop.</p>
<p>Adult Social Care Improvement Programme</p>	<p>The Committee supported the Adult Social Care three year improvement plan underpinned by the vision and strategy following a Local Government Association Adults Services Peer Review. It emphasised the importance of resourcing this project appropriately and pursuing joint commissioning as part of health and social care integration. Members asked that an emphasis was placed on preventing social isolation and the importance of social prescribing projects. The Committee has also reviewed performance against this plan, including backlog data, details of the outcome on the innovation site pilot and recruitment and retention of adult social care workers. It suggested that some of the targets should be reviewed and that the Committee would continue to monitor Adult Services performance data at future meetings.</p>
<p>Relocation of the Special Care Dental Service at Littlehampton Health Centre</p>	<p>HASC questioned representatives from Sussex Community NHS Foundation Trust regarding the proposed relocation of the Special Care Dental Service. The Committee understood the rationale for the relocation but asked that consideration be given to making this a temporary measure until further work is done on utilising the proposed community hub in Littlehampton, putting emphasis on partners in the public sector to work together and that this should be done at pace.</p>
<p>Safeguarding Adults Board Annual Report</p>	<p>In its annual review of the Safeguarding Adults Board Annual Report the Committee was encouraged by the work done by the Board and its plans for the year ahead. It asked the County Council to ensure that policies and procedures contain details of recognising the signs of 'cuckooing' and for the continuation of work to raise awareness of safeguarding reporting mechanisms.</p>
<p>South East Coast Ambulance (SECamb) Service NHS Foundation Trust Update</p>	<p>Following the dissolution of the regional SECamb overview and scrutiny working group which had been holding SECamb to account after its poor CQC review, the Committee had the opportunity to question SECamb officers on plans to move out of special measures. The Committee welcomed the update but requested that performance data be broken down further within clinical commissioning group areas and that this be provided to the Committee with any accompanying explanatory information. Members had significant concerns about performance in rural parts of West Sussex and asked for further information on several issues including initiatives for responses to falls and mental health cases. SECamb will attend a meeting of the HASC again in 2019/20.</p>

<p><u>West Sussex Joint Health and Wellbeing Board Strategy</u></p>	<p>As part of the Health and Wellbeing Board’s consultation on its new strategy the Committee considered the strategy and made a number of recommendations, including that: sugar reduction be emphasised with action plans across the strategy; more reference to children’s mental health; action plans be included for those with long-term conditions who do not feel supported; other addictions, including gambling, be included; and more on the benefits of walking and cycling. All members recognised the significant amount of work that had gone in to producing the strategy.</p>
<p><u>Dementia Framework West Sussex 2014-19 - Review & Refresh</u></p>	<p>As part of the review and refresh of the Dementia Framework 2014-19 the Committee looked at what developments had been made because of the framework and what the priorities were moving forward. It made some initial comments emphasising the importance of a timely diagnosis and investment in keeping people healthy as a preventative measure for dementia considering the reduction in the public health grant and that this be shared with the Health & Wellbeing Board. The Committee will consider the full review and refresh later in 2019/20.</p>
<p><u>Radiotherapy services: New Service Specifications and implications for West Sussex provision</u></p>	<p>Following a national consultation of the provision of radiotherapy services the Committee considered what the outcome would be for residents in West Sussex. Members were able to questions officers from NHS England South East and the Surrey & Sussex Cancer Alliance. There was consensus that radiotherapy provision should be sited at St Richard’s Hospital, Chichester and it was agreed that the Chairman would write to local NHS trusts to ensure that a business case is drafted as a matter of urgency and submitted to NHS England South East.</p>
<p>Brighton & Sussex University Hospitals NHS Trust Working Group</p>	<p>Following the Care Quality Commission (CQC) inspection report which placed the Brighton and Sussex University Hospitals NHS Trust (BSUH) in special measures in 2016, the Committee has continued to receive a progress report from the joint task and finish group which had been set up with East Sussex County Council and Brighton & Hove City Council health scrutiny committees, to carry out ongoing scrutiny of the Trust’s response to its CQC inspection. This had provided a co-ordinated approach, avoiding potential duplication of scrutiny across the region. In January 2019 it was announced that the Trust had received a Good rating following its most recent CQC inspection.</p>

[Performance and Finance Select Committee \(PFSC\)](#)

2018-19 Chairman – Pieter Montyn

<p>Revenue and Capital Budget 2018/19</p>	<p>PFSC has an over-arching role in relation to the scrutiny and monitoring of the budget. It undertakes this role in a number of ways; through support of all-member sessions, updates at BPG meetings, formal scrutiny and input at Cabinet and County Council.</p> <p>During 2018/19 the Medium Term Financial Strategy was scrutinised at two formal select committees (October and November). All members were invited to attend the October meeting to ask questions. The October meeting also received the results of the What Matters to You? survey which provides important information on resident priorities in relation to the financial challenges faced by the Council. Members made suggestions on how the survey could be improved in the future and requested member involvement through a TFG to develop the next survey.</p> <p>The full budget was the subject of a Member Day and a one-item select committee meeting in January 2019. All Cabinet Members and the Executive Leadership Team were invited to attend the January PFSC meeting to answer the wide-ranging member questions. This ensured scrutiny members received an immediate and fully informed answer to the questions being raised. Feedback from this meeting was presented by the committee Chairman at the Cabinet meeting in January which approves the budget for presentation to County Council in February.</p>
<p>Total Performance Monitor (TPM) – finance, performance and workforce</p>	<p>Once the budget is agreed it is monitored by the Committee through the Total Performance Monitor (TPM) report. This has changed during 2018/19 as a result of TFG recommendations in relation to the TPM reporting process. PFSC now receive a more in-depth quarterly report rather than a monthly report at every committee meeting. The quarterly reports contain more performance and workforce data to enable members to have better over-sight of these areas. Members have also requested that more information is provided in relation to the Transformation Programme (Whole Council Design); this is now provided within the TPM on a 6-monthly basis. A member day was organised at the request of the PFSC BPG in order for all members to better understand the transformation programme that is taking place.</p> <p>Monitoring the finance and performance position of the Council is an important role for PFSC as it identifies areas that require more in-depth review or understanding. Issues identified as part of this scrutiny, and referred to a service select committee for further review include; school transport, highways grant spending, CAMHS assessments, school improvement targets, residential placements in both Adult and Children’s services, the performance targets within the Best Start of Life portfolio</p>

	<p>area and grant funding information. The referral of items between committees ensures that duplication is avoided and the highest priority areas are reviewed.</p> <p>In 2018/19 the scrutiny of performance has improved through officers providing a 'deep dive' look into specific indicators. This has worked well in identifying priority areas for members to review. For example in March 2019 officers from the Insight Team provided extra information in relation to the performance indicators around the economy of West Sussex. This resulted in a thorough debate around the issues and members recognised the need to improve infrastructure and education across the whole county and particularly in the south-west region. A review was also requested into why some businesses fail to succeed in West Sussex and whether best practice can be shared with businesses to further improve the West Sussex economy.</p>
<p>Capital Programme</p>	<p>An important part of budget scrutiny also involves the monitoring of the capital programme. A quarterly report is presented to the committee alongside the quarterly TPM report to enable members to see the overall performance and financial position. The capital programme performance report contains details of the capital projects that are in the pipeline and identifies any projects that are facing issues. The report also contains information in relation to project benefits. Members of the Committee have taken a keen interest in the capital programme and have requested further information to support the summary report presented to the committee. This information is now included on the Members' Information Network (internal information network) on a quarterly basis to support the Committee report.</p>
<p>Treasury Management</p>	<p>PFSCs role includes scrutiny of Treasury Management. In 2018/19 the committee was asked to scrutinise the Annual Report for the first time. This was a change to the review of Treasury Management as the Annual Report has historically been presented to Full Council. The change was made to enable members to more fully review Treasury Management performance. In 2018/19 the Committee also scrutinised the Mid-year review report to track performance through the year and ensure the Strategy was being followed. The Treasury Management Strategy for 2019/20 was scrutinised as part of the full budget papers in January 2019.</p>
<p>Pensions</p>	<p>The remit of PFSC also includes review of the performance of the pension scheme. In order to carry out this role effectively and efficiently and to avoid duplication it was agreed a number of years ago that members of PFSC would be invited to attend the Pensions AGM held in July each year. This means members of PFSC are able to ask questions directly to the fund managers and means officers do not need to present a report</p>

	<p>to two different member meetings. In 2018 three PFSC members attended the AGM and took part in the discussions.</p>
<p>Procurement and Contract Arrangements</p>	<p>During 2018/19 PFSC received the TFG report in relation to Contract Management. The TFG was requested due to concerns raised by members about how effective and consistent contract management processes were across the Council. The report contained a number of recommendations to improve the processes around contract management. The Cabinet Member for Finance accepted the recommendations and work has been ongoing over the year to action these.</p> <p>Other reports received in relation to contracts or procurement arrangements include pre-decision scrutiny in relation to the transfer of Pensions Administration to Hampshire County Council and the annual review of the Support Services Outsourcing (SSO) contract with Capita. After a vote in which two members recorded their abstentions the Committee supported the move of Pensions Administration to Hampshire CC. Members sought reassurance as to how poor performance of administration would be improved and recognised that the Pensions Panel would monitor performance.</p> <p>Officer representatives from both the County Council and Capita attended the meeting in March 2019 to answer member questions in relation to the performance of the SSO contract. Members were generally satisfied with performance but raised concerns around the customer satisfaction scores, particularly in relation to the service provided to schools. Officers are aware of the issues and are putting in place changes to improve processes around the services offered.</p>
<p>PropCo</p>	<p>Following two confidential briefings on a PropCo development the committee recommended that the PropCo Policy be fully reviewed including lessons learned, and a report is expected in Spring 2019.</p> <p>Scrutiny of PropCo developments has highlighted how the Committee could work flexibly in terms of how it reviews and reacts to emerging priority issues and the need for fully and timely information to be provided to the Committee to ensure full scrutiny of issues can take place effectively.</p>
<p>Property related items</p>	<p>The committee scrutinised a number of property related decisions during 2018/19.</p> <p>Asset Policy and Strategy – preview of a decision in relation to a new policy and strategy to manage the County’s assets (land and buildings). These were developed to set out the objectives and principles that will guide the Council’s approach to its property estate (excluding highways). The Committee</p>

	<p>supported the finalisation of the policy and strategy. As part of the discussion the Committee recommended that local members be kept fully informed of property developments within their areas, that property decisions are open to scrutiny when appropriate and that the Council considers the sharing of assets through the One Public Estate programme.</p> <p>Horsham Enterprise Park (former Novartis site) – the Committee received a confidential report on the progress of the project and provided comments for the Leader and officers to consider ahead of an outline planning application being submitted. A project Business Case is expected to be presented to the July 2019 meeting of PFSC and members from ECFSC will be invited to attend the meeting to scrutinise the economy related issues.</p> <p><u>One Public Estate</u> (OPE) – the committee was updated on the progress of this programme. Members supported the programme but were concerned about the slow progress and NHS commitment to some of the projects which were being developed. A decision was recently taken to progress the <u>Highwood (Horsham) Blue Light centre</u>. Due to the timing of the decision full scrutiny was not able to take place, however to ensure the wider membership reviewed the decision before it was taken, the Chairman agreed that a draft report be reviewed at the PFSC Business Planning Group meeting. The BPG supported the decision and requested that the full business case is scrutinised by the committee in late 2019. A summary of the discussion was reported to the committee in March 2019, highlighting how the committee can work flexibly to ensure decisions are not slowed down as a result of the governance process.</p>
--	--

Joint Scrutiny

[Joint scrutiny arrangements](#) were established across West Sussex in 2010/11 to enable the County and District/Borough Councils to work together to scrutinise specific topics of common interest.

The Joint Scrutiny Steering Group oversees these arrangements and is made up of all the select committee chairmen for the County and district/borough councils. The arrangements were reviewed during 2018/19 to ensure they are still fit for purpose. This has led to the protocol and arrangements being combined into one document and updated to correctly reflect the processes followed. The new arrangements were approved by the Joint Scrutiny Steering Group (JSSG) in November 2018. Members identified a review of the implications of the new Homelessness Reduction Act as a possible topic for future joint scrutiny. Following further investigation by officers it was advised that joint strategic work is already taking place across the county and a

summary of actions being taken was circulated to members of the Group. Members have therefore agreed that a TFG is not required at this time. This highlights the role that officers have in ensuring that the highest priority issues are reviewed whilst also ensuring that duplication does not exist.

The Chairman of HASC attended the Adur and Worthing Overview and Scrutiny Committee to discuss the work of HASC and answer questions raised by the District/Borough Councillors.

Task and Finish Groups (TFGs)

Select Committees can establish TFGs to look at a specific issue in more detail. All TFGs are monitored by PFSC in its over-arching monitoring role to ensure the highest priority areas are scrutinised. The latest monitor can be found [here](#) which gives details of each TFG and progress to date. One TFG has completed its work during the year, Contract Management (PFSC). This TFG will reconvene in Autumn 2019 to review the progress of recommendations, review how the Social Value Act has been embedded in the organization and how governance processes are followed.

2019/20 meeting dates

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
CYPSSC		15	19			11	23			9		4
ECFSC		9*	20			20		7		13		5
HASC			12			26		13 27*		15		11
PFSC		22		12			3	14*	5	22		19

* Project Days (these are scheduled dates in the member diary that can be used for member briefings, specific training, TFG meetings or transferred into formal meetings if appropriate).

Committee Membership 2019/20

For up to date Committee membership please go to the select committee [web pages](#) for more details.

Scrutiny Support Officers – Contact Details

Head of Democratic Services (and Statutory Scrutiny Officer)
Helen Kenny 033 022 22532 helen.kenny@westsussex.gov.uk

Senior Advisors
CYPSSC Rachel Allan 033 022 28966 rachel.allan@westsussex.gov.uk

ECFSC Ninesh Edwards 033 022 22542
ninesh.edwards@westsussex.gov.uk

HASC Helena Cox 033 022 22533 helena.cox@westsussex.gov.uk

PFSC Susanne Sanger 033 022 22550
susanne.sanger@westsussex.gov.uk

Assistant Democratic Services Officers

CYPSSC Natalie Jones-Punch 033 022 25098

natalie.jones-punch@westsussex.gov.uk

ECFSC Sally Manning 033 022 23883

sally.manning@westsussex.gov.uk

HASC Rob Castle 033 022 22546 rob.castle@westsussex.gov.uk

PFSC Lisa Sampson 033 022 28193

lisa.sampson@westsussex.gov.uk

Room 102, First Floor, County Hall, Chichester, West Sussex, PO19 1RQ

Hard copies of any of the documents referred to in this newsletter are also available on request from Susanne Sanger. Further information is also available via the [internet](#).

This page is intentionally left blank

Performance and Finance Select Committee

22 May 2019

The Committee's Business Planning Group
--

Report by Director of Law and Assurance
--

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 sets out the role and responsibilities of the BPG and invites the Committee to make appointments to it.

Recommendation

The Committee is asked to appoint five members to the Business Planning Group.

1.0 Introduction

- 1.1 Each Select Committee must set up a business planning group (BPG) to take responsibility for:
- Overseeing the work programme for the Committee and prioritising issues for consideration by the Committee, including the proposed methodology and time tabling.
 - Agreeing objectives and planned outcomes for agenda items, and any witnesses to be invited and/or any visits or further information required by the Committee prior to its formal scrutiny of an issue.
 - Establishing Scrutiny Task and Finish Groups (TFGs).
 - Deciding whether or not call-in requests should be accepted for matters exclusively within the Committee's portfolio. Requests for call-in of a cross cutting issue will also be considered by this Committee's BPG.
 - Identifying areas of common interest with other Select Committees and liaising with the BPGs of those Committees to agree how those issues should be addressed.
 - Liaising with the relevant Cabinet Members with regard to the development and scrutiny of portfolio services.
 - Monitoring service and corporate performance.
 - Monitoring scrutiny performance, including the work programme and TFGs, and sharing best practice.
 - Monitoring expenditure on external witnesses.
- 1.2 The BPG should have five members, be cross-party (three members from the majority political group on the County Council and two from the

opposition), and include the Chairman and Vice-Chairman of the Select Committee. Other members of the committee may be invited to attend individual meetings as appropriate. The Chairman of the Select Committee will be the Chairman of the BPG. Membership is reviewed annually.

- 1.3 The BPG will meet at least three times a year. Meetings are attended by the BPG members, a Democratic Services Officer and relevant officers from within the portfolio service areas as appropriate.
- 1.4 Cabinet Members may be expected to attend part of the meeting to discuss the development and scrutiny of portfolio services as necessary to enable the BPG to plan the work of the Committee.
- 1.5 Some of the work of the BPG will be undertaken virtually, with members contributing to discussions and decisions via email or virtual meetings.

2.0 The Role of the BPG

- 2.1 The BPG has a significant role in assisting the successful scrutiny of issues and the efficient running of the scrutiny function.
- 2.2 Members of the BPG need to commit significant additional time outside of any structured meetings to handle queries/respond to issues virtually, e.g. by email and to consider the value or otherwise of scrutinising an issue.
- 2.3 BPG members should also ensure that they are up to date with the performance standards across the portfolio, and corporately, and use the information to help them in prioritising issues for the select committee to consider.
- 2.4 BPGs must ensure that they prioritise the work of the Committee so that sufficient time is allowed for detailed scrutiny of the most important issues within the resources available.
- 2.5 In prioritising issues and setting the ongoing Committee work programme accordingly, the BPG should ensure that each Committee agenda does not contain a large number of items, as the Committee will not be able to give numerous items sufficient time and focus to produce meaningful outcomes. Items which are for information only should not be included on an agenda. Alternative channels of communication should be used, for example, newsletters and/or written or electronic briefings.
- 2.6 BPGs should consider the most effective way to undertake different items from the approved work programme and any further topics which arise during the year.
- 2.7 Further information on BPG tasks, objectives, the guidance available to members, and the BPG checklist are included in the Appendix.

3.0 Cross-cutting scrutiny topics

- 3.1 Where scrutiny work relates to the responsibilities of more than one service specific Select Committee (i.e. cross-cutting work) BPGs of the relevant Committees liaise through their Chairmen to identify how the issue should be scrutinised. The work will usually be undertaken by a cross-cutting Task and Finish Group (TFG).
- 3.2 Agreement to set-up a TFG can be made virtually by the BPG.

4.0 Reporting the BPG's work to the Committee

- 4.1 A short report will be provided for the Select Committee following each BPG meeting. The Committee will be asked to support the outline work programme as recommended by the Business Planning Group and to consider any other matters referred by the BPG.

5. Implications

- 5.1 There are no resource, risk management, Crime and Disorder Act or Human Rights Act implications arising directly from this report.

Tony Kershaw

Director of Law and Assurance

Contact Susanne Sanger, Senior Advisor, Democratic Services
033 022 22550

Appendix

A BPG Tasks, Objectives and Guidance, and BPG Checklist

Background documents

None

This page is intentionally left blank

BPG Tasks, Objectives and Guidance

Task	Objective	Guidance/Tools
Annual work programme setting	<ul style="list-style-type: none"> Agree outline work programme for the committee for consideration by Performance and Finance Select Committee in liaison with the relevant Cabinet Members 	Corporate priorities/ Performance targets BPG Checklist*
Work programme planning	<ul style="list-style-type: none"> Prioritisation of topics for inclusion in the programme Development of a balanced work programme to ensure priority items are allowed sufficient time for appropriate scrutiny 	Corporate priorities/ Performance targets BPG Checklist*
Agenda planning	<ul style="list-style-type: none"> Detailed planning for individual agenda items including format and style Identification of suitable witnesses 	BPG Checklist*
Identification of potential cross cutting issues	<ul style="list-style-type: none"> To identify issues for consideration in liaison with other Committee BPGs to agree whether or not TFG should be established 	BPG Checklist*
Identification of potential joint scrutiny items	<ul style="list-style-type: none"> To identify issues for consideration by P&F for potential joint scrutiny with District and Boroughs 	BPG Checklist*
Members items	<ul style="list-style-type: none"> Review of issues raised by elected members at previous meetings to establish if/how the issues should be addressed by the select committee. 	BPG Checklist*
Decisions on call-in requests	<ul style="list-style-type: none"> Evaluation of requests against criteria to identify those appropriate for consideration through call-in process. Performance and Finance BPG will be responsible for decisions for cross cutting call-in requests. 	Call in protocol (Part 4, Section 3 of the Constitution)

*The BPG checklist is set out below.

Checklist for Business Planning Groups

This checklist is intended to be a tool for BPG members when considering work programme priorities and/or considering the most appropriate method for scrutinising a topic.

Priorities? - Is the topic...

- a key corporate or service priority?
- an area where performance, outcomes for customers and/or budget/funding is a concern?
- an issue that matters most to communities/the public?
- involving innovative work – e.g. the scrutiny of an external partner or service provider?

What is being scrutinised and Why?

- What previous consideration has been given to this issue (e.g. by the Cabinet, at local level, in earlier scrutiny work)?
- What specifically would the committee focus be?
- Where can the committee really add value?
- What is the desired outcome from scrutinising this topic?

When and how is it best to scrutinise the topic?

- When can the committee have most influence on the issue?
- Is this a cross cutting topic which should be discussed with other Committee BPG(s)?
- Is the topic more appropriate for joint scrutiny with external partners?
- Which approach/format is most appropriate – e.g. formal select committee, a task and finish group, one-off meeting of a small group of members etc.?
- What research, visits, activities etc. would help inform the scrutiny of this subject?
- Should county local committees be involved in some way?
- Would scrutiny of the topic benefit from external witnesses e.g. from outside organisations, a good practice authority elsewhere etc.?
- How can the committee publicise its work and engage with customers/the public (e.g. press releases, webcasting, customer surveys, appropriate written material etc.)?

Is the SC Work Programme focused on the highest priorities and is it achievable?

- Have the priorities changed – should any topic/work be stopped, put back or removed from the programme?
- Can there be fewer items on each agenda to allow for more in depth consideration and robust scrutiny of the issues?
- Has sufficient capacity been retained to scrutinise significant topical issues that arise during the year?



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: 13 May 2019

Forward Plan Summary

Summary of all forthcoming executive decisions in West Sussex Plan priority order

Page No	Decision Maker	Subject Matter	Date
 Best Start in Life			
4	Executive Director of Place Services	Award of Contract for the expansion works to Nyewood Junior School, Bognor Regis	May 2019
4	Executive Director of Place Services	Award of Contract for the expansion of Shelley Primary School, Broadbridge Heath	May 2019
5	Cabinet Member for Children and Young People	Redesign of the Integrated Prevention and Earliest Help Service	May 2019
6	Cabinet Member for Children and Young People	Relinquishment of the Beechfield Secure Unit	May 2019
 A Prosperous Place			
7	Cabinet Member for Highways and Infrastructure	Guidance on Parking in New Developments	May 2019
8	Cabinet Member for Highways and Infrastructure	A284 Lyminster Bypass - Land Acquisition	May 2019
9	Cabinet Member for Highways and Infrastructure	A2300 scheme: capital allocation and authority to submit business case and award contract	June 2019
10	Cabinet Member for Highways and Infrastructure	A259 Littlehampton Corridor Improvements	June 2019
11	Leader	Chichester Southern Gateway	June 2019
12	Executive Director of Place Services	Crawley Growth Programme: Demolition of County Buildings in Crawley	June 2019
13	Executive Director of Place Services	Eastern Gateway, Crawley Growth programme- Contract award	June 2019
14	Cabinet Member for Highways and Infrastructure	Highways and Transport Service Area Review - Highway Maintenance Plan	June 2019
15	Cabinet Member for Highways and Infrastructure	Review of On-Street Parking Charges and related policy	June 2019
15	Executive Director of Place Services	Worthing Portland Road Public Realm Works - Adur and Worthing Growth Programme	June 2019
16	Cabinet Member for Highways and Infrastructure	Transport for the South East: response to consultation about statutory status	July 2019
 A Strong, Safe and Sustainable Place			
17	Chief Fire Officer	Award of Contract for the provision of 7 x Fire Appliances	May 2019
18	Executive Director of People Services	Commissioning of community advice services from Citizens Advice in West Sussex	May 2019
19	Cabinet Member for	Halewick Lane Energy Storage Project	May 2019

	Environment		
20	Cabinet Member for Adults and Health	Procurement of Integrated Sexual Health Services	May 2019
21	Cabinet Member for Environment	West Sussex Minerals and Waste Development Scheme 2019-2022	May 2019
22	Cabinet Member for Safer, Stronger Communities	Worthing Community Hub	May 2019



Independence in Later Life - None



A Council that works for the Community

23	Cabinet Member for Environment	Adoption of the Shoreham Harbour Joint Area Action Plan	June 2019
24	Chief Fire Officer	Arrangements for Fire Service Fleet Management provision from July 2020	June 2019
25	Chief Fire Officer	Replacement Fuel Card Contract (Fire Service)	June 2019
26	Executive Director of Place Services	Worthing Community Hub Award of Contract	June 2019
27	Leader, Cabinet Member for Finance and Resources	Total Performance Monitor (Rolling Entry)	Between April 2019 and March 2020
27	Cabinet Member for Finance and Resources	Review of Property Holdings (Rolling Entry)	Between April 2019 and March 2020
28	Cabinet Member for Safer, Stronger Communities	Allocation of the Community Initiative Fund	May 2019
29	Executive Director of Place Services	Procurement - Self Service Library Kiosk Replacement	May 2019
30	Executive Director of Place Services	Procurement of a Water Retail Supplier	May 2019
31	Director of Communities	Award of Contract Self Service Library Kiosks	June 2019

Best Start in Life

Executive Director of Place Services

Award of Contract for the expansion works to Nyewood Junior School, Bognor Regis	
<p>Due to growing demand for school places, an expansion project was undertaken at Nyewood Junior School in 2015 to increase the published admission number from 75 to 90 places per year. A new school hall is required to complete the expansion. The Cabinet Member for Education and Skills will be asked to approve the allocation of funds required to enable the project to proceed and to delegate authority to the Executive Director of Place Services to award the contract for the works.</p> <p>Following receipt of this approval from the Cabinet Member, the Executive Director of Place Services will be asked to award the construction contract for the new hall for Nyewood Junior School.</p>	
Decision By	- Executive Director of Place Services
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	14 December 2018
Decision Month	May 2019
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director of Place Services, via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Philippa Hind Tel: 033 022 23041
Contact	Wendy Saunders - 033 022 22553

Executive Director of Place Services

Award of Contract for the expansion of Shelley Primary School, Broadbridge Heath	
<p>Due to growing demand for school places there is a need to expand Shelley Primary School to accommodate additional pupils. The Cabinet Member for Education and Skills will be asked to approve the allocation of funds required to enable the expansion to proceed and to delegate authority to the Executive Director of Place Services to award the contract for the works.</p>	

Following receipt of this approval from the Cabinet Member, the Executive Director of Place Services will be asked to award the construction contract to expand Shelley Primary School.	
Decision By	- Executive Director of Place Services
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	14 December 2018
Decision Month	May 2019
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director of Place Services via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Philippa Hind Tel: 033 022 23041
Contact	Wendy Saunders - 033 022 22553

Cabinet Member for Children and Young People

Redesign of the Integrated Prevention and Earliest Help Service
<p>In January 2019 the Cabinet Member for Children and Young People published a decision approving the commencement of a review to propose a redesign of the services provided as the Integrated Prevention and Earliest Help Service (IPEH) (Decision reference CYP06 (18/19)).</p> <p>The aim of the review is to design and plan to implement a targeted early help offer that delivers improved outcomes, reduces demand for children's social care and directs the financial resources available within the Directorate appropriately.</p> <p>The Cabinet Member for Children and Young People will be asked to approve the proposed design and plans for its implementation.</p> <p>The implementation will be achieved in a planned and responsive way which takes full account of the comprehensive consultation and engagement plan this project relies upon. It will also draw on the contributions from those members (in Select Committee and Corporate Parenting Panel) who have a close interest in how the proposals are coordinated and carried through so as to maintain the core aims and benefits of this critical service area. The first changes are likely to be in areas of internal service reconfiguration, with any more significant service changes which may affect partnership plans and commitments being settled through the on-going joint planning and engagement over a period of time.</p> <p>The decision to approve the proposed design and plans for its implementation is due to</p>

<p>be taken by the Cabinet Member for Children and Young People in May 2019. Further decisions for implementation after the initial plans will be set out as part of the design and time line to be published in May.</p>	
Decision By	Mr Marshall - Cabinet Member for Children and Young People
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	6 February 2019
Decision Month	May 2019
Consultation/ Representations	<p>Staff Unison Partners in the IPEH Partnership Local Safeguarding Children Board West Sussex Clinical Commissioning Groups District and Borough Councils Children and Young People’s Services Select Committee – 15 May 2019</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People, via the author or officer contact, by the beginning of the month in which the decision is due to be taken</p>
Background Documents (via website)	IPEH review decision
Author	Hayley Connor Tel: 033 022 23792
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Children and Young People

<p>Relinquishment of the Beechfield Secure Unit</p>	
<p>Beechfield Secure Unit is a West Sussex County Council owned and run unit in Cophthorne, near Crawley, that has provided secure accommodation welfare placements for young people that meet the criteria set out in Section 25 of the 1989 Children’s Act.</p> <p>In 2016 an Ofsted inspection judged the unit to be inadequate; as a result Beechfield was closed on 10 October 2016 and has remained closed since this time.</p> <p>Following an analysis of the need in West Sussex for this type of accommodation, benchmarking against provision by other local authorities, and set against the wider review that is taking place of the in-house residential estate, the Cabinet Member for Children and Young People will be asked to agree that operation of a secure unit at the Beechfield site permanently ceases.</p>	
Decision By	Mr Marshall - Cabinet Member for Children and Young People
West Sussex Plan priority	Best Start in Life

Date added to Forward Plan	9 April 2019
Decision Month	May 2019
Consultation/ Representations	Staff, Unison Children and Young People's Services Select Committee – 15 May 2019 Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People via the author or officer contact, by the beginning of the month in which the decision is due to be taken
Background Documents (via website)	None
Author	Stuart Gibbons Tel: 033 022 226218
Contact	Wendy Saunders Tel: 033 022 22553

A Prosperous Place

Cabinet Member for Highways and Infrastructure

Guidance on Parking in New Developments	
<p>The Council provides guidance on parking in new residential and commercial developments to inform the determination of planning applications by Local Planning Authorities (LPA). It addresses the amount of car and cycle parking that is expected to be provided and includes advice to developers and the LPAs on the highway impacts of parking provision in new developments.</p> <p>The current guidance was last reviewed in 2010 (residential), and 2003 (commercial). There is a need to review the current guidance to ensure it is fit for purpose, up to date and consistent with current national planning policy and guidance. A review of the current guidance has been undertaken in consultation with the LPAs to provide an updated evidence base and recommendations on which the new guidance will be based.</p> <p>The Cabinet Member for Highways and Infrastructure will receive a report on the review of current guidance and be asked to approve the Council's updated Guidance on Parking in New Developments.</p>	
Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	7 August 2018
Decision Month	May 2019
Consultation/	Local Planning Authorities in West Sussex

Representations	Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Paul Eagle Tel: 033 022 25298
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

A284 Lyminster Bypass - Land Acquisition	
<p>The Lyminster bypass has been safeguarded through the Arun District Local Plan (2003) and it continues to be safeguarded in the recently adopted Arun District Local Plan. The proposed bypass will provide an important north-south link between Littlehampton and the A27 Crossbush. It will help to deliver 700 new jobs and 1,260 new houses as part of the North Littlehampton development area, as well as realising safety benefits through Lyminster Village and improving journey time reliability.</p> <p>The Cabinet Member for Highways and Infrastructure authorised the submission of a planning application in July 2018 (HT12 18/19) and planning permission for the scheme was approved at West Sussex County Council's Planning Committee on 26 March 2019 subject to call-in by the Secretary of State.</p> <p>The compulsory acquisition of land and rights will be required to enable the scheme to progress towards completion and the Cabinet Member for Highways and Infrastructure will be asked to authorise the Director of Law and Assurance to publish the necessary Compulsory Purchase Order and take any necessary action to secure the land either by agreement or compulsion</p>	
Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	11 April 2019
Decision Month	May 2019
Consultation/ Representations	<p>Consultation has been on-going with the North Littlehampton Members Steering Group, Arun District Council, Highways England, the Environment Agency, the developers of the land north of Littlehampton internal services and other stakeholder groups.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>

Background Documents (via website)	None
Author	Sara McKnight Tel: 033 022 24197
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

A2300 scheme: capital allocation and authority to submit business case and award contract

The Department for Transport (DfT) has provided funding from the Local Growth Fund to assist with the design and development of a full business case for the A2300 scheme following the submission of an outline business case by the County Council in June 2018 ([decision HI03 18/19](#)). The same decision delegated authority to the Director of Highways & Transport to tender, procure and award the services of Design & Build and Contract Administration from the approved list of contractors on the Highways and Transport Frameworks.

In November 2018, the Director of Highways and Transport awarded the design contract to Jackson Civil Engineering Limited ([decision OKD13 18/19](#)) which enabled a detailed design for the scheme to be completed and the development of a full business case.

The submission and approval of the full business case will enable the remaining LGF to be secured from the DfT as a contribution towards the construction of the scheme.

The Cabinet Member will be asked to:

- a) confirm the capital allocation for the scheme and
- b) delegate authority to the Director of Highways, Transport and Planning to:
 - i) approve and submit the full business case to the DfT and, subject to approval and confirmation of the allocation of Local Growth Funds, award the construction contract for the scheme
 - ii) approve funding agreements with other agencies to deliver related elements of the scheme and, subject to the confirmation of funding, award the construction contract(s)

Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	24 April 2019
Decision Month	June 2019
Consultation/ Representations	<p>Public engagement was undertaken in autumn 2018 and the outcome was published on 1 March 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	Hiong Ching Hii Tel: 033 022 22636
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Infrastructure

A259 Littlehampton Corridor Improvements	
<p>The A259 Littlehampton Corridor improvement scheme comprises dualling the existing single carriageway between the new Fitzalan Link Road (east of the Wick Roundabout) and the Body Shop Roundabout as well as between the Station Road Roundabout and A280 Roundabout. Additionally, new cycling and pedestrian facilities will be provided adjacent to but separated from the carriageway.</p> <p>A decision was taken by the Cabinet Member for Highways and Infrastructure (HI25 17/18) in January 2018 in relation to the plans for improvements to the A259 between Worthing and Littlehampton.</p> <p>The Cabinet Member for Highways and Infrastructure will be asked to approve the capital allocation for the improvement scheme and award the construction contract.</p>	
Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	1 May 2019
Decision Month	June 2019
Consultation/ Representations	<p>The project board (whose membership includes Arun District Council and West Sussex County Council’s Director of Highways and Transport)</p> <p>In January and February 2016, WSCC undertook a 6-week public consultation on the proposals for the A259 which included four public exhibitions, a project website, online questionnaire and a consultation leaflet detailing aspects of the proposals.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	David Lambert Tel: 033 022 25709
Contact	Judith Shore Tel: 033 022 26052

Leader**Chichester Southern Gateway**

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

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

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

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

The Leader will be asked to agree:

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

Decision By	Ms Goldsmith - Leader
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	7 May 2019
Decision Month	June 2019
Consultation/ Representations	Local Members and the Chichester Growth Board. Representations concerning this proposed decision can be made to the Executive Director of Place Services via the author or officer contact, by the beginning of the month in which the decision is due to be taken.

Background Documents (via website)	WSCC / CDC Collaboration Agreement WSCC / CDC – LEP funding Agreement
Author	Paul Jackson-Cole Tel: 033 022 25445
Contact	Monique Smart Tel: 033 022 22540

Executive Director of Place Services

Crawley Growth Programme: Demolition of County Buildings in Crawley	
<p>In August 2017 the Leader approved the Crawley Growth Programme LDR04 17.18 and following approval of the business case by the West Sussex Local Enterprise Partnership, delegated authority to the Executive Director Economy, Infrastructure and Environment (now the Director of Place Services) to progress the projects. Redevelopment of the County Buildings site in Crawley, currently within West Sussex County Council ownership, is central to achieving committed outcomes in both the Crawley Growth Programme and the One Public Estate Programme. Initial viability work has identified the opportunity to deliver up to 195 homes and 4,780sqm of commercial space on the site offering an annual yield of over £1m and a significant capital receipt. Much of the site is empty, has been dormant for a number of years and was declared surplus to county council requirements in January 2018 FR17 17.18. A few services remain on the site and work in underway to relocate these. A decision is now sought to demolish the County Buildings to enable redevelopment of the site.</p> <p>The Executive Director of Place Services will be asked to approve the allocation of £0.857m of funding in the West Sussex County Council (WSCC) Capital Programme to enable the demolition of the property owned by WSCC at County Buildings in Crawley.</p>	
Decision By	- Executive Director of Place Services
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	13 May 2019
Decision Month	June 2019
Consultation/ Representations	<p>Crawley County Council Members. Crawley One Public Estate West Sussex Board, Crawley Growth Board which includes Crawley Borough Council, WSCC services that are located on this site and other existing occupiers. WSCC Leader as portfolio holder for Economy, Cabinet Member for Corporate Resources, Cabinet Member for Finance and Resources.</p> <p>Representation concerning the proposed decision can be made to the Executive Director of Place Services via the author or service contact, by the beginning of the month in which the decision is due to be taken</p>
Background Documents (via website)	None
Author	Duncan Barratt Tel: 033 022 23875

Contact	Monique Smart Tel: 033 022 22540
----------------	----------------------------------

Executive Director of Place Services

Eastern Gateway, Crawley Growth programme- Contract award	
<p>In August 2017 the Leader approved the Crawley Growth Programme (ref report: LDR04 17.18) and following approval of the business case by the West Sussex Local Enterprise Partnership, delegated authority to the Executive Director Economy, Infrastructure and Environment (now Director of Place Services) to progress the projects.</p> <p>Eastern Gateway is a key project within the growth programme.</p> <p>The £8.35m scheme will:</p> <ul style="list-style-type: none"> • Improve connectivity between the town and key development sites in the vicinity of the proposals including the Town Hall, County Buildings, Crawley College and Telford Place; • Support the delivery of residential and commercial development in Crawley Town centre; • Improve the public realm and living environment in the town. <p>In February 2019, the Executive Director, Economy, Infrastructure and Environment approved the commencement of the tender process to secure a design and build Contractor through the WSCC Highways Design and Build framework.</p> <p>Following completion of the Tender process, the Executive Director of Place Services will be asked to approve the award of a design and build contract through the WSCC highways framework.</p>	
Decision By	- Executive Director of Place Services
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	24 April 2019
Decision Month	June 2019
Consultation/ Representations	<p>A full engagement exercise took place in June/July 2018.</p> <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 decision is due to be taken.</p>
Background Documents (via website)	<p>Business case</p> <p>Consultation report</p>
Author	Marie Ovenden Tel: 033 022 23854
Contact	Monique Smart Tel: 0330 22 22540

Cabinet Member for Highways and Infrastructure

Highways and Transport Service Area Review - Highway Maintenance Plan

The County Council, in its capacity as Highway Authority, has a duty to maintain the highway under Section 41(1) of the Highways Act 1980. However, the Act does not specify the levels of service required in order to meet that duty. In previous years, documents have been produced which detailed the highway maintenance service levels customers could expect to receive.

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

In order to demonstrate that the County Council complies with the principles of "Well-managed Highway Infrastructure", a robust decision-making process must be demonstrated, an understanding of the consequences of those decisions, and how the associated risks are managed to ensure highway safety. As part of that process, a new Highway Maintenance Plan needs to be produced, which clearly sets out the levels of service customers may expect and which integrates with a revised "Safety Plus" inspection manual.

The Cabinet Member for Highways and Infrastructure will be asked to approve a new Highway Maintenance Plan, including a review of service levels currently delivered, and propose changes to service levels if required.

Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperus Place
Date added to Forward Plan	21 March 2019
Decision Month	June 2019
Consultation/ Representations	Executive Director of Place Services, Director of Finance and Support Services, Director of Law and Assurance Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Chris Barrett Tel: 033 022 26707
Contact	Judith Shore 033 022 26052

Cabinet Member for Highways and Infrastructure

Review of On-Street Parking Charges and related policy	
<p>The 2019/20 on-street parking charges review will include all West Sussex permits, dispensation notices, parking bay suspensions and pay & display areas.</p> <p>The Cabinet Member for Highways and Infrastructure will be asked to approve adjustments to parking charges to make improvements to the administration of the Residents' Parking Schemes, to correct any imbalance that exists between the on and off-street charges in some towns, to take account of inflation and to help facilitate future improvements in service provision.</p>	
Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	13 May 2019
Decision Month	June 2019
Consultation/ Representations	<p>All members of West Sussex County Council.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Miles Davy Tel: 033 022 26688
Contact	Judith Shore Tel: 033 022 26052

Executive Director of Place Services

Worthing Portland Road Public Realm Works - Adur and Worthing Growth Programme
<p>The approved Adur and Worthing Growth Programme identified public realm improvements in Worthing town centre to support the development of the regeneration sites and the town's future economy. A £12m programme of 8 public realm schemes between the station and the seafront was identified. West Sussex County Council (WSSCC) have committed £5m of growth funding towards the programme to specifically deliver two of the schemes in key locations - Portland Road and South Street. Worthing Borough Council (WBC) are committing to fund the remainder of the schemes through CIL, s106 contributions and direct developer contributions.</p> <p>Delivering these key regeneration sites in the town will bring forward additional homes, jobs and leisure facilities. The public realm programme of schemes will also provide better north south connectivity between the station and the town centre and create a more experienced based location that will help the town centre economy thrive into the future.</p> <p>The preliminary design for the Portland Road scheme will be completed first with South</p>

Street following along later in the year. The preliminary design for Portland Road is the culmination of several stakeholder and public workshops and exhibitions and a public consultation in February. Its design will attract new users to the area and encourage dwell time in the town centre for the benefit of the businesses and local economy.

The Executive Director of Place Services is asked to give authority to proceed with the procurement for delivery of the Portland Road public realm scheme.

Decision By	- Executive Director of Place Services
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	13 May 2019
Decision Month	June 2019
Consultation/ Representations	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

Cabinet Member for Highways and Infrastructure

Transport for the South East: response to consultation about statutory status

Transport for the South East (TfSE), a sub-national transport body that currently operates in 'shadow' form, is seeking to obtain statutory status. The body has the twin purpose of facilitating the delivery of a regional transport strategy and promoting economic growth in the South East. If it gains statutory status, TfSE will enable local transport authorities in the South East, including the County Council, to provide a single voice to Government on strategic transport issues and influence national investment decisions.

TfSE is consulting on a draft proposal that will set out the membership, voting powers, decision-making arrangements, functions and general powers that it is seeking for the body through obtaining statutory status.

The Cabinet Member for Highways and Infrastructure will be asked to approve the County Council's consultation response and, subject to there being no substantive changes to the final proposal, delegate authority to the Director for Highways, Transport and Planning to submit the final proposal to Government.

Decision By	Mr Elkins - Cabinet Member for Highways and Infrastructure
West Sussex Plan priority	A Prosperous Place
Date added to Forward Plan	13 May 2019
Decision Month	July 2019
Consultation/ Representations	Internal consultation with officers and members of the County Council Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	Draft consultation proposal
Author	Darryl Hemmings Tel: 033 022 26437
Contact	Judith Shore Tel: 033 022 26052

A Strong, Safe and Sustainable Place

Chief Fire Officer

Award of Contract for the provision of 7 x Fire Appliances	
<p>In March 2018, the Chief Fire Officer and Director of Operations agreed to commence the procurement for six Fire Appliances and award the contract to the successful bidder (OKD5 17/18).</p> <p>In December 2018, in order to meet operational requirements, the number of appliances to be procured was subsequently amended to seven. Information about this approach was circulated in the Members Information Service (Briefing Number 51).</p> <p>A procurement process, compliant with West Sussex Standing Orders and European Union Procurement Directives, is currently underway. Following the completion of the procurement process, the Chief Fire Officer, will be asked to award the Contract for the seven fire appliances to the successful bidder.</p>	
Decision By	Gavin Watts - Chief Fire Officer
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added to Forward Plan	6 February 2019
Decision Month	May 2019

Consultation/ Representations	Representations concerning this proposed decision can be made to the Chief Fire Officer, via the officer contact, in the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Paul Mace Tel: 033 022 25443
Contact	Erica Keegan Tel: 033 022 26050

Executive Director of People Services

Commissioning of community advice services from Citizens Advice in West Sussex

The community advice service provided by Citizens Advice is part of the information and advice commissioning portfolio within public health. It primarily provides support to working age adults and families and is commissioned as part of the Council’s general duty for the promotion of wellbeing under the Care Act.

The community advice service in West Sussex is a universal service with a high-profile brand identity that is well known to the general public. The service is often the first point of contact for people in crisis situations and works with other voluntary and statutory sector organisations that operate within county, district and borough and parish boundaries. Through its universal advice offer the Citizens Advice service contributes to the following key West Sussex Plan objectives:

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

The Citizens Advice service in West Sussex is 80% delivered by volunteers and supports volunteering opportunities across the county. The service in West Sussex also supports better partnership working between the voluntary and the statutory sectors including the County Council, for example in promoting place-based local service delivery and the future development of volunteering.

The Cabinet Member for Adults and Health approved (Reference Cabinet Member Decision Report AH15 18-19) the commencement of procurement for a generalist community advice service via a single tender process, with Citizens Advice as the preferred provider, from 1st June 2019 for a period of 1+1+1 years on behalf of funding partners, the West Sussex District and Borough Councils. Authority has been delegated to the Executive Director of People Services to award the contract.

The funding of the community advice service for up to three years is a clear commitment from the County Council to support effective partnership working with District and Borough partners and voluntary and community sector service providers. During the first and second years of the contract the service will be remodelled to meet the changing needs and demographics in West Sussex. Funding will be awarded each year over three years subject to positive progress being made to remodel the service.

Upon completion of the procurement process The Executive Director of People Services will be asked to award the contract to the bidder, Citizens Advice.	
Decision By	- Executive Director of People Services
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added to Forward Plan	1 April 2019
Decision Month	May 2019
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director of People's Services, via the officer contact, in the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Seth Gottesman Tel: 033 022 28706
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Environment

Halewick Lane Energy Storage Project

The project forms part of the agreed objectives of the Your Energy Sussex (YES) partnership by increasing and enabling the expansion of renewable energy generation in the county as well as developing the low carbon economy and reducing CO₂ emissions. It also supports the outcomes identified in the approved [Energy Strategy](#). The project will also facilitate a much needed re-development of the site, with the existing buildings being demolished and the site fully secured. The site has in recent years suffered problems with safety, break-ins and vandalism.

Since 1 April 2014 the YES team has been working to develop a significant pipeline of energy related projects including:

- The imminent completion of Westhampnett solar farm with 4 mega-watts of energy storage on site,
- Development of Tangmere Solar farm, which is now complete,
- Installation of commercial scale PV (photovoltaic) systems on schools and third party roofs including at Goodwood Aerodrome,
- PV systems for 225 houses owned by Crawley Borough Council, and
- For Adur & Worthing councils, installation of gas central heating systems in houses served by a newly installed gas main.

Generation of income for all the energy schemes will be achieved through the Council's energy purchaser (N-Power) selling power on its behalf, maximising the income opportunities available as an energy generator. The dual expansion of solar generation and stand-alone battery storage is a key part of the YES energy project pipeline, with solar farms and battery storage continuing to represent a relatively low risk investment for capital.

<p>The Cabinet Member will be asked to approve the development of the previous Sompting Waste Destructor site (Halewick Lane, Sompting) into a battery storage facility.</p>	
Decision By	Mrs Urquhart - Cabinet Member for Environment
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added to Forward Plan	14 August 2018
Decision Month	May 2019
Consultation/ Representations	<p>Member for Sompting and North Lancing, Sompting Parish Council, District councillors, resident engagement session planned for North Lancing and surrounding area, South Downs National Park Authority</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)	Full planning documentation (when submitted - October 2018)
Author	Tom Coates Tel: 033 022 26458
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Adults and Health

<p>Procurement of Integrated Sexual Health Services</p>
<p>Local Authorities are mandated to provide comprehensive sexual health services for the population, these include;</p> <ul style="list-style-type: none"> • a full range of contraceptive services and advice on preventing pregnancy • sexually transmitted infections testing and treatment, including the provision of Chlamydia testing services for young people under the age of 25 years • sexual health aspects of psychosexual counselling • outreach, HIV prevention and sexual health promotion • provision of services in schools and colleges <p>The contract will run for three (3) years with the possibility of a further extension for up to two (2) years built in to the terms of the contract. The total value of the contract to WSCC, funded through the public health grant, is approximately £12.6M (including extension period but not HIV Services).</p> <p>The Cabinet Member is asked to agree to the commencement of a joint procurement process, with NHS England, to secure the provision of Integrated Sexual Health Services and HIV Treatment Services for the population of West Sussex. A new service will be effective from 1st February 2020.</p>

The Cabinet Member is also asked to delegate contract award and decisions about future extension of this contract to the Director of Public Health in consultation with the Cabinet Member.	
Decision By	Mrs Jupp - Cabinet Member for Adults and Health
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added to Forward Plan	15 January 2019
Decision Month	May 2019
Consultation/ Representations	Initial Scrutiny and Consultation was undertaken via the Health and Adult Social Care Select Committee on 30 th November 2018. Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health 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	Paul Woodcock Tel: 033 022 28701
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Environment

West Sussex Minerals and Waste Development Scheme 2019-2022	
<p>The County Council is required to prepare a Minerals and Waste Development Scheme which sets out how the County Council will prepare the minerals and waste local plans and other policy documents over a rolling three-year period. The current Scheme covers the period 2018-2021 and needs to be updated; the decision report will consider the revised Scheme for the period 2019-2022.</p> <p>The Cabinet Member for Environment will be asked to approve the West Sussex Minerals and Waste Development Scheme 2019-2022.</p>	
Decision By	Mrs Urquhart - Cabinet Member for Environment
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added to Forward Plan	27 February 2019
Decision Month	May 2019
Consultation/ Representations	Informal consultation with the South Downs National Park Authority

	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 Safer, Stronger Communities

Worthing Community Hub	
<p>The Community Hub Strategy aims to combine services 'under one community roof' to create modern, flexible, accessible spaces that bring communities together to increase participation and build resilience.</p> <p>Following the Community Hubs decision taken in January 2019 (Reference report SSC7 18/19) the first community to undertake this approach is Worthing. The Library building in Worthing has been identified as the first community hub and local community engagement has helped shape the services which can be offered from this location. Learning from this site will allow effective testing of the ideas and support the development of a wider programme for community hubs across West Sussex.</p> <p>The Cabinet member for Safer, Stronger Communities will be asked to:</p> <ol style="list-style-type: none"> 1. 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. 2. Delegate authority to the Executive Director of Place Services award the contract to the successful bidder in accordance with the Council's Standing Orders on Procurement and Contracts. 	
Decision By	Ms Kennard - Cabinet Member for Safer, Stronger Communities
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added to Forward Plan	9 April 2019
Decision Month	May 2019
Consultation/ Representations	Representations concerning the proposed decision can be made to the Cabinet Member for Safer, Stronger, Communities by the beginning of the month in which the decision is due to be taken.

Background Documents (via website)	None
Author	Lee Harris Tel: 033 022 24846
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Environment

Adoption of the Shoreham Harbour Joint Area Action Plan	
<p>The Shoreham Harbour Joint Area Action Plan (JAAP) has been prepared jointly by the County Council, Adur District Council and Brighton & Hove City Council for an area which stretches from the Adur Ferry Bridge in the west through to Hove Lagoon (in Brighton & Hove) in the east. Once adopted, the JAAP will provide planning policies against which applications for development in Shoreham Harbour will be assessed.</p> <p>Following the Independent Examination in September 2018 and Main Modification representation period in January – March 2019, and subject to a 'sound' Inspector's report being received by the authorities, West Sussex County Council, Adur District Council and Brighton & Hove City Councils can then adopt the plan.</p> <p>The Cabinet Member will be asked to recommend that the County Council adopts the JAAP at its meeting on 19 July 2019.</p>	
Decision By	Mrs Urquhart - Cabinet Member for Environment
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added to Forward Plan	9 April 2019
Decision Month	June 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

Chief Fire Officer

Arrangements for Fire Service Fleet Management provision from July 2020

In 2016 the Council combined its fleet management function, with one team overseeing the purchase, commissioning, maintenance and disposal of fleet assets (vehicles and equipment).

Currently the light fleet (cars, vans and standard minibuses) is maintained by an external supplier. The contract for this service will expire on 30th June 2020. The specialist fleet (accessible minibuses and fire appliances) are maintained internally using the Council's workshop facilities.

Following a review of how the maintenance function currently operates, there is an opportunity to insource the maintenance of the light fleet (approximately 350 vehicles) in order to best utilise internal resources and facilities and achieve savings on the cost of labour and parts.

A decision is sought, in June 2019, in order to begin the transition process, ensuring the systems and staff are in place for full mobilisation on 1st July 2020.

The Chief Fire Officer will be asked to approve:

- 1) Insourcing of the maintenance of the light fleet from 1st July 2020 and;
- 2) Proposed resource levels to administer and maintain additional vehicles.

Decision By	- Chief Fire Officer
West Sussex Plan priority	A strong, Safe and Sustainable Place
Date added to Forward Plan	7 May 2019
Decision Month	June 2019
Consultation/ Representations	Representations concerning this proposed decision can be made to the Chief Fire Officer, 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	Paul Mace Tel: 033 022 25443
Contact	Erica Keegan Tel: 033 022 26050

Chief Fire Officer

Replacement Fuel Card Contract (Fire Service)

Fuel cards are used in County Council vehicles to allow staff to draw fuel from most fuel stations whilst on Council business.

Decision OKD2 1819 agreed to extend the current contract with the current supplier by a period of 2 years, taking the expiry date to 30th April 2020.

During the extension it was agreed that the Council would look at opportunities to collaborate with other organisations and/or Blue Light partners to achieve best value.

Following a recent further competition that was carried out on behalf of the UK Police Force and Fire Authorities using the Crown Commercial Service (CCS) Framework Agreement for Fuel Cards and Associated Services, there is now an opportunity to enter a revised call-off contract that offers the Council better value for money and enhanced card management features.

The contract length available is 2 years + 1 + 1.

The expected total contract value, including all extensions is £2.8m (equivalent to £700,000 per annum). This represents a 3% saving on current spend and is subject to effective internal communications to advertise forecourts in the discount network.

The Chief Fire Officer will be asked to;

- 1) Review features of the proposed call-off contract; and
- 2) agree to provide notice on the current contract and enter into the new call-off contract in accordance with the Public Contract Regulations 2015 and WSCC Standing Orders for Contracts and Procurement.

Decision By	- Chief Fire Officer
West Sussex Plan priority	A Safe, Strong and Sustainable Place
Date added to Forward Plan	9 April 2019
Decision Month	June 2019
Consultation/ Representations	Representations concerning the proposed decision can be made to the Chief Fire Officer by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Paul Mace Tel: 033 022 25443
Contact	Erica Keegan Tel: 033 022 26050

Executive Director of Place Services

Worthing Community Hub Award of Contract

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.

The Executive Director of Place Services will be asked to award the contract to the successful bidder in accordance with the Council’s Standing Orders on Procurement and Contracts.

Decision By	- Executive Director of Place Services
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added to Forward Plan	9 April 2019
Decision Month	June 2019
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director of Place Services, via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Rachel North Tel: 033 022 22681
Contact	Erica Keegan Tel: 033 022 26050

Independence in Later Life

None.

A Council that works for the Community

Leader, Cabinet Member for Finance and Resources

Total Performance Monitor (Rolling Entry)	
<p>The Monitor details the Council’s performance in relation to revenue and capital spending, savings, workforce projections, performance and risk by portfolio against the Cabinet’s key priorities. The Leader and Cabinet Member for Finance and Resources will be recommended to approve the Total Performance Monitor and any items of financial and performance management within the Monitor.</p>	
Decision By	Ms Goldsmith – Leader Mr Hunt - Cabinet Member for Finance and Resources

West Sussex Plan priority	A Council that Works for the Community
Date added to Forward Plan	6 April 2018
Decision Month	Between April 2019 and March 2020
Consultation/ Representations	Cabinet Board; Performance and Finance Select Committee where possible. Representations concerning this proposed decision can be made to the Leader and/or the Cabinet Member for Finance and Resources via the officer contact.
Background Documents (via website)	
Author	Fiona Morris Tel: 033 022 23811
Contact	Suzannah Hill 033 022 22551

Cabinet Member for Finance and Resources

Review of Property Holdings (Rolling Entry)	
<p>As part of its capital programme management, in line with the County Council's West Sussex Asset Management Policy and Strategy, the Council continually reviews its property estate. This includes consideration of assets which are likely to become surplus to operational requirements, i.e. no longer needed. In addition, the Council acquires or develops assets to meet statutory and service requirements as well as the Council's wider purposes, including investment or to promote social and economic development opportunities. From time to time these activities give rise to decisions to purchase, dispose of or to develop an asset.</p>	
Decision By	Mr Hunt - Cabinet Member for Finance and Resources
West Sussex Plan priority	A Council that Works for the Community
Date added to Forward Plan	1 December 2017
Decision Month	Between April 2019 and March 2020
Consultation/ Representations	Internal and local members as required. Representations can be made to the Cabinet Member for Finance and Resources, via the officer contact.
Background Documents (via website)	None
Author	Lee Harris Tel: 033 022 24846

Contact	Suzannah Hill 033 022 22551
----------------	-----------------------------

Cabinet Member for Safer, Stronger Communities

Allocation of the Community Initiative Fund	
<p>In response to comments and feedback from Members, partners, and the public, the Cabinet Member proposes to introduce a mechanism for smaller grants to be made by CLCs as part of the Community Initiative Fund. This would be for smaller-scale projects seeking funding of no more than £750 for total costs of their project.</p> <p>An organisation seeking funding for £750 or less will be able to apply direct for a grant as an alternative to using the crowdfunding platform. This would be aimed at smaller groups with low project costs.</p> <p>In order to avoid undermining the effectiveness of the crowdfunding system which is providing significant benefits for larger projects each County Local Committee will be able to allocate up to 30% of the Committee's CIF budget to small grant applications. Applications will be considered in the same way as West Sussex Crowd applications at each CLC meeting.</p> <p>The CIF budget for the year 2019/20 is set at £240,000, 30% of this budget is £84,000.</p> <p>The Cabinet Member for Safer, Stronger Communities will be asked to agree to:</p> <p>The introduction of a small grant application process for the allocation of up to 30% of each County Local Committee's CIF to be used to fund projects with a contribution of no more than £750 to the project costs.</p>	
Decision By	Ms Kennard - Cabinet Member for Safer, Stronger Communities
West Sussex Plan priority	A Council that Works for the Community
Date added to Forward Plan	16 April 2019
Decision Month	May 2019
Consultation/ Representations	Representations can be made to the Cabinet Member for Safer, Stronger Communities by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Nick Burrell Tel: 033 022 23881
Contact	Erica Keegan Tel: 033 022 26050

Executive Director of Place Services**Procurement - Self Service Library Kiosk Replacement**

Self Service kiosks play a significant part in the operation of today's modern library service. Residents in West Sussex regularly utilise these kiosks to transact a range of library services.

West Sussex Library Service received late notification of 'end of service' for presently deployed Bibliotheca kiosks, meaning ongoing operation of kiosks past 31st July 2019 would be uncertain and where device faults occurring past the end of service date could mean a particular kiosk reaching immediate end of life.

The current contract ended in March 2019 so the County Council has negotiated a year of additional maintenance and support taking us to the end of March 2020. However, in order to continue to provide a longer-term service from the kiosks, a replacement product will need to be sourced.

An allocation of £1m is included in the 2019/20 – 2023/24 capital programme for the replacement of kiosks.

The Executive Director of Place Services is asked to:

- approve the commencement a procurement process; and
- delegate authority for the award of the Contract to the Director of Communities.

Decision By	- Executive Director of Place Services
West Sussex Plan priority	A Council that Works for the Community
Date added to Forward Plan	1 May 2019
Decision Month	May 2019
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director of Place Services by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Rachel North Tel: 033 022 22681
Contact	Erica Keegan Tel: 033 022 26050

Executive Director of Place Services**Procurement of a Water Retail Supplier****Summary**

A retail market for the provision of water and wastewater has opened and an opportunity exists for the County Council to procure a single water retail supplier to bundle and manage the services for its corporate estate received from six different wholesale suppliers.

The key benefits of this procurement involve (a) a lower overall cost for water and wastewater services (b) more accurate and timely invoicing (c) streamlined query management processes and (d) opportunities to identify water efficiencies.

Recommendations

That the commencement of a competitive procurement using a Framework Agreement offered by Crown Commercial Services is approved and the award and extension to the contract, if appropriate, is made in accordance with the County Council’s Standing Orders on Procurement and Contracts.

Decision By	Mr Hunt - Executive Director of Place Services
West Sussex Plan priority	A Council that Works for the Community
Date added to Forward Plan	19 February 2019
Decision Month	May 2019
Consultation/ Representations	Cabinet Member for Corporate Relations Cabinet Member for Environment
Background Documents (via website)	None
Author	Steven Fall Tel: 033 022 23265
Contact	Suzannah Hill Tel: 033 022 22551

Director of Communities

Award of Contract Self Service Library Kiosks
<p>When visiting the West Sussex Library Service residents regularly use self-service kiosks to transact a range of library services.</p> <p>In order to provide modern, longer term services procurement is currently underway for Self Service Library kiosk replacement in West Sussex libraries. An allocation of £1m is included in the 2019/20 – 2023/24 capital programme for the replacement of kiosks.</p> <p>Following the completion of the procurement process, the Director of Communities seeks to award the Contract for the Self Service Library Kiosks to the preferred bidder.</p>

Decision By	- Director of Communities
West Sussex Plan priority	A Council that Works for the Community
Date added to Forward Plan	1 May 2019
Decision Month	June 2019
Consultation/ Representations	Representations concerning the proposed decision can be made to the Director of Communities by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Lesley Sim Tel: 0330 022 24786
Contact	Erica Keegan Tel: 033 022 26050

This page is intentionally left blank