

Public Document Pack

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25 November 2019

Cabinet

A meeting of the committee will be held at **10.30 am** on **Tuesday, 3 December 2019** at **County Hall, Chichester**.

Lee Harris
Acting Chief Executive

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

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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.
- 10.35 am 2. **Minutes** (Pages 5 - 10)
- The Cabinet is asked to agree the minutes of the meeting held on 11 July 2019 (attached, cream paper).
- 10.40 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.
- 10.45 am 4. **Medium Term Financial Strategy (MTFS) Update 2020-21 to 2023-24** (To Follow)
- Report by the Director of Finance and Support Services
- This report provides an update on the Council's Medium Term Financial Strategy (MTFS) projections, building on the information previously considered by Cabinet in July, and

Performance and Finance Select Committee in October 2019.

11.00 am 5. **Key Decisions**

The Cabinet is asked to agree the following Strategic Budget decisions as per the attached decision reports

- Creation of Additional Special Support Centres in Schools - Phases 2 and 3
- Review of Library Offer
- Local Assistance Network (LAN)
- Reduction in Funding for Recycling Credits

It should be noted that the proposal relating to a reduction in the Post-16 Support Services identified for consideration at the Cabinet meeting in July is being deferred whilst further work is undertaken to review this service within the wider Children First Improvement Plan.

The Cabinet is also asked to agree the following proposals:

- Electric Vehicle Strategy
- Lease of Vacant Residential Properties to a Registered Provider

The relevant Cabinet Member will introduce their respective report.

Select Committee Chairmen will be invited to speak for up to three minutes to provide the views of their Committee on proposals being considered by the Cabinet relevant to that Committee's work.

Each of the main Opposition Group Leaders will be invited to speak for up to two minutes each on any of the proposals.

The Cabinet will then discuss the proposal prior to the decision being taken.

11.05 am (a) **Creation of Additional Special Support Centres in Schools - phases 2&3 (CAB03(19/20))** (Pages 11 - 20)

11.25 am (b) **Review of Library Offer (CAB04(19/20))** (Pages 21 - 34)

11.45 am (c) **Local Assistance Network (LAN) (CAB05(19/20))** (Pages 35 - 44)

12.05 pm (d) **Reduction in Funding for Recycling Credits (CAB06(19/20))** (Pages 45 - 58)

12.25 pm (e) **Electric Vehicle Strategy (CAB07(19/20))** (Pages 59 - 104)

12.45 pm (f) **Lease of Vacant Residential Properties to a Registered Provider (CAB08(19/20))** (Pages 105 - 112)

1.10 pm 6. **Forward Plan** (Pages 113 - 116)

Report by Director of Law and Assurance – attached

The Cabinet is asked to:

- Note progress against the Forward Plan and to confirm awareness of the status of each item and readiness to take the decision.
- Identify any decisions that require decision at a future Cabinet

A link to the full Forward Plan can be found [here](#)

1.20 pm 7. **Outside Bodies Review and Appointments (CAB09(19/20))** (Pages 117 - 124)

Report by Director of Law and Assurance – attached.

Outside bodies are external organisations and partnerships which have requested that the County Council appoint an Elected Member to them.

The Cabinet is asked to approve the recommendations set out in the report.

1.30 pm 8. **Date of Next Meeting**

The next meeting of the Cabinet will be held on 14 January 2019.

To all members of the Cabinet

Webcasting

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

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

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Cabinet

11 July 2019 – At a meeting of the Cabinet held at 10.30 am at County Hall, Chichester.

Present: Ms Goldsmith (Chairman)

Mr Burrett (Cabinet Member for Education & Skills), Mr Elkins (Cabinet Member for Highways & Infrastructure), Mr Hunt (Cabinet Member for Finance & Resources), Mrs Jupp (Cabinet Member for Adults & Health), Ms Kennard (Cabinet Member for Safer & Stronger Communities), Mr Lanzer (Cabinet Member for Corporate Relations), Mr Marshall (Cabinet Member for Children & Young People) and Mrs Urquhart (Cabinet Member for Environment)
Apologies were received from

In attendance: Nathan Elvery (Chief Executive), Kim Curry (Executive Director People Services), Lee Harris (Executive Director Place Services), Katharine Eberhart (Director of Finance & Support Services), Tony Kershaw (Director of Law & Assurance), Jane Vickers (Acting Head of Communications & Engagement), Monique Smart (Democratic Services Officer)

Part I

5. Declarations of Interest

5.1 Mr Paul Marshall declared a personal interest as a Member of Horsham District Council. Mr Bob Lanzer declared a personal interest as a Member of Crawley Borough Council and Roger Elkins declared a personal interest as a Member of Arun District Council.

6. Minutes

6.1 Resolved – that the minutes of the meeting held on 29 January 2019 be approved as a correct record and signed by the Chairman.

7. Urgent Matters

7.1 The Leader explained that in addition to the outside bodies listed in the report at item 5 there was also a need to remove an outside body, Outset Youth Action, as this was no longer in existence. Cabinet confirmed they were happy for this to be added to report for consideration at agenda item 5.

8. Cabinet Priorities & Budget Saving Options 2020/22

8.1 The Leader introduced the previously circulated report that summarised the current situation regarding government funding, the budget gap for 2020/21 and 2021/22 and proposals for Cabinet to consider ensure a balanced budget could be achieved for the period in question. The Leader explained that Cabinet would not make any formal budget decisions today but would agree what budget options they would like officers to work up and include in the Forward Plan of Key Decisions.

8.2 Jeremy Hunt, Cabinet Member for Finance and Resources, highlighted the difficult financial challenge facing the County Council with reduced funding and increasing demand for services. Mr Hunt highlighted the key points in the report including the following:

- The report assumes an annual increase of 1.99% in council tax
- The funding gap is currently £27.9 million for 2020/21 with a further gap of £17 million for 2021/22.
- Local Government is still waiting for the Government Green Paper on Adult Social Care
- Much work, including mitigation of options, will be undertaken after this meeting and before any final decisions in the Autumn.
- Feedback from the recent budget Member Day was positive and the output from that was highlighted in Appendix B of the attached report for Cabinet to consider.

8.3 Katharine Eberhart, Director of Finance & Support Services, provided a presentation highlighting the key financial information in the report. She also highlighted the additional financial support require to support improvements in Children's Social Services and the Fire & Rescue Service.

8.4 Each Cabinet Member then commented on the proposed options within their portfolios in order as they were listed in the table at 2.6 and detailed in Appendix A of the report. There comments were as follows:

- Amanda Jupp, Cabinet Member for Adults and Health stated she could support options 1 (Review in-house residential and day care services), 3 (limit inflationary increase in fees paid to care providers) and 4 (manage demand pressures – Older People). In relation to option 2 (review transport to care services) Mrs Jupp appreciated it could promote independence but had some reservations. However, in relation to option 5 (Reduce housing-related support) Mrs Jupp had strong reservations as much work had been done with our Distirct and Borough partners and Crawley Borough Council where currently leading on a Task & Finish Group and she would like to wait until the outcome of that was known. Mrs Jupp also highlighted that options 5 (Reduce housing-related support) and 6 (Reduce Local Assistance Network (LAN)) where not supported by Members at the recent Budget Member Day.
- Richard Burrett, Cabinet Member for Education and Skills explained that option 7 (Reduce post 16 support service) included options to withdraw or reduce and he would like to ask for both options to be developed for further consideration. He noted that the withdrawal of this service had little support at the recent Member day. In relation to option 8 (Increase Special Support Centres in schools), Mr Burrett fully supported this and noted that it was the most popular option at the recent Member Day.
- Deborah Urquhart, Cabinet Member for Environment, stated that 90% of her portfolio budget relates to major contracts where there is little room to make savings. In relation to Option 9 (Reduce the number of household waste recycling sites (HWRS)), Mrs Urquhart would like a full appraisal and strategy to be developed before this option was considered. In relation to

Option 10 (Withdraw the mobile HWRS service) Mrs Urquhart confirmed that she would ask the affected Town and Parish Councils if they could assist with funding these services. For option 11 (Reintroduce charging for DIY waste at HWRSSs) Mrs Urquhart confirmed that government are expected to consult on this but at present are not saying that we can not charge. Mrs Urquhart did state that she was surprised that this was generally supported at the recent Member Day. In relation to option 12 (Reduce recycling credits) Mrs Urquhart stated that although she understood the budget pressures of District and Borough Councils she was also aware that this funding was often not used for its intended purpose, so she was happy for it to be developed as a savings option.

- Debbie Kennard, Cabinet Member for Safer and Stronger Communities spoke in support of option 13 (review Community Hubs Library offer). Mrs Kennard stated that they would do all they could to reduce any closures of libraries, but any such proposals would be subject to full consultation.
- Roger Elkins, Cabinet Member for Highways and Infrastructure, stated that the majority of his budget was tied into the Streetlighting PFI and concessionary fares that had no options for saving. Therefore, any savings would significantly affect the other areas of his portfolio that had already in recent years been subject to reductions. Mr Elkins also highlighted that Option 14 (Reduce Highways place based services) had very low support at the recent Member Day and he also did not support this option for going forward. Mrs Urquhart also supported Mr Elkins views as some of these services such as Rights of Way crossed into her portfolio. In relation to options 15 (Reduce supported bus services) and 16 (Cease discretionary bus passes) Mr Elkin did raise concern about how any reduction would affect the more isolated residents. Mr Elkins also stated that there was a Task and Finish Group currently looking at this area in more detail and he would like to await any outcome of that before progressing any proposals in this area. He also stated that this was not a supported option at the recent Member Day.
- Bob Lanzer, Cabinet Member for Corporate Relations, spoke in support of option 17 (Accelerate Whole Council Design) and referred to the support it had at the recent Member Day.
- Jeremy Hunt, Cabinet Member for Finance and Resources, referred to option 18 (increase income from fees and charges) and stated this is something we do on an annual basis and he supported it for further review.
- The Leader confirmed that there were no proposed savings within the Children's Services portfolio as this was protected.

8.5 The Leader then asked Katharine Eberhart to detail some suggestions made by Members at the recent Budget Member Day. The Leader did highlight that attendance at that Member Day was only 50%. The Leader suggested that Cabinet could ask for any of the suggestions to be worked up for further consideration and this would be discussed later in the meeting.

8.6 The Leader went on to invite comments from Select Committee Chairman. Their comments were as follows:

- Pieter Montyn, Chairman of Performance and Finance Select Committee provided comments on some of the proposals but stated that some were his own opinion rather than those of his Committee. He stated that in relation to Community Hubs we should consider carefully how far residents will have to travel. This is also something that should be taken into consideration in relation to reducing the number of Household Waste Recycling sites or mobile waste sites and also that Towns and Parish Councils should be asked to help fund the mobile offer. He agreed that Housing Related Support should be one of the last areas we look to reduce.
- Bryan Turner, Chairman of Health and Adult Social Care Select Committee (HASCSC), spoke firstly in relation to Housing related support and stated that this had been discussed in detail at HASC and there was strong support for the County Council to continue supporting this. He stated that it was evident that partners were working closely in this area and were aware of the need to deliver savings, but he felt it was too soon to reduce this. Mr Turner also spoke against any reduction in bus services for vulnerable residents.
- Paul High, Chairman of Children and Young People's Services Select Committee (CYPSCS) stated he was pleased not to see any proposals for reductions in Children's Services. In relation to option 8 he stated that this must be done properly to ensure the best outcomes for children.
- Andrew Barrett-Miles, Chairman of Environment, Communities and Fire Select Committee (ECFSC) stated that he was also pleased to see no proposed reductions for the Fire & Rescue Service. Mr Barrett-Miles was also pleased to hear the Cabinet Members view that a full strategy was required before looking to reduce HWRS. He also supported looking at charging for DIY waste if government advice was to allow this as he was aware that all out neighbouring authorities currently do charge. In relation to the Community Hub offer, Mr Barrett-Miles would be cautious of any library closures but would support looking at reduced hours. In relation to the options around highways his committee would not be in support of any reductions and with regard to bus services he welcomed waiting for the Task & Finish group to report its findings.

8.7 The Leader went on to invite comments from Minority Group Leaders. Their comments were as follows:

- Mr Michael Jones, Leader of the Labour Group, stated that his group did not support the savings proposals as they all impact on residents. He did state that he would support the use of reserves.
- Dr James Walsh, Leader of the Liberal Democrat Group, referred to previous reductions and said that enough was enough and his group could not support the proposed options apart from a review of Fees and charges and Accelerate Whole Council Design.

8.8 The Leader thanked everyone for their input reiterated that no formal decisions would be made today. Mr Tony Kershaw, Director of Law and Assurance explained that Cabinet were being asked to confirm for each option, whether they:

1. Endorse the option for further consideration and inclusion in the Forward Plan of Key Decisions
2. Reject the option
3. Pause the option with no further work at this time

8.9 **Resolved** that Cabinet agreed the following:

1. Review in-house residential and day care services - Endorse the option for further consideration and inclusion in the Forward Plan of Key Decisions.
2. Review transport to care services - Pause the option with no further work at this time.
3. Limit inflationary increase in fees paid to care providers - Endorse the option for further consideration and inclusion in the Forward Plan of Key Decisions.
4. Manage demand pressure - Older People – Endorse the option for further consideration and inclusion in the Forward Plan of Key Decisions.
5. Reduce housing-related support – Reject the option
6. Reduce Local Assistance Network (LAN) – Endorse the option for further consideration, up to £100,000, and inclusion in the Forward Plan of Key Decisions.
7. Reduce post-16 support service – Endorse 2 options, one full one 50%, for further consideration and inclusion in the Forward Plan of Key Decisions.
8. Increase Special Support Centres in schools –Endorse the option for further consideration and inclusion in the Forward Plan of Key Decisions.
9. Reduce the number of household waste recycling sites (HWRSS) – Reject the option.
10. Withdraw the mobile HWRSS service – Endorse the option for further consideration and inclusion in the Forward Plan of Key Decisions.
11. Reintroduce charging for DIY waste at HWRSSs– Endorse the option for further consideration and inclusion in the Forward Plan of Key Decisions.
12. Reduce recycling credits – Endorse the option for further consideration and inclusion in the Forward Plan of Key Decisions.
13. Review Community Hubs Library Offer– Endorse the option for further consideration and inclusion in the Forward Plan of Key Decisions.
14. Reduce Highways Place Based Services - Reject the option
15. Reduce supported Bus Services - Pause the option with no further work at this time.
16. Cease Discretionary Bus Passes - Pause the option with no further work at this time.
17. Accelerate Whole Council Design - Endorse the option for further consideration and inclusion in the Forward Plan of Key Decisions.
18. Increase income from fees & charges – Endorse the option for further consideration and inclusion in the Forward Plan of Key Decisions.

8.10 The Leader then reverted Cabinet back to the list of suggestions put forward by Members at the recent Member Day. There were some suggestions on that list that Cabinet asked officers to look in to and report back to Cabinet for further consideration.

9. Outside Bodies Review and Appointments

9.1 Cabinet considered the previously circulated report regarding appointments and review of Outside Bodies. Outside bodies are external organisations, including formal or informal partnerships to which the County Council is a party, which have requested that the County Council appoints an Elected Member or a representative to them or to which the Council expects to make appointments.

9.2 Following consideration of the report Cabinet agreed to:

- Appoint David Edwards to the South East Regional Flood and Coastal Committee until the end of the Council term (May 2021)
- Add 'Transport for the South East' as a new outside body under Highways and Infrastructure
- Remove Outset Youth Action from the list of Outside Bodies. This was not detailed in the attached report but agreed under 'urgent matters' to be added to the decision.

10. Date of Next Meeting

10.1 It was noted that the date of the next meeting would be 28 January 2020.

The meeting ended at 12.36pm

Chairman

Cabinet	Ref No: CAB03 (19/20)
3 December 2019	Key Decision: Yes
Expansion of Specialist Support Centres for children with SEND (Phase 2 and 3)	Part I
Report by Director of Education and Skills	Electoral Divisions: All
<p>Summary</p> <p>There is a need to reduce the number of children and young people with special educational needs and disabilities (SEND) moving from maintained schools and academies into costly out of county education provision. Increasing provision for children and young people with SEND through the creation of additional places in specialist support centres (SSCs) will assist with the aim of enabling children to attend school locally.</p> <p>It has been identified that children with autism and/or social, emotional and mental health needs are more likely to move into independent and non-maintained schools (INMS) because it is currently not possible to meet their needs in maintained schools and academies. By creating more provision to meet these areas of need the County Council will be able to reduce spending on both expensive placements at INMS and costs associated with transporting children to out of county provision.</p> <p>After an initial review of sites and need, it became clear that four SSC's could be opened fairly quickly and cheaply as they would not require extensive building work and so could be delivered without the need to obtain planning permission. These were therefore selected as part of Phase 1 of this project and a Cabinet Member Decision was taken in December 2018 (decision reference ES15(18/19)) to progress with this first phase.</p> <p>Phases 2 and 3 of this workstream to provide additional Special Support Centres were included as part of the 2020/21 budget options discussed by Cabinet at its public meeting on 11th July. This budget option also included the proposal to bring forward phase 3 to the same timescales as phase 2 i.e. all the SSCs would look to be built by September 2020. This was endorsed by Cabinet and therefore over the summer discussions have been taking place with a number of schools to see if any potential Phase 3 schemes could be accelerated. This work is still on-going and a list of potential schemes and timescales is still being finalised.</p>	
<p>West Sussex Plan: Policy Impact and Context</p> <p>Best Start in Life: the proposal will positively impact on the outcomes for children and young people with SEND and enable them to be educated locally. It is also a key part of the SEND and Inclusion Strategy 2019 - 2024.</p>	
<p>Financial Impact</p> <p>The cost savings that arise from educating children in local schools is projected to increase year on year and we need to take action to ensure we can continue to provide places within the available Dedicated Schools Grant received from the Department for Education It is anticipated that providing 84 additional places in specialist support centres will cost about £2m less each year when compared with independent sector places.</p>	

Recommendations

Cabinet is asked to approve the proposal to develop a full business case, to be taken through the County Council's capital governance process, for the second phase of the project for opening additional Special Support Centres places attached to schools for opening in September 2020 and to bring forward any individual schemes under phase 3 of the SSC investment programme from 2021 to 2020, where it is possible to do so.

All the individual specific schemes that are brought forward under phases 2 and 3 will be subject to their own approval process.

Proposal

1. Background and Context

- 1.1 The Draft SEND and Inclusion Strategy 2019-2024 which, along with the accompanying implementation plan, sets out how the County Council will support the inclusion of all children and young people, with a particular focus on those with Special Educational Needs and Disabilities (SEND).
- 1.2 The vision is that all children and young people in West Sussex will, irrespective of their learning needs or abilities, gain the skills and confidence to live well in their community. They will be supported and nurtured through an educational system that responds to their circumstances and prepares them for adulthood.
- 1.3 Within the Strategy three priorities have been identified:
 - Knowing our children and families well (an inclusive, person centred approach).
 - Meeting the needs of our children and young people through our schools, educational settings and services.
 - Working together towards solutions (collective responsibility).
- 1.4 As part of the new strategy, a review of existing specialist provision has been undertaken. In addition, the number of children with SEND that are educated in placements out of the county as their needs are not able to be met in maintained schools or Academies has also been reviewed.
- 1.5 The High Needs Block funding from the Department for Education is currently no longer sufficient to meet the increasing costs of providing for the number of children with Education Health and Care Plans (EHCPs). In March 2015 3,423 children and young people in West Sussex had EHCPs and by June 2019 this number had risen to 5,440.
- 1.6 The needs of children with SEND are also becoming more complex and this is driving increased financial pressures across the system. There is a shortage of local specialist educational provision to meet need, particularly in relation to Autism Spectrum Disorder (ASD) and Social, Emotional and Mental Health Needs (SEMH), and this is resulting in the County Council needing to increase

the number of children educated in specialist placements with independent providers. There is also an increased demand for top-up funding across all settings.

- 1.7 There is a lack of capacity within mainstream schools to provide a graduated response to additional needs. Many schools are facing financial pressures and therefore do not have the capacity to provide additional support to pupils. As a result, this is driving up the demand for more specialist education services, as children with low level SEND who could potentially attend mainstream schools are being educated in more specialist provision. This is coupled with an increase in the number of pupils being excluded and the need to provide costly alternative provision. Parental requests for specific high cost placements and tribunal decisions to support parental preference are also further driving demands on the Dedicated Schools Grant High Needs Block.
- 1.8 The draft SEND and Inclusion Strategy is looking to increase provision for children and young people with SEND by increasing the number of classrooms in maintained special schools and through the creation of additional Special Support Centres (SSCs) in maintained mainstream schools. Special Support Centres are units attached to mainstream schools which offer additionally-resourced provision for children with particular types of SEND. There are currently 32 SSCs across West Sussex in the primary and secondary phases for the following areas of need: Physical Disability, Social Communication/Autistic Spectrum Condition, Speech and Language Difficulties, Additional Learning Needs and Sensory Impairment.
- 1.9 Through increasing provision in this manner it will be possible to educate children locally and reduce the costs associated with educating children out of county in Independent Non-Maintained Special Schools (INMSS). There will also be a potential reduction in transport costs by placing children more locally.
- 1.10 Phase 1 of this project resulted in the creation of four additional SSCs. Two are attached to maintained nurseries (and are complete) and two are attached to primary schools (one is complete and the other will be completed in March 2020).

2 Proposals

- 2.1 For phases 2 and 3, it is proposed to increase the number of places in SSCs in mainstream schools by up to 84 additional places at a potential capital cost of £3.69m. This could deliver additional places for children with communication and interaction needs, including autism, and SEMH. It is anticipated that secondary centres would accommodate up to 20 children per unit.
- 2.2 Further feasibility studies are currently being carried out on a number of additional school sites, with the potential for up to 84 places being selected in line with a needs analysis (geographical area and positive response from schools with suitable sites). The aim is to have all studies undertaken and costed by early January 2020. The 84 additional SSCs places are likely to be sited in modular buildings which will require planning permission and therefore take longer to deliver. The potential opening dates for the phase 2 and 3 sites are September 2020 and September 2021 respectively.

2.3 If approved, further detail will be developed as part of a full business case that would be taken through the Council’s capital governance procedures to assess feasibility and priority for capital programme funding. A summary of the current list of schools that are part of the consultation is set out in the table below:

Setting	Primary/ Secondary/ Nursery	Number of places/need type		District Council Planning Area	Education Area
Chesswood	P	12	COIN	Worthing	South
Chichester Nursery	N	8 FTE	COIN	Chichester	West
Downsbrook/Edward Bryant	P	12	COIN	Arun	South
Felpham – if not expanding The Regis	S	12/18	COIN	Arun	South
Greenway	P	12	SEMH	Horsham	Mid
Horsham Nursery	N	8FTE	COIN	Horsham	Mid
Ifield Community College	S	18	COIN	Crawley	North
Maidenbower Infants	P	12	COIN	Crawley	North
Midhurst Primary	P	12	SEMH	Chichester	West
Northlands Wood	P	12	COIN	Haywards Heath	Mid
St Margaret’s Primary, Angmering	P	12	COIN	Arun	South
The Regis	S	Potential expansion+12	COIN	Arun	South
Three Bridges Primary	P	Expansion+4	COIN	Crawley	North
Warden Park	S	Potential expansion+12	COIN	Mid Sussex	Mid
West Park primary	P	Potential expansion+4/8	COIN	Worthing	South
Barnham Primary	P	Potential expansion tbc	COIN	Arun	South

COIN (Communication and Interaction Needs - Speech and Language and Autism included)
SEMH (Social, emotional and mental health)

Phase 1 new	
Phase 2/3 new	
Phase 2/3 expansions	

FACTORS TAKEN INTO ACCOUNT

3 Consultation

3.1 A number of schools have been approached to explore opportunities for the development or expansion of SSC places based upon geography and identified need; the potential for development (available land) and the interest from the school in having or expanding such facilities. Further external and internal consultation will be undertaken as part of the prescribed alteration formal consultation process. .

- 3.2 There was a positive response to increasing provision for children with SEND from a range of stakeholders including West Sussex Parent Carer Forum during the consultation process undertaken as part of development of the SEND and Inclusion Strategy in the summer of 2019.
- 3.3 The Cabinet Member for Finance and Resources has been briefed on the proposal and is broadly supportive of the suggested approach.
- 3.4 The Children and Young People's Select Committee carried out pre-decision scrutiny of the proposal at the meeting on 23 October and were supportive of the proposed SSC investment programme.

4 **Financial (revenue and capital) and Resource Implications**

4.1 Revenue

- 4.1.1 The core funding for places from the Department for Education in an SSC comes through a combination of the basic entitlement per pupil funding (c.£4,000) through the schools block formula plus £6,000 per place from the high needs block for those occupied by pupils on roll. Any top-up funding is dependent on the needs of the child being placed. The average top-up amount in an SSC is £7,000 per year.
- 4.1.2 Unfortunately the basic entitlement funding paid through the schools block is based on the number of pupils on roll at the school at the time of the October census of the preceding year. Therefore, if an SSC were to open in September 2020, the school would not receive any basic entitlement funding until the following financial year (based on the numbers on roll in October 2020). In the first year therefore, the high needs block will also need to fund an additional £4,000 per place to ensure that the core funding per place amounts to £10,000 per year.
- 4.1.3 Funding for school age pupils with EHCPs is dependent on their setting. Special school placements are totally funded from the high needs block and on average cost £17,000 per place, whereas a non-maintained independent specialist placement is funded through a combination of direct funding from the Department of Education (£10,000 core funding) and the high needs block (top-up funding).
- 4.1.4 The average educational cost of an SEND pupil placed in an independent non-maintained setting is £42,000 per annum. Therefore, the potential high needs cost avoidance saving is £42,000 per place. Even if the pupil being placed in the new SSC may have gone to a special school, this will still mean that an additional special school placement will become available for another child who would otherwise have needed to be placed in the independent sector.
- 4.1.5 Therefore, for phases 2 and 3, assuming an additional 84 places this would potentially save £3.528m (84*£0.042m) from the Independent and Non-Maintained Special Schools budget in a full year, but would cost an additional £1.428m (84*£0.017m) in core and top-up funding to the new SSCs.

	2020/21	2021/22	2022/23	Total
	£m	£m	£m	£m
Gross Saving	2.058	1.470	Nil	3.528
Investment	-0.883	-0.595	Nil	-1.428
Net Saving	1.225	0.875	Nil	2.100

4.1.6 The timing of the savings set out above is ambitious as the cost avoidance savings in reality will only be generated as and when future young people with an EHCP are to be placed in an educational setting, and not as soon as the new facilities have been created. However, the work being carried out as part of the new SEND and Inclusion Strategy will help to facilitate these savings.

4.2 Capital

4.2.1 The current Capital Programme for 19/20 – 23/24 includes a total budget of £2.845m for investment in new SSCs:

- £1.000m – Corporate borrowing to fund the cost of the capital building works for the four new SSCs in Phase 1.
- £1.845m – County Council revenue funding freed up through additional Dedicated Schools Grant for High Needs received in 2019/20 set aside to pay for the capital investment in High Needs.

4.2.2 Although funds have been set aside in the current Capital Programme for 19/20 – 23/24 to pay for the cost of the capital building works for the new SSCs in phases 1 and 2, no funds were available for phase 3. It is therefore proposed to utilise the same freed up revenue funding again for 2020/21 to fund the capital costs of the phase 3 sites.

4.2.3 As a result of the proposed capital works set out in this paper, and in order to deliver the revenue savings set out above, the following changes will need to be made reflected in the Capital Programme for the SSC investment programme when presented to Full Council in February 2020:

	Current Year 2019/20 £m	Year 2 2020/21 £m	Year 3 2021/22 £m	Year 4 2022/23 £m
Existing Capital budget	0	1.000	0	1.845
Change from Proposal	1.000	2.690	0	-1.845
Proposed Capital budget	1.000	3.690	0	0

4.2.4 The phasing of the programme may adjust in the final presentation of the capital programme.

4.2.5 In addition to the £4.690m set out above, the overall SEND capital investment programme also includes a further £4.876m from the SEND Capital grant, which is being spent on the provision of additional classrooms in our maintained special schools as part of the SEND and Inclusion Strategy 2019-2024 (decision reference TBC (19/20)).

- 4.2.6 In addition to the funding set out above, monies will also be required from the Feasibility Fund in order to pay for the feasibility works required for the SEND capital works.
- 4.2.7 A full business case to support the proposals set out in this report will need to be written for consideration within the County Council’s capital programme governance and subsequent prioritisation within the capital programme. Any specific schemes that are brought forward will be subject to their own approval process.

5 Legal Implications

- 5.1 None

6 Risk Assessment Implications and Mitigations

Risk of not approving the strategy and its implementation	Mitigating Action (in place or planned)
The County Council will not meet the increasing demand on services for children with SEND with associated significant financial and reputational risk	There is currently no mitigating action in place or planned
The County Council will not achieve the SEND and inclusion strategy 2019 to 2024 objectives	There is currently no mitigating action in place or planned

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

- 7.1 Do nothing – Do not provide any more SSC places. Forecasts of increased SEND demand and analysis of current performance by benchmarking against other authorities shows that a ‘do nothing’ option is not appropriate.

8. Equality and Human Rights Assessment

- 8.1 Section 149 of the Equality Act 2010 requires that public bodies, in exercising their functions, have due regard to the need to (1) eliminate discrimination, harassment, victimisation and other unlawful conduct under the Act, (2) advance equality of opportunity and (3) foster good relations between persons who share a protected characteristic and persons who do not share it.
- 8.2 The SEND & inclusion strategy will help all children and young people (0-25) in West Sussex, irrespective of their learning needs to achieve the skills and confidence they require to make a positive contribution to the community in which they live. They will be supported and nurtured through a local educational system that responds to their diverse circumstances and prepares them for adulthood. An Equalities Impact Analysis has been

undertaken for the SEND and Inclusion strategy 2019 to 2024. This analysis has not identified any potential for unlawful conduct or disproportionate impact and concludes that all opportunities to advance equality are being addressed within the strategy.

- 8.3 Engagement responses during the SEND and Inclusion Strategy 2019 to 2024 consultation have highlighted some equalities issues (for example the need to home educate because of no suitable local provision to meet the need) which will be addressed

9. Social Value and Sustainability Assessment

- 9.1 None for the purpose of this report

10. Crime and Disorder Reduction Assessment

- 10.1 None for the purpose of this report

Paul Wagstaff

Director of Education and Skills

Contact Officer: Helen Johns, Head of Inclusion and SEND, 03302226400

Appendices



Appendix 1.docx

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**West Sussex Education and Skills Strategy
for SEND & Inclusion 2019-2024**

Supporting the inclusion of all children and young people (0-25 years), with a particular focus on those with Special Educational Needs and Disabilities (SEND)

Our vision...

Our vision is that all children and young people in West Sussex will, irrespective of their learning needs or abilities, gain the skills and confidence to live well in their community. They will be supported and nurtured through an educational system that responds to their circumstances and prepares them for adulthood.

Children and young people and their families will be:

- Supported to participate in local schools and educational settings
- Welcomed, included and have a sense of belonging
- Cared for and supported in their health and wellbeing
- Valued and able to influence and shape the education and support they receive

This strategy builds on our SEND strategy for 2016-2019 and the outcomes of our 2018 Ofsted/ CQC SEND Local Area inspection.

It has been co-produced with parent carers and young people, as well as education providers and professionals from social care, health and education, to ensure it complements other local authority strategies. Together, we have identified the following priorities for all our work:

1. Priority: Knowing our children and families well (an inclusive, person centred approach)

Children and young people and their families will:

- Have their educational needs understood and planned for as early as possible
- Feel they belong and are valued
- Be confident partners in the planning for their future, including at times of transition
- Understand and have confidence in the SEND services available in West Sussex, whether that is within health, education, social care or the voluntary sector

2. Priority: Meeting the needs of our children and young people through our schools, educational settings and services

West Sussex will have:

- A skilled, confident and resilient workforce, able to meet the educational, social and emotional needs of all children and young people
- A range of high quality schools, settings and services, where good practice is celebrated and shared
- A consistent graduated approach that will “assess, plan, do and review” the support that has been put in place to meet the needs of each child and young person with SEND

3. Priority: Working together towards solutions (collective responsibility)

Everyone involved in supporting the needs of West Sussex children and young people will:

- Experience services, systems and processes which support schools and settings to meet needs and to access timely, appropriate and relevant information
- Think creatively to develop solutions that meet the needs of children and young people with SEND as close to home as possible, ideally within West Sussex
- Have quality assurance in place to ensure consistent, effective and inclusive provision and practice
- Use data and intelligence to plan together to meet current and projected needs of children and young people

What will we do to meet these three priorities?

We will:

- Provide tools, training and support for schools and settings to further develop inclusive practice and to enable constructive discussions with the child and family
- Provide a self-help guide to assist schools and settings to understand need as early as possible; put into place appropriate provision; and know when and how to access more specialist support
- Provide a guide for families to explain the West Sussex SEND educational offer
- Develop shared expectations with schools and settings for universal support and the graduated approach for those with SEND
- Provide Local Authority support to build on best inclusion and SEND leadership practice
- Celebrate inclusive practice through an annual event
- Develop shared transition guidance for moving between schools and settings
- Provide quality assurance to develop consistent SEND provision
- Review and develop specialist SEND provision across West Sussex
- Develop and provide a data dashboard and information to support multi-agency planning and quality assurance
- Work with all partners to strengthen our multi-agency approach to identify and support the needs of children and young people, including those in vulnerable groups

How will we know if we are making a difference?

We will publish accessible action plans and performance indicators against which we can measure our success. These will be updated termly and published on the West Sussex Local Offer. This will enable us to hold each other to account for our joint work and also on progress made in our SEND & Inclusion Strategy. This would include how we relate to other local authority strategies, e.g. Pathways to Adulthood. A SEND & Inclusion Strategy Board, with parent carer, school and other education setting representation, will formally oversee the delivery of the strategy and report to WSCC cabinet board members. Regular focus groups will also be held with children and young people.

How can I get involved?

An up-to-date view on our current SEND & Inclusion Strategy activities and information on how you can get involved will be found on the West Sussex Local Offer www.local-offer.org

Cabinet	Ref No: CAB04 (19/20)
3 December 2019	Key Decision: Yes
Review of Library Offer	Part I
Report by Executive Director Place Services	Electoral Division(s): All
<p>Summary</p> <p>To achieve savings from the library revenue budget by ceasing the mobile library service, reducing evening opening hours where they currently apply. Some operational logistical changes have also been identified but these will have no impact on services to customers.</p> <p>To continue to develop the Community hubs work to identify longer term corporate savings by more efficient use of corporate assets and service arrangements.</p>	
<p>West Sussex Plan: Policy Impact and Context</p> <p>We will continue, through our network of 36 libraries to provide access to books and information and to a wide range of services in addition to library activities for all ages that support in particular Best Start in Life, Independence for Later Life and Council that works for the Community.</p>	
<p>Financial Impact</p> <p>Revenue saving of £0.175m will be realised from the proposed changes to the library offer.</p>	
<p>Recommendations</p> <p>Cabinet is requested to approve:</p> <ol style="list-style-type: none"> (1) the cessation of the mobile library services; (2) the reduction in evening opening hours in the 4 main libraries with some minor adjustments elsewhere to ensure the offer is consistent across libraries from April 2020; and (3) minor logistical changes that will impact working practices but not customers 	

Proposal

1. Background and Context

1.1 Nationally, libraries have been forced to make savings through closures and the cutting of services. More locally, Surrey no longer operates a mobile service with ten of their libraries being volunteer run. Hampshire closed its mobile service in 2014 with several library buildings currently under threat of closure. East Sussex cut its mobile service along with six branches in 2018. In order to help meet the budget gap the Library Service has considered where it might be possible to make savings. It has identified areas where impact will be felt by the smallest number of residents, where the evidence indicates a fall in use, and where mitigation is possible.

2. Proposal Details

2.1 This proposal addresses only those savings which could be achieved within the library service by April 2020. Those are:

- Cease the service – both existing mobile vehicles now decommissioned owing to unforeseen mechanical failure at MOT
- Close all libraries at 6pm, a proposal which affects only the 4 largest libraries where they have some 7pm openings.
- To make minor internal logistical changes which will impact working practices but have limited impact on residents.

Mobile Library Service

2.2 We had two have 2 Mobile Libraries, Community Library 1 (CM1) based at Bognor and Community Library 2 (CM2) based at Horsham. We have been reviewing the service for economy and usage since the last formal review in 2011 and have postponed replacing the vehicles in anticipation of a saving requirement. Unfortunately following its pre-MOT in June 2019, we were advised by our transport colleagues that repairing CM1 would cost more than the vehicle was worth so reluctantly the vehicle had to be taken off the road and sold. Then in October 2019 Community Mobile 2 was decommissioned in the same circumstances.

2.3 There is a direct correlation between the proposal to withdraw the mobile service and the maintenance of the static library network – especially those libraries in smaller communities. 25 of our 116 stops are closest to a Tier 6 Library.

2.4 Since CM1 and CM2 had to be withdrawn existing mobile library users have already started gravitating to their nearest static library.

2.5 Use of the Mobile Library Service is in decline with a 27% drop in issues since the last review in 2011. Mobile Library customers now account for less than 1% of our total customer base, and some of those already also use a static library so for some the use of the mobile is a choice not a necessity. Many customers also chose to drive to a location where the mobile stopped, so can drive to a static library.

- 2.6 Replacement of these large, very specialist, diesel vehicles is expensive. The last similar vehicles we bought were in excess of £0.1m to purchase. The likelihood is that both initial purchase and leasing costs will increase. Driving the vehicles round the County is not very environmentally friendly and the procurement of such vehicles is a long process (18 months on average), since they cannot be "bought off the shelf". There is also a reducing number of coach builders who specialise in this type of vehicle as demand nationally has dropped.
- 2.7 The service is much less cost-effective to deliver via a mobile than a static service. Time spent travelling between stops means that we are only able to deliver directly to customers on each mobile for 16 hours a week. Our smallest static libraries are open 24 hours a week, while providing a much wider range of stock. The length of time spent at a mobile stop ranges from ten minutes to one hour forty five minutes.
- 2.8 Since the failure of CM1 and CM2 there has been a shift toward customers also using a static library and there are currently 52% of mobile customers with dual membership.
- 2.9 The failure of our vehicles has given us a unique opportunity to discuss the future delivery with customers and identify those most vulnerable and isolated, giving us a good idea of those who choose to use the mobile but who could visit a static library and those who need a service that delivers directly to them. There are a range of library services that currently reach out to the vulnerable or isolated that we can offer to residents.

Evening hours

- 2.10 In our large libraries, currently open 5 nights a week until 7pm, use between 6 and 7pm has been declining. It is in all libraries the quietest hour of the day. However, buildings on more than one floor require a staffing presence to maintain customer and staff safety and wellbeing, so per customer this is an expensive hour to offer. The hour between 10am and 11am is the busiest hour across all libraries and is 4.5 times busier than the hour between 6pm and 7pm.
- 2.11 Evidence shows the peak times for library use are during the day generally between 9am and 4pm, with a peak around 11 am. Experience shows that many people remaining in the library until 7pm have been in the library for a considerable time prior to that and are not just visiting within that hour. Residents can join, request, enquire and borrow digital books, magazines and audio 24/7 via the Library App or Website.

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

Minor Logistic Economies

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

3. Consultation

- 3.1 When CM1 was taken off road in June, we ran a replacement service using a significantly smaller Vauxhall Combo Maxi van. A much smaller stock was divided into crates to allow borrowers to choose books, as well as return any loans and make any requests. This continued to run until the end of the existing timetable on 30th September 2019.
- 3.2 This temporary solution gave us the opportunity to have some detailed discussions with users of the service and to consider future provision (these conversations have been done with a combination of Library staff independent of the Mobile Library Service). All conversations have been recorded in significant detail. Since the mobile was taken off the road, of the 670 residents who regularly use Community Mobile 1, 130 have already joined a static library. Adding that figure to those who already use the mobile alongside a static library (359 in total), over 50% of regular users have dual membership. The choice of material is much better in a small static library where residents could still interact with staff, join other activities and access other services.
- 3.3 The temporary solution has helped us to understand those who “like” using the service as distinct from those who “need” a service delivered to them. For many residents it is the social interaction they appreciate as much as the actual service provided - a chance to chat with neighbours and the staff on the Mobile Library.
- 3.4 From a Public Health perspective we know that there is a drive to ensure people remain active/engaged and participating in community activity wherever possible, visiting a library is a good example and we know for lots of our customers this is part of their weekly, sometimes daily routine. We have carefully considered the 670 regular users of CM1 and discussed their needs with the regular Mobile Library staff. We initially identified 47 vulnerable customers. However, following customer engagement, this number has increased to 57. If the decision is taken to cease the service these are the residents we will focus on and their need is recognised as much broader than just accessing the Library Service.
- 3.5 Our aim will be to work with our colleagues in Communities and Partnerships on local community solutions. This is an approach that was supported in the consultation responses. Care will need to be taken not to incur additional costs. We will recruit volunteers with the help of parish councils to deliver books and be reading friends via our existing Home Library direct service but will also look to explore what local groups and parishes can do to support us in serving vulnerable residents.
- 3.6 Early work on the Community Mobile 2 has identified a further 45 vulnerable residents using that service and established that an even higher percentage of borrowers served by the vehicle have a dual membership.

- 3.7 The consultation was promoted to all customers signed up to the online newsletter (over 110,000 subscribers), through press releases, Facebook, Twitter, Parish Newsletters, Posters in libraries and by letter to all mobile library customers. 2079 people or organisations responded to the five week consultation which ran between 9 October and 13 November. Of the respondents, 42% supported the proposal and 41% opposed it, while 17% didn't express an opinion. 172 respondents answered as Mobile Library users, 56 stated they only used the mobile library; of these 44 oppose the proposal.
- 3.8 Almost all of the 2079 respondents used the free text boxes, the most common themes and ideas were concern for others not having access to the service, social isolation and not being able to use the library themselves. Some of the free text proposed alternative hours; but many of those included Sunday opening, extended opening and out of hours access which would all necessitate additional funding. Of the 849 responses who opposed the proposal, 261 used one of the impacted libraries between 6pm-7pm in the last month [*69% of those opposed do not use the libraries proposed to have their opening hours reduced*]. The preferred mitigations were existing services such as Home Library Direct and working with parishes to provide a Select and Collect service in local communities.
- 3.9 To provide some additional information about evening library use we conducted a five day long observation of actual library use in the four main libraries affected by the reduction in evening opening hours. The average total number of people in each library at 6.30 was 21. This varied considerably by library: Horsham 13, Chichester 15, Worthing 24, Crawley 35. On average the number of people who were actively browsing or borrowing was just under 5.

4. Financial (revenue and capital) and Resource Implications

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

4.2 *Revenue consequences of proposal*

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

The effect of the proposal

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

Future transformation, savings/efficiencies being delivered

4.4 We will continue via the Community Hubs programme to explore opportunities, based on the agreed principles, to bring services together under one roof making savings through asset reduction where appropriate. These will be the subject of future decision reports and member information and engagement..

Human Resources, IT and Assets Impact

4.5 If the decision is made to cease the Mobile Library Service then the remaining vehicle would be sold. There will be an impact from an HR perspective – one of the Mobile Library drivers has left WSCC to take up another driving role so only one Mobile Library Driver post will result in a redundancy. The mobiles are supported by a range of Library Assistants in both Horsham and Bognor libraries – so the staff saving cannot be attributed to one individual post. Therefore, the savings will need to be achieved by natural wastage or by staff negotiation on reducing contracted hours. It is anticipated that this can be achieved by April 2020.

5. Legal Implications

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

6. Risk Implications and Mitigations

6.1

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

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

7.1 Replace the two existing vehicles – this would be expensive both in procurement time and purchase cost, and incur ongoing and increasing revenue costs – fuel, insurance, maintenance, staffing, training, stock

Reduce to one vehicle, which would visit less often to those most isolated residents. This option would still incur costs, including fuel, insurance, staff, training and vehicle purchase/lease and reduce the opportunity for savings. Running it from one location would impact the mileage done, travel time plus fuel and maintenance costs.

- 7.2 Use a smaller vehicle (as used previously, as the interim solution). This is not an all-weather solution, does not answer the social engagement element, still doing lots of miles, still needs driver, fuel, maintenance and management. It provides limited choice – but could provide a bespoke service to those most vulnerable. Parishes could have small collections which they borrow and lend to residents – this option would still need coordinating and would thus incur costs both in staff and resources. We would have to limit number of parishes we chose or else it would involve the purchase of even more stock than the current mobile offer. In a time when savings must be secured, we are not in a position to reduce one offer but expand another. A form of traded service model could be explored, perhaps asking Parishes if they would be prepared to fund. This would require significant financial investment in terms of management and implementation of a completely new model and would negate a significant element of the saving. The service does not currently have the capacity for this level of work and as with the option above this would incur additional cost.
- 7.3 Opening hours – we have considered seasonal hours – closing earlier during the winter – but this would halve the opportunity for savings, be more difficult for customers to remember and offer less consistent working hours to staff.
- 7.4 Introducing more significant reductions in opening hours would have a greater impact on larger numbers of residents. Whilst libraries are used by all sections of the community at all times of the day, we can see some core patterns of use. Early in the day libraries are accessed by families with pre-school age children, residents who study/research all day and older residents who tend to start their day early. In the early evenings families call in on their way home from school pick up and between 5 and 6 the larger libraries (small libraries already close earlier) are accessed by those who are at work all day. We last had a full review of opening hours in 2011 when we had 10,000 responses to the consultation. An overall review of opening hours would impact all 36 libraries, all residents who use the library and the working hours of all staff working in those libraries and so would require further public consultation.

8. Equality and Human Rights Assessment

- 8.1 Removing the mobile library has the potential to impact most on those least mobile and unable to travel. However, our focus will be on those most vulnerable and our aim would be to match individuals up with a Home Library Direct or Digital Library Plus Volunteer or suggest the friends and family service (where a trusted friend or family member can borrow on a person's behalf). In the case of any residential homes or assisted living we will promote the existing Select and Collect service – where the venue selects a collection from their nearest library and all residents can borrow and return on site (50 books at a time for 10 weeks – no charge). The required equality

impact assessment will therefore be undertaken as part of the mitigation work with these other services (Please see Appendix 1).

9. Social Value and Sustainability Assessment

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

10. Crime and Disorder Reduction Assessment

- 10.1 None.

Steve Read

Acting Executive Director Place Services

Contact

Lesley Sim

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Appendix Equality Impact Assessment

Background papers None

Equality Impact Report

Title of proposal	Review of Library Offer				
Date of implementation	1 st April 2020 or as advised by Cabinet Member				
EIR completed by:	<table border="0"> <tr> <td>Name:</td> <td>Tom Batten (Librarian Projects) and Karen Wallace (Lead Manager Library Service)</td> </tr> <tr> <td>Tel:</td> <td>033022 24747 (KW)</td> </tr> </table>	Name:	Tom Batten (Librarian Projects) and Karen Wallace (Lead Manager Library Service)	Tel:	033022 24747 (KW)
Name:	Tom Batten (Librarian Projects) and Karen Wallace (Lead Manager Library Service)				
Tel:	033022 24747 (KW)				

1. Decide whether this report is needed and, if so, describe how you have assessed the impact of the proposal.

By its very nature the **Mobile Library Service** in its current form is geared toward supporting the most vulnerable and rurally isolated of our community so any change will impact upon its users.

Figures from our database of active Mobile Library users show the following;

Of 891 active borrowers providing a date of birth;

- 48 are 15 and under
- 2 are aged 16-17
- 2 are aged 18-24
- 56 are aged 25-34
- 116 are aged 35-50
- 95 are aged 51-64
- 572 are 65 and over

Of the 952 active Mobile Library users providing an ethnic origin;

- 2 Asian Bangladeshi
- 3 Black African
- 2 Black Caribbean
- 1 Chinese
- 1 Other Black background
- 2 Other Mixed background
- 14 Other White background
- 259 Unknown
- 1 White and Black African
- 519 White British
- 135 White English
- 6 White Irish
- 6 White Scottish
- 1 White Welsh

Appendix 21 Active Mobile Library users that provided a gender

- 208 were male (20%)
- 814 were female (80%)

This statistical analysis supports the fact that the service is primarily used by the county's older users with 64% of those who provided a date of birth being over the age of 65. While *any* change will be impactful, the purpose of the proposal is to continue to support the residents and extend the current range of services to them. By offering specific residents the opportunity to utilise our Home Library Direct Service we are potentially providing them with a door to door service more convenient than a scheduled van stop.

Unlike with the users of the mobile library we do not know the demographic of the static library users between 6pm and 7pm. In our largest libraries, currently open until 7pm five days a week, use between 6pm and 7pm has been declining. It is the quietest hour of the day in all libraries. However, buildings on more than one floor require a staffing presence to maintain customer and staff safety and wellbeing, so per customer this is an expensive hour to offer.

There were 2079 respondents to the consultation providing the following details

Age

- 2 were under 13
- 5 were aged 13-15
- 25 were aged 16-24
- 74 were aged 25-34
- 220 were aged 35-44
- 333 were aged 45-54
- 469 were aged 55-64
- 621 were aged 75-74
- 183 were aged 75-84
- 26 were 85 and over
- 113 preferred not to say
- 8 didn't answer

Gender

- 620 were male
- 1314 were female
- 120 preferred not to say
- 25 didn't answer

Ethnicity

- 1799 White - English/Welsh/Scottish/Northern Irish/British/Irish/Gypsy or Irish Traveller/any other white background
- 18 Mixed/multiple ethnic groups - White and Black Caribbean/White and Black African/White and Asian/any other mixed/multiple ethnic background
- 16 Asian/Asian British - Indian/Pakistani/Bangladeshi/Chinese/any other Asian background
- 4 Black/African/Caribbean/Black British - African/Caribbean/any other black/African/Caribbean
- 2 Other ethnic group - Arab/any other ethnic group
- 217 preferred not to say
- 23 didn't answer

Religion

- 10 Buddhist
- 927 Christian
- 4 Hindu
- 4 Jewish
- 5 Muslim
- 1 Sikh
- 667 No religion
- 21 Any other religion
- 16 unknown
- 373 preferred not to say
- 51 didn't answer

Disability

- 220 considered themselves to have a disability
- 1665 didn't consider themselves to have a disability
- 164 preferred not to say
- 30 didn't answer

Sexuality

- 1477 Heterosexual
- 26 Bisexual
- 24 Gay or Lesbian
- 15 Other
- 498 preferred not to say
- 39 didn't answer

2. Describe any negative impact for customers or residents.

Cessation of the Mobile Library Service

Prior to the consultation we identified 102 mobile library users who we considered vulnerable due to age, illness, disability, mobility problems or caring responsibilities. Users of Community Mobile 1 (which accounts for more than half of these) were advised about our additional services when the vehicle was taken off the road. This process is under way with users of Community Mobile 2. A significant number of Mobile Library users also used a static library and following the loss of the library vehicles we have seen more sign up with 52% now holding a "dual membership".

Information from the consultation identified 15 mobile library users that declared a disability. Further work to assess whether they are among the 102 will take place.

Mitigations include; Home Library Direct a personal service delivered to users in their home by volunteers or a registered friend or family member, working with parishes to expand our Select and Collect service to house a collection in a community and Digital Library Plus helping people at home with basic computer skills so they can access services from their home. Recent limited external funding has been obtained to set up "Reading Friends" groups prioritising localities where mobile library users could be most at risk from social isolation.

While the offer of having the books delivered via a Home Direct Library service is an advantage to those with reduced mobility, it is wrong to assume that this is all that someone over the age of 65 would want. For many the service offers the opportunity to socialise with other mobile library users, something that would be significantly reduced were they to simply have a single volunteer come to visit. Any pregnant users or those on maternity leave using the service may feel more isolated as they are dependent on the convenience of the service when there's "not enough time in the day" they would not be eligible for Home Library Direct which is for residents who cannot visit a library because of age, illness, disability, mobility problems or caring responsibilities. This can be mitigated by many of our other services

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available 24/7 such as described above. We recognised that not all of our users would be computer literate and that this could be a high proportion of our mobile library users. All mobile and static library users were invited to request a printed copy of the consultation if required which would be sent to them along with a stamped addressed envelope. 40 people made this request, we received 22 back and 18 of those were from mobile library users.

Changes to opening hours

Work prior to the consultation did not identify users with a protected characteristic. Responses to the survey showed that most library users who would be unable to access the service with new opening hours were of working age without protected characteristics. Some respondents identified that they chose to use the service between 6pm and 7pm because it was the quietest time in some cases this was because of a declared disability.

In mitigation for these users Saturday openings will be maintained with increased active promotion of our digital services. Only 4 of the paper consultations we received were from non-Mobile Library users. We can ensure that we recommend either quietest times in the week or locations in the building most suitable for users that value a quiet atmosphere.

3. Describe any positive effects which may offset any negative impact.

In more populous rural communities such negative impacts as stated above could be mitigated by a community building housing a collection of books, coordinated by volunteers, that could be browsed by the users through our Select and Collect service. Recent limited external funding has been obtained to set up "Reading Friends" groups prioritising localities where mobile library users could be most at risk from social isolation. These would be services that are open to everyone, offering convenience and a social aspect. Each proposal should see an increase in uptake of our e-library services including downloads of the Library App by mobile phone users.

4. Describe whether and how the proposal helps to eliminate discrimination, harassment and victimisation.

The proposal recognises that not all library users are the same regardless of any of the protected characteristics.

It offers mobile library users more choices and a greater flexibility than the mobile service currently does.

All library staff have regular mandatory refresher training on; diversity and inclusion, positive communication with people living with dementia and safeguarding. In order to maintain safety and wellbeing of customers we require adequate staffing on each floor. In the quietest hour of the day between 6 and 7 this staffing is disproportionately expensive in relation to library use.

5. Describe whether and how the proposal helps to advance equality of opportunity between people who share a protected characteristic and those who do not.

One element of the proposal is the expansion of the Digital Library Plus service, this free service helps older and isolated people to use tablets at home (only 44% of active Mobile Library users provided an email address) so it would give those with limited I.T. skills the opportunity to order their own titles having browsed the catalogue rather than waiting up to a month for the next visit from the mobile. We would encourage the use of community buildings with good access for people with mobility problems. The library users between 6 and 7 most affected by the proposal are those with limited I.T. access. With 138 respondents mentioning social isolation as an issue, 154 Mobile Library users have now joined in a static library allowing themselves to have further social interaction and the chance to take part in group activities.

6. Describe whether and how the proposal helps to foster good relations between

persons who share a protected characteristic and those who do not.Appendix 1

The consultation encouraged users of the mobile service and those using one of the 4 larger libraries between 6 and 7 including those with a protected characteristic to make suggestions. Almost all of the 2079 respondents to the survey made use of the freetext boxes to make suggestions and have their say.

7. What changes were made to the proposal as a result? If none, explain why.

This consultation gathered feedback on specific proposals, they will be considered if practical and affordable. Feedback suggested that promotion of Home Library Direct and partnership working with parishes for our Select and Collect offer were seen as priorities for our Mobile Library users. We can action these and use postcode data to see where these options were most commonly chosen and explore these with corresponding parishes.

8. Explain how the impact will be monitored to make sure it continues to meet the equality duty owed to customers and say who will be responsible for this.

We would talk to users that have adopted Home Library Direct, Select and Collect, Digital Library Plus or Reading Friends to ask about their experience using the new service. This could be done a year after implementation. Through our network of 36 static libraries we will continue to communicate with anyone that was a user of the Mobile Library service.

To be signed by a Director or Head of Service to confirm that they have read and approved the content.

Name	 Lesley Sim	Date	20/11/19
Your position	Head of Libraries, Heritage and Registration		

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Cabinet	Ref No: CAB05 (19/20)
3 December 2019	Key Decision: Yes
The Local Assistance Network (LAN)	Part I
Report by Executive Director of Adults and Health	Electoral Division(s): ALL
<p>Summary</p> <p>The Local Assistance Network (LAN) was established in 2013 when the Department of Work and Pensions abolished several discretionary elements of the benefits system and transferred the responsibility for providing discretionary assistance to local government. Since 2015, funding for the LAN has come from from the Council's base budget.</p> <p>The LAN is a discretionary grant that is provided directly to organisations. It is used alongside other sources of funding and support to provide assistance, mainly furniture, food and clothing, to individuals and families during periods of crisis. However, it is recognised that these contact points also offer information and signposting to enable individuals to access ongoing support to to address some of the causes of these crisis.</p> <p>In April 2019, the LAN was reduced from £806,000 to £200,000 following consultation. Removal of the remaining LAN allocation was presented as a budget option to members in May 2019 however this option was not supported by members who requested alternative options on a reduced LAN.</p> <p>A period of direct consultation on this reduced LAN proposal has taken place with the sixteen LAN providers and this consultation has been scrutinised at the task and finish subgroup of Health and Social Care Select Committee (TFG) on the 13th November 2019. This process has informed the proposals that are now being put forward to restructure the investment within a revised financial envelope. These proposals prioritise investment that supports support individuals in the most immediate crisis. Funding is also provided to support the smallest social enterprise providers.</p> <p>Following consultation, the Cabinet Member for Adults and Health will be asked to consider the proposal for reduction of the LAN funding to £100,000 per annum from 1st April 2020.</p>	
<p>West Sussex Plan: Policy Impact and Context</p> <p>The proposal for continued investment in the LAN contributes to best start in life, independence for later life and a strong, safe and sustainable place.</p>	

Financial Impact

This proposal will deliver a saving of £100,000 per annum to the Adults and Health budget

Recommendations

That the fund available for the Local Assistance Network grant allocations for 2019/20 be £100,000 and for the fund to be allocated in line with the priorities identified in section 3. of the report.

Proposal

1. Background and Context

- 1.1 The LAN was established in 2013 when the Department of Work and Pensions abolished several discretionary elements of the benefits system and transferred the responsibility for providing discretionary assistance to local government. Since 2015 funding for the LAN has been funded from the Council's base budget.
- 1.2 The principle behind the LAN is to provide discretionary services to households facing hardship as a result of a crisis or emergency. Typically, this involves provision of food, utility top ups, furniture, white goods or household equipment. No financial assistance is available although, in some circumstances, providers offer low value supermarket store cards to purchase essential items. There are no eligibility criteria.
- 1.3 The LAN grant funding currently offers support to four types of services; foodbanks, children and family centres, as part of the base grant to CA and social enterprise providers. A full breakdown of the LAN schemes can be seen at appendix 1.

2 Proposal Details

- 2.1 Recognising the Council's significant financial challenge and the predominantly discretionary nature of the LAN, the Council took the decision to reduce the LAN from £807,000 to £200,000 per annum from April 2019.
- 2.2 In December 2019, following a consultation period with providers, the Cabinet Member for Adults and Health will be asked to consider a further reduction in the LAN to a total of £100,000 per annum.
- 2.3 In consideration of a reduced LAN, investment must be prioritised according to need and potential vulnerability in crisis situations. On this basis, the recommendations focus on the aspects of the LAN that will add the most value in these areas within the reduced financial envelope.
- 2.4 LAN funding is currently provided to food banks, children and family centres, CA, and social enterprises.

3 Resources

3.1 The current budget for the LAN is £200k per annum, of which £197K is allocated and distributed as follows;

- £40k to food banks,
- £80K to children and family centres,
- £35K to Citizens Advice, and
- £42K to social enterprises

3.2 The proposal reduces the LAN to £100K per annum and the consultation has focused on how this should be distributed based on an impact assessment. It is inevitable that some services formerly funded by the LAN will no longer be supported and therefore funding will no longer be allocated to: Stonepillow, Crawley Open House, Turning Tides, Horsham Matters and Citizens Advice.

Factors taken into account

Consultation

3.3 A period of targeted consultation was undertaken with affected providers during September and October 2019. As the LAN contributes to a wider funding arrangement for these organisations' consultation was focused on: -

- The impact of overall service provision through a reduction or removal of LAN funding and options to mitigate these challenges, and
- Possible options for distribution of future LAN allocations

3.4 These proposals were considered at a one-off task and finish group of the Health and Social Care Select Committee (TFG) on the 13th November 2019 and additional witness testimony representing the provider collation, CA and one of the foodbanks was also considered in this forum.

3.5 In making these recommendations the focus has been on the Council's statutory duties and the sustainability and viability of the organisations in receipt of LAN funding.

Impact Assessment and response

3.6 Responses were received from all except three of the sixteen LAN providers.

Foodbanks

3.7 The eight Trussell Trust Food banks¹ provide assistance to households for a limited period based on a voucher referral system. The food banks currently

¹ Chichester, Bognor Regis, Littlehampton, Worthing, Shoreham, Haywards Heath, Horsham and East Grinstead.

receive funding through LAN and this funding was maintained in 2019. The funding is used to support the basic infrastructure of these services such as premises and storage facilities, so that services can access additional sources of revenue to support their wider offer.

- 3.8 Feedback was received from six of the foodbanks all of which highlighted the significant increase in demand. This increase was presented differently in each of the responses making it difficult to see if there are variations in this increase in need across the different areas of the County. For example, Chichester cited that it had experienced a 26% increase since the start of 2019, whilst Littlehampton quoted a 58% increase in the same time period. East Grinstead cited an 80% increase in foodbank use between 2015 and 2018.
- 3.9 Several of the foodbanks use LAN funding to cover core costs such as rental and warehouse supply and would, in the face of a removed funding, be in a position where services in Shoreham, Worthing, East Grinstead, Chichester and Bognor would close.
- 3.10 Responses from foodbanks indicated that funding reduction would impact on low income individuals and families and on all protected characteristics. Representation at the TFG from one of the foodbanks highlighted the wider role that foodbanks provided in relation to signposting, information and advice in addition to the provision of food and the increase in reliance on foodbanks over the last few years.
- 3.11 Based on this information the proposal is to maintain the current level of LAN funding to foodbanks.

Children and Family Centres (CFCs)

- 3.12 The County Council has statutory responsibilities to children and families. CFCs provide a local base where help can be provided. The CFCs' LAN provision in Crawley and Littlehampton provides essential support such as furniture, white goods, baby equipment and clothing. Funding to children and family centres was not reduced in 2019. As the children and family centres are council delivered services any reductions in funding needs to ensure that this does not simply create a cost pressure within another part of the county council budget.
- 3.13 The CFCs use LAN funding predominantly to provide foodbank vouchers and direct support to families in crisis. Analysis of actual spend dating back to 2014, including in year spend, indicates that a budget of approximately £50k would be enough to continue provision at this level. However, the feedback indicates that loss of other services through previous reductions is impacting on the level of need.
- 3.14 The CFCs highlighted equality impacts on children with disabilities and carers. The impact in Crawley is due to diversity in the area and the lack of local foodbanks. Across the services CFC's highlighted an increased impact for pregnant women.

- 3.15 The proposal is to allocate a reduced LAN of £50k based on actual spend in previous years.

Social Enterprise providers

- 3.16 Historically, social enterprise providers received a substantial proportion of the LAN funding. However, this was reduced from April 2019 and now provides a small amount of funding to six charitable organisations who between them provide utility top-ups, furniture and white goods². The providers have developed services based on a social enterprise model, which in most cases complements their core charitable purpose. Much of this pre-date the establishment of the LAN for example, involving recycling of donated furniture or provision of work experience for residents living in supported housing. The purpose of the current LAN allocation is to support these social enterprises to meet some infrastructure costs.
- 3.17 No response was received from Crawley Open House. Turning Tides highlighted an impact on numbers of people who could be supported and hidden issues that could be missed for example poverty, malnutrition, debt and substance misuse. Stonepillow and Horsham Matters indicated that they would operate reduced services and stop furniture delivery with Horsham Matters highlighting this as an impact for older and disabled users.
- 3.18 The two smallest social enterprises, Furni-help and Grandad's Front Room have limited additional access to resources. Furni-help is unsustainable without LAN funding and although it does have reserves, would be unable to operate in the medium to longer term.
- 3.19 Representation at the TFG also highlighted additional issues for the social enterprise providers in relation to the loss of the LAN;
- The LAN is used to provide utility top ups for individuals unable to heat their homes and this service will not be available under a reduced LAN. Figures from one provider indicated that utility top ups were provided to 29% of applicants,
 - The loss of the LAN will impact most heavily on single people who are not eligible for support through the CFCs. Figures from the same provider indicated that single people made up 66% of LAN applicants.
- 3.20 Whilst it is recognised that a further reduction in the LAN will impact on these providers' ability to deliver at the same scale, given that there are other ways of accessing furniture provision it was originally proposed that with reduced LAN funding available, these providers do not have any funding allocated. However, following further discussion at the TFG about the wider offer of the social enterprise providers in providing information and signposting, the recommendation has been adjusted to provide a continued allocation to the two smallest furniture providers, Furni-help and Grandad's Front Room.

² Stone Pillow, Turning Tides, Crawley Open House, Horsham Matters, Furnihelp, Grandad's front room

Citizens Advice (CA)

- 3.21 The Council already provides funding to support the 'core' CA service with the LAN being an additional revenue stream. There is significant overlap in the support provided through the LAN, for example with benefits advice, debt and money management and the core CA offer. However, following consultation feedback in 2018 it was agreed to continue with reduced LAN funding allocation to CA from April 2019.
- 3.22 CA uses half its current LAN allocation on management, administration and training. The impact of removing funding is expected to be longer waits for clients in crisis to access services.
- 3.23 The Council already provides significant funding of £350,000 per annum to CA in addition to the LAN and there is an overlap between the provision under the LAN and the wider CA offer. It is therefore proposed that the LAN funding is removed, and discussions take place with CA regarding the overall financial envelope available for services.

Feedback from the TFG

- 3.24 Following a discussion at the TFG the overriding member concern in relation to this proposed decision was how this will impact on the most vulnerable residents in West Sussex and how moving forward those who find themselves in crisis can be supported.
- 3.25 It was recommended that the cabinet member, work with partners, potentially through the West Sussex Health and Wellbeing Board, to undertake a mapping exercise to provide a holistic view of what provision is currently in place, where the gaps are and how these can be filled. Members discussed working more closely with district and borough councils and the voluntary sector. Regarding furniture provision, it was suggested that more partnership working with district and borough councils was required, especially in the re-use of furniture collected.
- 3.26 In terms of the report presented to members, the TFG concluded that the proposal did not detail the potential unintended consequences and impact on other services and that there had not been enough time to evaluate the impact from the previous reduction in funding. The TFG felt that a delay would be advisable in relation to a potential change in Government and therefore funding, following the General Election on 12 December. Through the discussion, Members noted that, following the Cabinet Member's previous decision, the impact on single people who had been in receipt of the LAN was not the subject of this further decision.

4 Risk Implications and Mitigations

Risk	Mitigating Action (in place or planned)
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<p>There is a risk that reduction or removal of the LAN funding will mean that the current providers are unable to continue delivering services</p>	<p>This has been considered through the impact assessment and is a particular risk for foodbanks, Furnihelp and Grandads Front Room. LAN funding is therefore proposed to continue for these providers.</p> <p>There is an impact on the larger furniture providers however whilst this may result in some reduced provision it is unlikely that this will result in the providers being unable to continue these services as the LAN forms a small element of the funding arrangements for these providers.</p>
<p>There is a risk that a reduction of the LAN could increase costs in other areas of the Council (e.g. an impact on children's services budgets)</p>	<p>This impact has been considered through consultation process and it is unlikely to have an impact. There is a reduction to the children and family centres however this is in line with actual spend and therefore is expected to be manageable.</p>
<p>There is a risk that the implications of previous LAN reductions are not yet fully understood in relation to the impact on vulnerable people</p>	<p>This is mitigated in part by the continuation of LAN funding to the foodbanks, CFC's, and the continuation of funding to the two smallest social enterprise providers who have limited other access to other sources of funding.</p> <p>The cabinet member has agreed to lead a piece of work mapping and considering gap analysis with other members, the Health and Wellbeing Board and in partnership with the district and boroughs. The purpose of this will be to consider the range of services available across the County and consider how additional external funding can be maximised to support this offer.</p>

5 Other Options Considered

- 5.1 As part of the Council's budget planning process members were asked to consider potential removal of the LAN in full. This option was rejected and so consideration is now being given to a partial reduction to the LAN.
- 5.2 The recommendation from HASC was that this reduction should not be taken at present this time as there was a potential change in Government and therefore funding, following the General Election on 12 December. Given that there is no certainty around this, and it is essential that the Council can deliver a balanced budget this option has not been accepted. However,

should additional funding become available this may be considered as part of the mapping and gap analysis work.

6 Equality Duty

6.1 The County Council has a duty under Section 149 of the Equality Act 2010 to have due regard in the exercise of its functions to the need to eliminate discrimination, harassment and victimisation and the need to promote equality of opportunity for those that share a protected characteristic and those who do not. This impact has been considered through the consultation process and are referred to within the report.

7 Social Value

7.1 Almost all the organisations which participate in the LAN are third sector, not for profit organisations. These organisations provide additional social value to West Sussex by attracting additional inward investment in the form of public grants and charitable fundraising as well as social capital in the form of volunteering and campaigning activity.

7.2 There are clearly social value activities in relation to the use of the LAN.

8 Crime and Disorder Implications

8.1 There are no crime and disorder impacts expected as a result of this decision.

9 Human Rights Implications

9.1 The issue of poverty clearly has human rights implications and the allocation of a reduced funding has focused on the Council's statutory duty around supporting children and families as well as foodbanks.

Kim Curry

Executive Director Adults and Health

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Appendix one: Breakdown of current LAN allocation

Background Papers: N/A

Appendix one: breakdown of current LAN funding

Provider	Initial allocation
CAB - base grant	£35,000
Children & Family Centres	£80,000
Crawley Open House	£7,500
Furnihelp	£7,500
Horsham Matters	£7,500
Stonepillow	£10,000
Turning Tides	£7,500
Granddads Front Room	£2,500
Sub total	£157,500
Foodbank (Bognor Regis)	£5,000
Foodbank (Chichester)	£5,000
Foodbank (shoreham)	£5,000
Foodbank Horsham	£5,000
Foodbank (Haywards Heath)	£5,000
Foodbank (Worthing)	£5,000
Foodbank (East Grinstead)	£5,000
Foodbank (Littlehampton)	£5,000
Sub Total	£40,000
Totals	£197,500

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Cabinet	Ref No: CAB06 (19/20)
3 December 2019	Key Decision: Yes
Revisions to Recycling Credit Payments	Part I
Report by Acting Executive Director Place Services	Electoral Divisions: All
<p>Summary</p> <p>Following a Cabinet Member Decision in January 2019, a revised method for calculating recycling credits to District and Borough Councils was implemented for the financial year 2019/20.</p> <p>Notice was also given that the mechanism and funding arrangements from 2020/21 would be reviewed and determined at a future date informed by four criteria.</p> <p>This report reviews the position with respect to those criteria and recommends that, in view of the County Council's financial position, all payments for recycling credits except those which are statutorily eligible under the Environmental Protection (Waste Recycling) Payments (England) Regulations 2006 are terminated from 1 April 2020.</p> <p>It also recommends that £2m is placed in a reserve to support District and Borough Councils that commit to implementing a New Service Model for refuse and recycling collection, to a specification and timetable agreed with the County Council, which includes as a minimum separate food waste collections, or agrees with the County Council an alternative approach that will improve performance and reduce costs.</p>	
<p>West Sussex Plan: Policy Impact and Context</p> <p>This decision would support the objective of reducing waste to landfill by encouraging the District and Borough Councils to focus on and support the County Council to prevent waste; improve waste diversion from disposal; and improve recycling levels.</p>	
<p>Financial Impact</p> <p>The financial impact for the County Council would be a saving of c. £4.1m, based on the total amount paid to the District and Borough Councils in 2018/19 and forecast to be paid in 2019/20 (based on data available so far – which is broadly in line with budget). This would mean a corresponding decrease in income for the District and Borough Councils.</p>	

Recommendations

It is recommended that:

(1) The County Council formally notifies all the District and Borough Councils (D&Bs) in the county of the termination of all payments for recycling credits except those which are statutorily eligible under the Environmental Protection (Waste Recycling) Payments (England) Regulations 2006 from 1 April 2020.

(2) £2m is placed in a reserve to support D&Bs who commit to implementing a New Service Model for refuse and recycling collections, to a specification and timetable agreed with the County Council, including separate food waste collections, or agrees with the County Council another alternative approach that will improve performance and reduce costs.

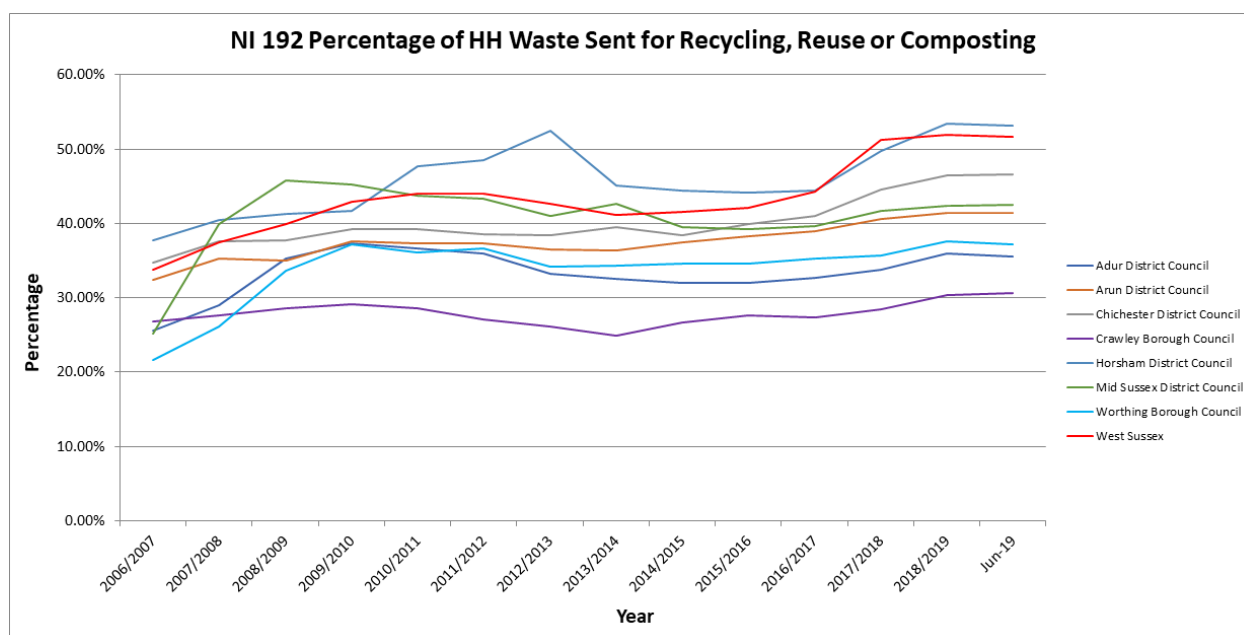
(3) £0.3m is set aside for the West Sussex Waste Partnership to deliver joint projects such as those concerning schools waste, education, campaigns etc. and to undertake waste composition analysis; and that

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

Proposal

1. Background and Context

- 1.1 On 14 January 2019, the Cabinet Member for Environment made a [decision](#) (ENV11 18.19) making revisions to recycling credit payments to the District and Borough Councils in the county for the year 2019/20.
- 1.2 The background for the decision, including the setting out of the legal position and financial impacts is set out in the [report](#). The graph below illustrates that payment of over £40m in recycling credits since 2006/07 has not driven any significant improvement in performance in the period.



1.3 The Director of Energy Waste and Environment (now Acting Executive Director Place Services) was authorised to work with District and Borough partners on an alternative approach to any payments related to improved recycling performance from 2020/21.

1.4 It was stipulated that the mechanism and funding arrangements from 2020/21 would be reviewed and determined at a future date and informed by:

- i. Changes in producer responsibility funding for household recycling collection and processing signalled in the Government's Policy Paper "Our Waste, Our Resources, a Strategy for England" (published on 18 December 2018);
- ii. Any proposals that emerge and to be agreed from discussing performance improvements with the D&B partners;
- iii. Statutory obligations; and
- iv. Overall affordability, given the County Council's projected financial position.

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

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

- Provide statutory guidance on minimum service standards for rubbish and recycling (following a cost assessment for this);

- Mandate separate food waste collections by 2023;
 - Introduce an Extended Producer Responsibility scheme for packaging recovery from 2023;
 - Review the recycling credit scheme and (comments made on) partnership working in more detail and take this forward with Local Authorities and other bodies, such as the Waste and Resources Action Programme (WRAP) and the Local Government Association (LGA); and
 - Consult on the final proposals in 2020.
- 2.2 If Extended Producer Responsibility (EPR) and the Government's stated intent to fund new burdens are followed through there will, from 2023, be quite radical positive impacts in terms of financial support to Local Authorities for recycling:
- The Strategy stated in three places: "*Government recognises the financial pressures on local authorities. They will therefore receive additional resource to meet new net costs arising from the policies set out in this Strategy once implemented. This includes both net up-front transition costs and net ongoing operational costs*". It can be assumed that this commitment, if followed through, would apply to the introduction of new burdens including the mandated separate collection of food waste.
 - The underlying basis of the Extended Producer Responsibility proposals is that producers pay "*the entire cost*" of collecting, processing and recycling of packaging in proportion to the amount they place on the market. This would substantially lift the burden of collection costs from Waste Collection Authorities and the processing costs from Waste Disposal Authorities after the scheme is introduced in 2023.
- 2.3 **In relation to sub-paragraph 1.4 (ii)**, the Acting Executive Director Place Services has continued dialogue with District and Borough Counterparts, most recently through an Environment Directors' Waste Strategy Group convened by the West Sussex Chief Executives' Group and Chaired by Nigel Lynn, Chief Executive of Arun DC. It has been made clear to District and Borough Partners that the County Council is considering withdrawal of all but the statutory minimum payment of recycling credits.
- 2.4 It is understood that discussions regarding the future development of waste services, which are at an early informal stage, are taking place within some D&Bs. None are in a position to commit to a new service model at present, partly due to a wish for more certainty and clarity around measures in the Government Strategy. District and Borough Directors have expressed concern that if all funding is withdrawn, there could be a lost opportunity to incentivise early adoption of a future model including food waste collection.
- 2.5 The Environment Directors' Waste Strategy Group is preparing a proposal for consideration by the Joint Leaders' Board (JLB). The JLB has not had the opportunity to consider proposals to date but the proposal is expected to suggest that the County Council considers the central recommendation in this decision report regarding reserving some of the saving in preference to complete withdrawal.

- 2.6 The County Council continues to offer to cover the cost of trialling the separate collection of food waste along with Absorbent Hygiene Products and a reduced frequency of refuse collection based on a proposal first offered in 2017. It is hoped that at least one partner will shortly be able to formally commit to trialling this service model from Spring 2020.
- 2.7 **In relation to sub-paragraph 1.4 (iii)** There have been no changes to statutory obligations for waste authorities since January 2019. Beyond those flagged in the Strategy review, none are expected imminently.
- 2.8 **In relation to sub-paragraph 1.4 (iv)** The County Council's budget situation remains very difficult. There is little justification to continue to make discretionary recycling credit payments to D&Bs in the continuing absence of firm proposals for performance improvement that would help mitigate the County Council's position.
- 2.9 However, it is recommended that £2m is placed in reserve for 2020/21 to enable D&Bs to come forward with proposals. Any proposals would be considered and a recommendation made to the Cabinet Member for Environment which would include:
- Criteria for eligibility
 - Calculation methodology
 - Duration of agreement
- 2.10 The methodology will be developed by the county to ensure equitable access to the reserve.
- 2.11 Following 2020/21 the Council will consider the reallocation of the reserve to other priorities.

FACTORS TAKEN INTO ACCOUNT

3. Policy landscape

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

4. Consultation

- 4.1 In August, West Sussex D&Bs were invited to advise the County Council on the impact of withdrawing discretionary recycling credit payments, so these could be taken into consideration. They were also invited to suggest any other ways the County Council could work with them to find savings in the waste management area. No new ideas emerged.
- 4.2 The comments received, and the County Council’s responses to those comments, are attached at Appendix 1.
- 4.3 The Environment, Communities and Fire Select Committee was consulted on this proposal at its meeting on 20 September 2019, it agreed to support it and welcomed the creation of a £2m fund for new initiatives such as a kerbside food recycling scheme.

5. Financial (revenue and capital) and Resource Implications

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

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

- 5.2 It is proposed that £2m is set aside in a New Service Model for Refuse and Recycling Collection Reserve to fund specific waste collection projects agreed in line with paragraph 2.9 above.
- 5.3 The remaining £0.4m budget allocation will be retained to continue the following waste initiatives, which have been funded through this allocation in previous years:
- **D&B rebate for textile tonnage** - A basic minimum payment per tonne will continue to be made for the collection of an estimated 1,100 tonnes of textile waste by D&B’s in order for the County Council to meet its statutory duty under the Environmental Protection (Waste Recycling) Payments (England) Regulations 2006.
 - **Promotion of Reduction, Reuse and Recycling initiatives** - Including doorstepper (face to face engagement with residents) and education contracts.
- 5.4 Revenue consequences to District and Borough Councils based on 2019/20 estimated payments and tonnages

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

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

5.5 There are no capital implications.

6. Human Resources, IT and Assets Impact

There are no known human resources, IT and / or asset implications for the County Council.

7. Legal Implications

7.1 Legal implications of withdrawal of recycling credits were set out in the report preceding decision report ENV11 18.19. No legal challenge was made following the change in methodology introduced from April 2019. The County Council remains confident of its obligations under the relevant Regulations which it will continue to meet.

7.2 The new funding arrangement would not *require* the District and Borough Councils to do anything different in terms of existing operational or administrative practices that could impact on the County Council's obligations under the Materials Resource Management Contract (MRMC) or the Recycling and Waste Handling Contract (RWHC).

8. Risk Assessment Implications and Mitigations

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

Service Risk	Mitigating Action (in place or planned)
Legal challenge by the District and Borough Councils.	No legal challenge was made following the change in methodology introduced from April 2019. The County Council remains confident that it will continue to meet its obligations under the relevant Regulations and would robustly resist any legal challenge.
Alternative off-takers - WSWP partners could	The D&Bs would continue to have free access to Ford Materials Recycling Facility (MRF) under this revised proposal.

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

9. Other Options Considered

- 9.1 Unconditionally maintain a reduced-size pot for recycling credits or taper the reduction in payments over two or more years. This option would provide a “softer landing” for D&Bs but would delay savings when the County Council can no longer justify discretionary payments which bring no new benefit when facing a significant budget challenge.
- 9.2 Withdraw all credits without provision to support D&Bs which wish to progress with a revised service model. This allows the County Council to make a full saving without placing any portion into a reserve. However this could make it harder for D&Bs to commit to a new service model ahead of 2023, which could delay future savings for the County Council.

- 9.3 Most costs of the waste service are demand led and the County Council has little control over the amount of waste generated. The Acting Executive Director Place Services and the Recycling and Waste Team continue to look at other ways of reducing the cost of the service – as far as possible without impacting on the public as service users or the D&Bs.

10. Equality and Human Rights Assessment

There are no equality or Human Rights Act implications for the proposal at this point.

11. Social Value and Sustainability Assessment

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

12. Crime and Disorder Reduction Assessment

There are no known Crime and Disorder Act implications.

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Appendices

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

Background papers

None

Appendix 1

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

Comment from Adur and Worthing Councils

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

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

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

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

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

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

Comment from Arun DC

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

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

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

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

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

Comment from Chichester District Council

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

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

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

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

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

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

The County Council's commentary on main points raised:

Leadership by WSCC

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

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

Support for Education Initiatives

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

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

Impact on Recycling Rates

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

Service Development

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

Changes to the collection of Dog Waste

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

Service Development in Adur and Worthing

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

Quality of Dry Mixed Recycling

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

Cabinet	Ref No: CAB07(19/20)
3 December 2019	Key Decision: Yes
Electric Vehicle Strategy	Part I
Report by Acting Executive Director Place Services	Electoral Division(s): All
<p>Summary</p> <p>Under the Automated and Electric Vehicles Act 2019, the Government plans to ban new petrol and diesel cars by 2040, and the Office for Low Emission Vehicles aims for all vehicles to be low emission by 2050.</p> <p>To support residents in this transition an elected members Executive Task and Finish Group (TFG) was formed to draft an Electric Vehicle Strategy. The Strategy sets out West Sussex County Council's ambition for the County in regard to Electric Vehicles, and the actions required to meet this ambition.</p> <p>Public consultation on the draft strategy was undertaken between 27 August and 1 October and the results as well as any recommendations made by the Environment, Communities and Fire Select Committee held on 7 November will be considered before the Cabinet Member for Environment makes a decision to adopt the strategy.</p>	
<p>West Sussex Plan: Policy Impact and Context</p> <p>Delivery of the Electric Vehicle Strategy will contribute to the following aims within the West Sussex Plan:</p> <ul style="list-style-type: none"> • Reduced carbon emissions • Improved air quality • Infrastructure that supports a successful economy • A place that provides opportunity for all; by focusing on those residents that do not have access to private driveways it enables all residents in the County to have the opportunity to switch to EV. • A great place to live, work and visit; by ensuring that West Sussex remains an attractive and accessible location for all. <p>In addition it aligns with the County Council's Energy Strategy and will support the delivery of the County Council's Climate Change Pledge</p>	
<p>Financial Impact</p> <p>None</p>	
<p>Recommendations</p> <p>That Cabinet approves the Electric Vehicle Strategy for the period of 2019 – 2030, attached as Appendix 2.</p>	

Proposal

1. Background and Context

- 1.1. Under the Automated and Electric Vehicles Act 2019, the Government plans to ban new petrol and diesel cars by 2040, and the Office for Low Emission Vehicles aims for all vehicles to be low emission by 2050.
- 1.2. The County Council has started to prepare for this transition, to support residents to ensure they are not disadvantaged.
- 1.3. At the request of the Cabinet Member for Environment and the Cabinet Member for Highways and Infrastructure, an Executive Task and Finish Group (TFG) was formed to draft an Electric Vehicle Strategy that sets out the County Council's ambition for the County in regard to Electric Vehicles (EVs), and the actions required to meet this ambition.
- 1.4. The TFG consisted of 5 elected members from across the political parties:
 - Jacquie Russell; Member for East Grinstead South and Ashurst Wood (Chairman)
 - Joy Dennis; Member for Hurstpierpoint and Bolney
 - Michael Jones; Member for Southgate and Gossops Green
 - Sean McDonald; Member for Northbrook
 - Kate O'Kelly; Member for Midhurst and surrounding villages
- 1.5. The TFG met five times from April to October 2019 and a summary of their work and findings is in Appendix 1.
- 1.6. **Additional Input into the Strategy**
- 1.7. The Energy Saving Trust (EST) is funded by the Department for Transport to run a Local Government Support Programme relating to EVs. This Programme aims to provide effective and tailored support to improve local air quality and reduce CO2 emissions at a local level.
- 1.8. The EST has acted as a critical friend, commenting on early drafts of the strategy to ensure all necessary factors have been considered.

2. Proposal Details

- 2.1. The draft Strategy 2019-2030 is attached to this document as Appendix 2.

It sets out a vision that will enable West Sussex residents, when travelling in a car or a small van, to choose ultra-low emission vehicles and travel in a carbon neutral way.
- 2.2. The Strategy notes that EVs have many benefits, but can, in particular, help the county to:
 - Reduce carbon emissions
 - Improve air quality
 - Generate revenue, but with minimal risk.

2.3. To achieve the vision, the strategy sets out three highly ambitious aims:

- 70% of all new cars in the County to be electric by 2030.
- To put sufficient charging infrastructure in place to support the vehicles predicted to be reliant on public infrastructure charging points.
- Ensure a renewable energy source for all charging points enabled by the County Council.

The strategy also sets out a series of measures to achieve this ambition (see Appendix 2)

Factors taken into account

3. Consultation

A summary of the consultation responses be found in Appendix 3: Consultation Summary.

3.1. Members

A cross-party Executive Members' Task and Finish Group (TFG) drafted the EV Strategy.

The Environment, Communities and Fire Select Committee was consulted on the draft strategy at its meeting on 7 November 2019 and supported the EV Strategy.

The Select Committee asked:

- a) that information about government grants for electric vehicles and charging points is given greater publicity via West Sussex Connections and other channels; and
- b) for a progress report next year on the commercial/private sector involvement.

3.2. External

3.2.1. Local Councils

District, borough, town and parish councils were approached, not only for their views and comments on the strategy, but also to ask if they would like to be more directly involved in the delivery of a public land solution.

Comments were received from eleven councils who were broadly supportive of the strategy, its aims, objectives and delivery plans.

3.2.2. Targeted Interest Groups

The Equalities Impact Report identified the potential negative consequences of cables crossing footways for users of pavements. To ensure that groups who might be particularly negatively affected were given the opportunity to comment, targeted communications were sent to Associations for the Blind, Elderly and Access Forums.

One response was received.

3.3. Suppliers

A soft market test has been undertaken to engage possible EV charger suppliers for their views on elements of our strategy. Thirteen responses were received.

There were no elements of the strategy that would prevent suppliers bidding to deliver a public land electric vehicle charger solution across West Sussex.

3.4. Public

3.4.1. Residents Survey

At the end of 2018 the County Council ran an online residents survey to ascertain local views and opinions on EVs and EV charging.

3.4.2. Public Consultation on Consultation Draft of EV Strategy

A consultation took place from 27 August to 2 October 2019 and primarily consisted of an online questionnaire. The responses are analysed in Appendix 3 (694 responses were submitted).

The highlights are:

- 72% of respondents agree, or strongly agree with the general aims proposed in the strategy
- 62% agree that the strategy should focus on people who will be reliant on public infrastructure
- 61% think only renewable energy should be used to power the chargers, but 33% think renewable energy should only be used if it was not more expensive for users
- 55% think they would be fairly or very likely to use chargers installed
- 39% think the aims were just right; 37% think the aims are not ambitious enough; 23% think the aims are too ambitious
- 40% think that the County Council should allow cables in cable protectors, to run across pavements for charging electric vehicles; 51% think this should not be allowed; 8% didn't know.

Two focus groups also took place for existing electric vehicle users to express their views.

3.5. Actions taken as a result of the consultation

The TFG considered all the consultation responses (Appendix 3) and made several amendments to the Draft EV Strategy. These are set out in Appendix 1: EV TFG Work and Findings.

4. Financial (revenue and capital) and Resource Implications

- 4.1 The adoption of the Strategy will have no cost implications to the County Council. The resources to implement the strategy and deliver the commercial solution can be met from within existing budgets.

- 4.2 The proposed option for delivery, ongoing management, operation and maintenance of chargepoint infrastructure is a third-party supplier. It is likely that the delivery will be via a concession contract, with support from a Government Grants from The Office for Low Emission Vehicles (OLEV).
- 4.3 It is anticipated that the supplier will meet any shortfall in costs after a grant has been awarded, by commercialising the use of the sites and retaining a sufficient proportion of the income generated.

5. Legal Implications

- 5.1. The Strategy itself has no legal implications but legal support and advice will be required in the following areas:
- 5.2. The process of market engagement with potential suppliers and procurement of the concession contract to ensure compliance with the Public Concessions Contracts Regulations 2016 etc.
- 5.3. Collaboration agreements with District and Borough Councils and other organisations covering commitment to the Strategy, the procurement of the proposed concession contract and marketing and communications.
- 5.4. The interaction between the OLEV grant (and grant agreement) and the proposed concession contract to ensure consistency between the two documents and their terms and conditions.
- 5.5. The procurement of the concession contract will require an officer/Cabinet member key decision (depending on potential value of the concession) in due course. A more detailed analysis will be required as to the benefits of a concession contract and any income generation strategy resulting from the concession contract and commercialising the charging sites. Further advice will be required from Legal Services, Finance and Procurement at the time.

6. Risk Implications and Mitigations

Risk and Impact	Mitigating Action (in place or planned)
<p>Risk: This Strategy is not adopted</p> <p>Impact: WS Residents do not have access to public infrastructure that will enable them to switch to EV.</p>	<p>Mitigating Action: The strategy has been developed with a cross-party members group, there has been input from relevant departments and has been widely consulted on to ensure it is as robust as possible.</p> <p>Links to the Corporate Plan and recent climate change commitments have been made to show how the EV Strategy aligns with existing policies.</p>
<p>Insufficient Funds for delivery</p> <p>Impact: The ambition within the strategy is not realised.</p>	<p>Mitigating Action: The delivery model limits the amount of resources the County Council has to provide to grant funding only.</p>

<p>EVs will remain too costly initially for people to make the switch.</p> <p>Impact: EV take up is lower than anticipated which may impact on the business cases for charging infrastructure</p>	<p>No action is planned to mitigate this risk because it is outside of the County Council’s control.</p> <p>It is generally predicted that as the EV market develops, battery costs – and therefore vehicle prices – will continue to drop. In the last five years, battery production costs have fallen by almost 80%. The battery is one of the largest and most expensive elements of an EV and, with production costs dropping, the time when an EV costs the same as a comparable conventional model (or even less) is predicted by some in the industry to be only a few years away.</p> <p>Deloitte published research in January 2019 that predicts that EVs will achieve cost parity with conventional vehicles in the UK as early as 2021. From this point, cost will no longer be a barrier to purchase, and owning an EV will become a realistic, viable option for more people</p>
<p>Provision of assets that are underutilised or rapidly obsolete</p>	<p>Mitigation: Develop a clear strategy, work with private sector investors who will take the technology risk.</p>

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

No Strategy

- 7.1. Some Councils have installed charging points without first adopting a strategy. Charging points are largely installed on an ad-hoc basis.
- 7.2. With the first wave of EV funding some years ago this was the approach taken, and the majority of these assets have now been proven to be underutilised, poorly maintained and no longer fit for purpose.
- 7.3. To avoid a repetition of this, the County Council’s preferred approach has been to develop a strategy that is clear on long-term ambition, priorities for action, and is clear on Council requirements.

Uptake Scenarios

- 7.4. Low and Medium uptake scenarios were considered by the TFG and were not supported because, after consideration of the risks and benefits, it was considered that they do not align with Government Policy and significantly limit the benefits that would be seen across the County.

Charging point Locations

- 7.5. In addition to enabling residential charging, rapid hub charging and destination charging the TFG considered enabling workplace charging.

- 7.6. Workplace charging was not proposed as it did not fit within the TFG’s overall sustainable transport vision. It would have also involved providing solutions on private land, which was deemed hard to achieve.
- 7.7. Promotion of workplace charging will be included within a Communications Plan, so that local businesses understand the options for their fleets, their workforce and visitors. Businesses will be aware of available grants and how to apply.

8. Equality and Human Rights Assessment

- 8.1 An Equality Impact Report was completed to inform the strategy development, and to ensure that the public consultation reached those groups of people likely to be affected.
- 8.2 As a result, the Electric Vehicle Strategy Consultation was promoted to ensure that people with protected characteristics were reached as widely as possible. This included targeting groups and organisations that can disseminate information directly to those individuals. Disability access groups, and age organisations were particularly targeted.
- 8.3 As a result of the consultation, amendments were made to the Draft EV Strategy. These are set out in Appendix 1: EV TFG Work and Findings.

9. Social Value and Sustainability Assessment

The adoption and delivery of the EV Strategy will have multiple sustainability benefits. Many of these are explored in more detail above, but in summary it will contribute to:

- a) Reduction in the County’s carbon emissions, directly aligning to the notice of motion agreed in April 2019 which highlighted the imperative that all countries reduce their carbon emissions as soon as possible and the importance of West Sussex County Council’s commitment to carbon neutrality as quickly as possible.
- b) Improvements in local air quality
- c) By focusing on residents that do not have access to private driveways it enables private car users in the County to have the opportunity to switch to EV regardless of the location the vehicle is kept.
- d) By aiming for a public land solution the strategy aims to provide a charging network that would be the best and most appropriate for local residents, not for the Council.

10. Crime and Disorder Reduction Assessment

None

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Appendices

Appendix 1: Summary of EV Task and Finish Group workings and findings

Appendix 2: Draft EV Strategy
Appendix 3a: EV Consultation Report
Appendix 3b: Consultation Summary

Background papers

None

Appendix 1

Summary of the work and findings of the Electric Vehicle Executive Task and Finish Group (TFG)

The TFG met five times from April to October 2019. Over the course of the meetings the TFG reviewed and considered:

- a) The potential benefits of switching to EVs.
- b) Carbon data for the County including a Department for Business, Energy and Industrial Strategy (BEIS) Data Set: UK local authority and regional carbon dioxide emissions national statistics: 2005 to 2016, published in June 2018, and the Department for Transport Road Traffic Forecasts for Traffic Tailpipe Emissions in the South East Region.
- c) Existing County Council strategies relating to energy and sustainable transport.
- d) Models of three EV uptake scenarios (aligned with Government scenarios) across the County, including the risks and opportunities these scenarios presented.
- e) The results of a West Sussex Residents Survey which ran at the end of 2018.
- f) Potential interventions available to the County Council, including the potential benefit and deliverability of these measures.

The TFG also considered all the responses to the 2019 public consultation on the draft EV strategy (Appendix 2), and as a result recommended that the following amendments to the Draft EV Strategy be made:

1. Adjusted the Ambition

The consultation draft included the aim of:

70% of all new cars in the County to be electric by 2030, but as a minimum at least 50% are electric.

The 50% caveat was removed, and the aim reworded to: At least 70% of new cars in the County to be electric by 2030.

2. Removed enabling cables to cross pavements

The consultation draft included a provision to enable cables to allow residents to run a cable in a suitable cable cover across a pavement and will develop and issue guidance to assist in ensuring that this is possible at minimal risk to members of the public.

This was removed from the strategy and the County Council will not support residents to run a cable in a suitable cable cover across the pavement.

Instead, the County Council will continue to explore potential solutions to enable residents to charge at home, including keeping up to date with pilots running in other areas, for example channels for cables in Oxford.

3. Broadened the public land solution aspiration

The consultation draft included the aspiration of working in partnership with District and Borough Councils (the main owners of public off street parking) and Parish Councils to provide a public land solution.

This aspiration has been broadened to a community land solution and the County Council's partnership aspirations include charities that run and maintain community land such as village halls and community centres.

4. Other

Adjustments were also made to the text to make it clearer that:

- This strategy was set within the context of a move to more sustainable transport, and this was included in the strategy summary.
- There would be no cost to the County Council to install the chargers
- Chargers enabled by the County Council will be accessible via contactless payments
- Street lighting chargers are not a viable solution within the County
- Efforts will continue to engage with potential market providers to encourage them to invest in charging infrastructure within the County
- Our communications plan will include a focus on local businesses

Several other minor additions and amendments were made to reflect comments and suggestions from the consultation and to provide clarity on various aspects of the strategy.

West Sussex County Council's Electric Vehicle Strategy

2019-2030

DRAFT

Our overall transport vision for West Sussex remains one based on sustainable transport. We recognise the many benefits of sustainable transport, both to individuals, places and the environment more widely, and want to reduce car use overall across the county in favour of public transport and active travel.

However, we recognise that for certain activities and individuals, cars and vans remain an appropriate mode of transport. Moving these vehicles from petrol and diesel to ultra-low emission vehicles is critical, to reduce the impact of those journeys, and help us achieve our climate change and air quality ambitions.

Our vision for the County is that when residents travel by car and small van they choose ultra-low emission vehicles, and travel in a carbon neutral way.

This strategy focuses on the role of electric vehicles across the county to deliver this vision, and the interventions we will be taking to support West Sussex residents to a transition to electric. It looks forward to 2030, but as electric vehicles, and electric vehicle charging, is very much an emerging technology it is important for us to be able to adapt to changes and ensure a flexible approach to delivery of the strategy. Therefore, the actions within the strategy focus on the next five years and will be reviewed regularly to ensure adaptability to changes in technology, trends in mobility and financial considerations.

This strategy forms one part of the overall transport strategy for the County and should be considered alongside and read in conjunction with other strategies such as the West Sussex Transport Plan, the Bus Strategy and the Walking and Cycling Strategy.

Background

Replacing existing petrol or diesel vehicles with electric vehicles (EVs) brings the environmental benefits of lowering carbon emissions and reducing air pollution.

Users also often achieve savings in vehicle running costs, with some research showing a typical electric vehicle saving its owner roughly £100 in fuel for every 1,000 miles driven, when compared to petrol or diesel.

There are more than 100 fully or part EVs already available to buy or lease in the UK. Car manufacturers are investing heavily in EVs, and many have committed to including substantial numbers of EVs across their model ranges within the next 3 to 10 years.

Although EVs currently cost more to buy than a petrol or diesel car, research predicts¹ that EVs will achieve cost parity with conventional vehicles in the UK as early as 2021. From this point, cost will no longer be a barrier to purchase, and owning an EV will become a realistic, viable option for more people.

Currently modern EVs are available that can drive for over 250 miles, making them suitable for the majority of users. When EVs require refuelling, they must be connected to a charging infrastructure that, depending on the type of the charging point, can fully refuel the vehicle in anything from half an hour to 10-12 hours. The adequate provision of this charging infrastructure is essential to allowing individuals to own and operate EVs. Road to Zero is the Government's strategy in relation to ultra-low emission vehicles. It sets out how they plan to meet their commitment to end the sale of the new conventional petrol and diesel cars and vans by 2040.

Their strategy sets out ambition for at least 70% of new car sales to be ultra-low emission by 2030. These are referred to as high and medium ambition scenarios.

Why are electric vehicles important to us?

There are three reasons why we want to support EV take up in the County.

Carbon

Our main, and foremost priority, is to reduce the carbon emissions of the County. We are committed to do what we can to combat climate change. Across the County, 37% of our total carbon emissions are due to road transport,² and over half of these emissions are due to car travel.

Enabling and accelerating the move to EVs will help us to reduce our emissions significantly.

Air quality

We want to safeguard and improve air quality across the County. There are currently 10 Air Quality Management Areas³ (AQMAs) in West Sussex. These AQMAs are locations where Nitrogen Oxide levels exceed, or are likely to exceed, the national maximum threshold. The main cause of this pollution is vehicle emissions.

With our District and Borough partners we are implementing an Air Quality Action Plan but again, enabling and accelerating the move to EVs will help reduce air pollution and improve local air quality.

Revenue, with minimal risk

Finally, we are mindful of the revenue generation opportunity EVs present. The capital costs of installing this charging infrastructure can be considerable but, once installed,

¹ Battery Electric Vehicles: New markets. New entrants. New challenges. Published by Deloitte, January 2019

² Data taken from BEIS Data Set: UK local authority and regional carbon dioxide emissions national statistics: 2005 to 2016. Published in June 2018

³ For a list of these sites, see the [air quality pages](#) on the West Sussex County Council website

the usage of this infrastructure could have significant revenue potential. Alongside this, however, we are aware of the rapid pace of change in this innovative and evolving technology. We are cautious about investing tax payers' money in infrastructure that may become obsolete and a redundant asset before it has paid back on the investment to install it. It is crucial to us that tax payers' money is protected from this risk.

Aims

To achieve this vision we have three highly ambitious aims:

- At least 70% of all new cars in the county to be electric by 2030.
- There is sufficient charging infrastructure in place to support the vehicles predicted to be reliant on public infrastructure to charge.
- Ensure a renewable energy source for all charging points on County Council land or highway.

Our methodology

We have worked with a consultant to model what different EV uptake scenarios looked like across the county. We sought to understand both the number of vehicles that would be involved and the number of charging points that might be required to support them.

We have included both battery electric vehicles – vehicles relying solely on battery power and plug-in hybrid electric vehicles – conventional petrol or diesel working alongside an electric motor when carrying out this work.

We drew on the experience of UK Power Networks (UKPN), who had carried out significant modelling and thinking around EV uptake. We used a model, tested by UKPN that draws on models used by the Department for Transport to inform EV policy decisions with predictions including vehicle attributes, expected increases in battery range, energy prices and supporting infrastructure. The model also factors in the results of their substantial charging patterns study.⁴ Where we have deviated from the approach of UKPN is to ensure that the local characteristics and behaviours within West Sussex were taken into account. Our model has included local information about access to off-road parking and information about travel patterns, including the number of commuters in an area.

We have applied the model to the smallest geographical area that we could get data for. This is MSOA level.⁵

⁴ Recharge the Future - UKPN charging patterns study

⁵ MSOA is a geographical geographic hierarchy designed to improve the reporting of small area statistics in England and Wales. The minimum population is 5000 and the mean is 7200

In applying the model we have assumed that where people have access to off-road parking they will be able to install their own charging point, and will not be solely reliant on publicly accessible charging infrastructure.

Our predictions for the number of charging points required is based on a high home, low work charging scenario. This scenario most reflects both our overall sustainable transport ambitions, (we don't want to be encouraging more journeys by making work the primary place where people can charge) and also the results of our local EV survey,⁶ and other national studies,⁷ where home charging is the preferred option.

We are focusing primarily on providing charging points for West Sussex residents. The mix of infrastructure proposed will also meet the needs of small businesses and visitors to the area.

Key findings

The modelling work we have done estimates that across West Sussex we need to see 3,305 public charging points by 2025, and 7,346 by 2030.

High Uptake Scenario: 70%

		Now	2025	2030
Total EVs in West Sussex car stock		1,593	66,236	161,583
Number of EVs that will rely on public infrastructure		<10	17,890	44,048
Number of publicly accessible charging points required	Residential Charging points	0 home specific 80 destination	3,169	7,027
	Rapid Charging points	9	136	319

These predictions are reliant on public uptake of EVs, which to a great extent is reliant on car manufacturers.

Our solution

⁶ WSCC Electric Vehicle Residents' Survey Dec18-Jan19

⁷ Recharge the Future - UKPN charging patterns study

We want to ensure that our solution tackles the barriers to EV uptake. Residents told us that lack of public charging points and range anxiety were significant factors that were preventing / discouraging them from switching to EVs⁸. Our solution addresses both of these issues.

To achieve the ambition that we have set out we want and need to encourage everyone to make the switch to EV as soon as possible.

Our solution therefore is two stranded:

1. **Encouraging** – focusing on communications and incentives.
2. **Enabling** – focusing on the provision of charging infrastructure.

Encouraging

a) Communications

We are aware that the EV market is still an emerging one, and in some cases people's perceptions around EV performance and availability of chargers is not current.

We wish to address this, and ensure our residents understand the options for, and benefits of, EV ownership; are aware of grants they can take advantage of (particularly the Government Home charger scheme (where customers can get 75% towards costs), and know where they can find charging points.

An element of our communications will particularly target local businesses to ensure they understand the options for their fleets, their workforce and visitors. It will include ensuring they are aware of grants they can take advantage of and how to apply.

b) Incentives

Although our options are limited when it comes to offering incentives, it is something we have been keen to explore. The form of these incentives is important. We do not want to penalise people who cannot currently make the switch to EV, and therefore ruled out options that created an incentive by negatively impacting others.

At a national level, grants are already available to support individuals to make the switch, and at a time of considerable pressure for our resources we do not think it would be appropriate to offer any grant over and above this.

Although we do not control the majority of public car parks across the county, we do operate controlled parking zones and have authority to set parking charges for these areas. We will explore different charging mechanisms, including differential charges for residential parking permits for low emission vehicles.

⁸ WSCC Electric Vehicle Residents' Survey Dec18-Jan19

Enabling

a) New development

Although we are not the primary planning authority, we see the integration of electric vehicle charging infrastructure into all new developments as critical to the future long term sustainability of a charging network.

- **Guidance on parking**

It is important that developers consider the likely demand for electric charging points within new developments, and how this is likely to change over time. Our Guidance on Parking at New Development to developers states that developers should identify ways to cater for this demand within the design of new developments as part of the overall provision of parking facilities. This could include, for example, a mix of spaces with active charging facilities and passive provision, i.e. ducting to allow facilities to be brought into use at a later stage.

Our guidance also states the EV space allocations for active EV charging facilities expected between now and 2030. These are in line with the ambition within this strategy.

- **WSCC Local Design Guide**

Our local design guide sets out our preferences on the application of national highway guidance and standards for residential development within West Sussex. We will update our guide to reflect the principles contained within this strategy.

- **Our buildings**

We will also ensure that any new build projects that we undertake, where it is safe and appropriate for the public to have access to the site, will integrate publically available electric vehicle charging. At a minimum we will ensure charging is integrated for our own fleet vehicles.

b) Enable a comprehensive and cohesive charging solution on community land.

The County Council aspires to work in partnership with district and borough councils (the main owners of public off-street parking), parish councils and charities that run and maintain community land such as village halls and community centres to provide a comprehensive and cohesive solution on public land. We believe that if we can consider all community land when planning a charging network there would be significant benefits to our residents. We could:

- provide a joined-up solution, which looks, and is accessed in, the same way across the county making it easier for people to use;

- provide chargers in the best locations for the users, rather in the places we have the land / space to do it;
- enable chargers to be delivered faster across the whole county as the chances of finding more feasible and achievable sites will be increased if we maximise potentially “in scope” public land;
- avoid duplicating provision in a single area;
- access significantly more government funding than acting alone, and thereby deliver more infrastructure within the county;

Although a community land solution is our overall aspiration, we can only commit our own assets in this strategy.

We are the local Highway Authority, with control over the vast majority of public highways in the County. This includes roads and footways. Notable exceptions are some of the main strategic routes in the county – the M23, the A27 and most of the A23, which are managed by Highways England.

We also own a substantial number of buildings and land assets across the county from which we deliver our services. This can range from individual homes to large corporate office hubs, fire stations, care home and schools.

We are uniquely placed to enable the provision of this charging infrastructure, to enable the switch to EV.

When considering **charging point type and operation** we have some **general principles** that we will be adhering to:

Charging point equipment

- The charging points installed across the County will look and feel the same, with consistent signage.
- AC Charging points will use standard plugs (Type 2 connectors). We will not be using three pin plug connectors.
- Charging points will be at least 7KW. Modern EVs are, and will continue to be, produced with larger and larger battery packs. Anything less than a 7KW charging point will take an impractical amount of time for these larger vehicles to charge.

Charging point installation

- We want to minimise the amount of street furniture and clutter.
- Charging points should be at least dual connectors, or if this is not possible, demonstrate that they take up less space than a dual connecting charging point, and equally provide the same value for money.
- Installations will include the creation of charging bays with EV parking bay marking. These will be marked with green bay paint marking with ‘Electric Vehicles Only’ text.

- To maximise the accessibility of the charging points, they will have time related use restrictions, dependent on the location and charge provided.
- Signage, particularly in residential and destination locations will be kept to a minimum, and show clear information about the costs to charge

Payment

- Users will be charged for the energy that they use.
- Charging points will be easy for anyone to use with a contactless pay as you go system. In addition there will be an option for pre-registering for regular users if they prefer.
- To ensure that residents relying on our residential charging solution (more detailed explanation of this is set out on Page 10 onwards) are able to get a deal as close to being able to charge on their own property as possible, we will offer differential pricing to residents and identified public sector partners through a membership scheme.
- We will consider, on a location by location basis, waiving or reducing parking fees in short and medium term parking locations (this will be restricted to sites where we have control of the parking)

Charging point management system

- All our charging points will be supported by one branded back office system. Charging points will use the latest open charging point protocol, enabling the Council to transfer the back office function to another user if the back office system proves unfit for purpose, or if users are receiving an unsatisfactory level of service.
- Our charging points will supported by an app and website to help customers locate available charging points. This will interact with other well-known and trusted website providers such as ZapMap. We will also provide a map of planned future charging point locations to keep residents up to date on our plans.

Energy supply

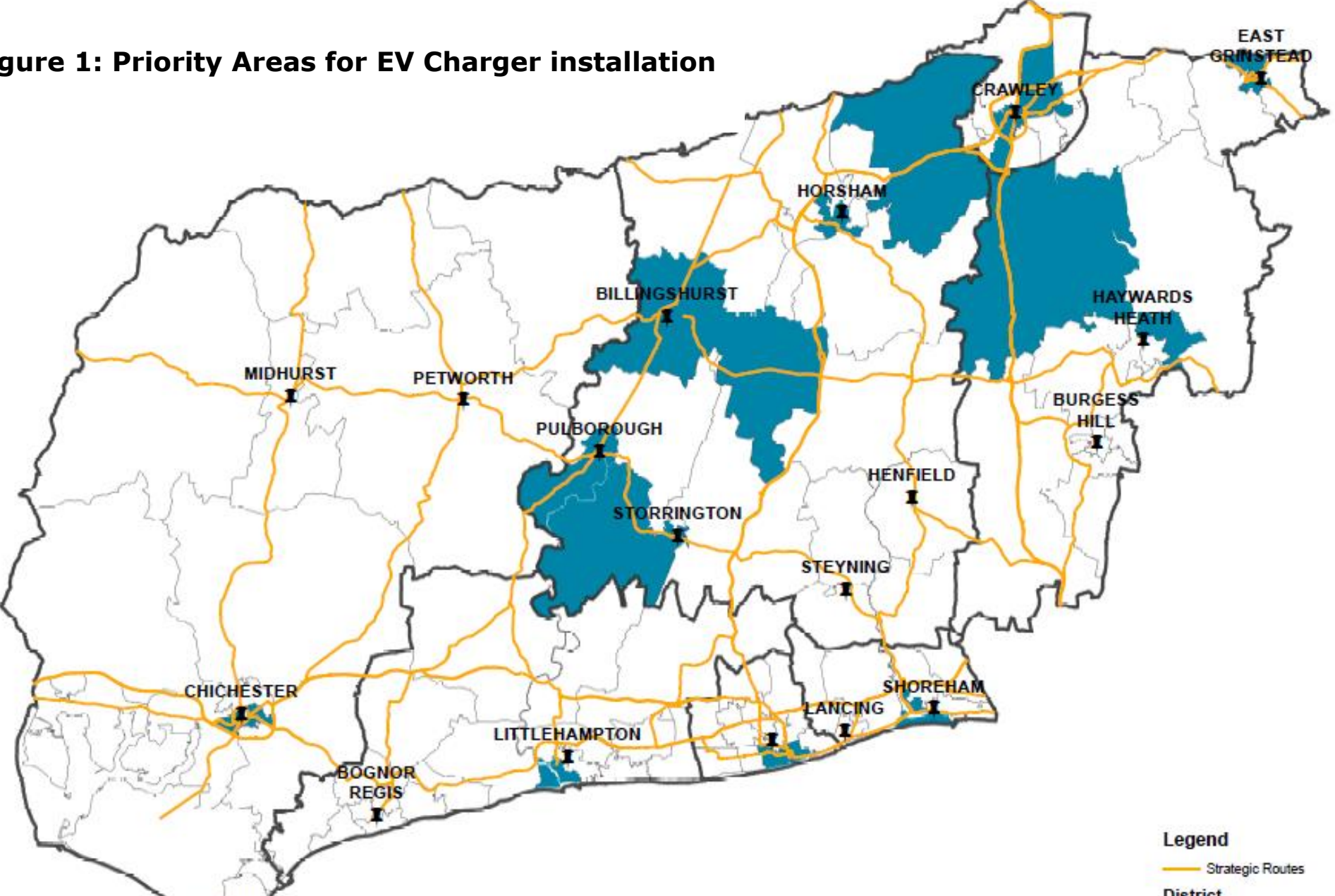
- We will maximise the carbon saving associated with the switch by ensuring that charging points we enable use renewable energy, either by generating and storing energy on site, or through a renewable / green energy tariff.
- WSCC will retain responsibility for the source of the energy used to operate the charging points in order to ensure that the benefits of competitive energy tariffs are passed onto local residents.
- We wish to explore how we can support smart charging, and reduce demand on the grid at peak times, and will investigate solutions for pricing incentives to encourage charging off peak, and the feasibility of vehicle to grid (vehicle to grid technology enables energy stored in EVs to be fed back into the national

electricity network (or 'grid') to help supply energy at times of peak demand) for public charging.

We also have some **general principles in relation to charging point locations:**

- We want to provide charging points in the places that people need them, but not in locations that encourage additional car use.
- We will focus on areas where residents cannot make the switch to EV without access to a public charging network, but we want to ensure a good geographical spread across the county.
- We will ensure any charging points we enable are complementary to, and not in direct competition to others already operating in the area.
- Although efforts to engage with potential market providers (supermarkets, petrol station operators etc) has proved difficult to date, we will work with our preferred supplier to attempt to engage with other potential private providers to encourage them to invest in charging infrastructure within the County and to ensure any additional public charging infrastructure is complimentary to privately owned charging points.
- Our initial efforts will focus in areas where we predict there will be more chargers required. The initial priority areas will be the areas in blue and along strategic networks, as illustrated in Figure 1. These are areas where there is less access to off road parking, where uptake trends are fastest and where there are more commuter journeys happening. (Any individual sites will be subject to feasibility investigations and a clear business case).
- West Sussex residents will have the opportunity to suggest suitable specific sites for charging points to be installed.
- Individual sites will be subject to full feasibility investigations including an assessment of local grid capacity.

Figure 1: Priority Areas for EV Charger installation



MSOA is a geographical geographic hierarchy designed to improve the reporting of small area statistics in England and Wales. The minimum population is 5000 and the mean is 7200

Accessibility

- Charging points will be easily accessible and, where the primary user will be the general public, will be available 24 hours a day.
- Ideally charging points will be in busy locations with high footfall.
- Ideally urban sites will have CCTV and be well-lit for use at night.

Other highway users

- Parking for charging points will not remove parking designated for people with a disability, spaces for car club cars, bus bays or bicycle parking, although we will seek to ensure some disability parking is provided with charge points.
- Charging points and charging bays will only be installed in locations where it is safe to do so and where parked vehicles will not impede current and planned future highway works, as set out in local and strategic transport improvement plans, and pre-existing development agreements.
- On street charging points will be located on the kerbside of the footway, and be situated as close as possible to the kerb to limit the space they take up and reduce trip hazards.
- Charging points will not be installed in areas where installation will restrict access for other footway and road users.

We want to see three main types of charging infrastructure. These are listed below in priority order:

- 1. Residential charging** - serving residents primarily for overnight charging. Addresses lack of public charging concerns
- 2. Rapid hub charging** - serving all EV users, providing 20-30 minute charging. Convenient to as many users as possible. Addresses lack of public charging and range anxiety concerns.
- 3. Destination (top up) charging** - serving all EV users, providing top up charging over a few hours. Addressing lack of public charging and range anxiety concerns.

Below is more detailed information on what our vision is for each of these charging types.

1. Residential charging

Where no off-street parking exists we want to enable 2, potentially 3 types of residential charging:

a. Enabling charging on home chargers

We want to make it as easy as possible for residents to make the switch to EVs, and are aware of the benefits of charging from your own home charger, for example it may be cheaper and allow easier vehicle to grid solutions)We

are very mindful that we need to ensure that our pavements are safe for pedestrians and other highway users, and that we don't expose the County Council or individuals to excessive liability or risk.

We will continue to explore ways to enable this option for West Sussex residents, including keeping up to date with pilots running in other areas, for example channels for cables being trialled in Oxford.

b. Residential hub charging

- Although we aspire to work with District, Borough and Parish Councils to deliver a public land solution in West Sussex, we can only commit our own assets. Therefore hubs will be located on County Council owned land **excluding:**
 - Residential homes;
 - Schools, unless they specifically opt into to providing chargers;
 - Care sites offering residential services, or services to vulnerable people;
 - Leased properties, where tenants fully control the site services and operation;
 - Agricultural land;
 - Greenfield sites;
 - Secure sites;
 - Sites where public access might impede our service delivery, or put the public at risk.
- Will be located close to a residential area without access to off road parking. Ideally this will be less than 500m walk for the majority of users.
- When charging in a County Council owned hub, overnight parking will be available for free.

c. Residential charging on street

- We will not be pursuing installing charging points located on/in street lights. For a are a number of reasons:
 - Power supply
Street Light columns have a very low power supply. Most are in the region of 2Kw. With batteries in cars increasing in size, 2kw would be exceptionally slow to charge, and not fit for purpose.
 - Trailing Cables
WSCC lighting columns are in the main placed at the back of footway as this makes them less vulnerable to damage but this means charge leads would be going across the footway. Ownership / Responsibility
It is the responsibility of a third party (Tay Valley Lighting) to maintain all our street lights under a 25yr PFI (Private Finance Initiative), this passes all the risk of the street lighting to Tay Valley Lighting. There are some complex and costly legal issues about

providing another party access to the lights. Although these might potentially be overcome it will take significant time and resources to do so, and there is no guarantee they can be resolved. We have ambitious aims for EV in the County, and need to be taking early action.

- In areas where parking is already restricted for residents only, these parking restrictions will apply equally to the EV bays.
- Charging points should not be considered the personal charging point of any one individual, but will be an asset for the community to access. To support this, where practical the bay will not be located outside one particular property, but in the best location to serve an entire street.

2. Rapid hub charging

- Charging points will:
 - be at least 43kW AC or 50kW DC;
 - be close to a strategic road network or other important route;
 - be in locations that don't already experience significant congestion / don't attract additional trips into already congested areas;
 - consist of at least 3 and ideally 6 charging units, so at least 3 cars with the same connector type will be able to charge at any one time.
- Charging on street, or in off street hubs will be considered.

3. Destination (top Up) charging

- Charging points will be located where short/medium term parking is available.
- Charging points will be located in areas with existing car-based activity, with mixed use areas and destinations such as near high streets and transport hubs. (This will support the use of EVs for existing car trips)
- Charging on street, or in off street hubs will be considered.

How we will deliver

There are two main grant schemes available to us, the On-Street Residential Charging Grant, and the Workplace Charging Grant. These cover 75% and 50% of the installation costs of charging points. There is no provision in the grant for future maintenance.

We are cautious in investing our limited capital funds in an innovative and evolving technology. We lack the resources internally to stay on the cutting edge of developments, and see the market as the main holders of this knowledge and expertise.

Agenda Item 5e
Appendix 2

Therefore our preferred option for delivery and ongoing management, operation and maintenance is the use of third party supplier.

Other than drawing down on a the Government Grant for electric vehicle charging, we do not intend to use any other Council funds to deliver this scheme.

ACTIONS

Aim 1: 70% of all new registered cars in the County are electric by 2030,

Objective	Actions for WSCC
Ensure our residents and businesses understand the options for and benefits of EV ownership, are aware of grants they can take advantage of, and where they can find charging points	Develop and start delivery of a communication and engagement plan
Offer incentives to encourage residents to make the switch to EVs as soon as possible	We will explore different charging mechanisms, including differential charges for residential parking permits for low emission vehicles.
	As charging point sites come forward, review the reducing parking fees in short and medium term parking locations
West Sussex County Council will lead by example	Develop a phased fleet transition plan to move our fleet to electric.

Aim 2: There is sufficient charging infrastructure in place to support the vehicles we predict will be reliant on public infrastructure to charge.

Objective	Actions for WSCC
Ensure the future long term sustainability of EV charging by integrating infrastructure into new development	Regularly review our Guidance on Parking at New Developments to ensure adequate provision for EV charging on new development
	Revise our WSCC Local Design Guide to reflect our charging point principles
	Revise our own new building design standards to include EV provision that meets our charging point principles

	Lobby for more transparency from market providers regarding future development plans
Provide a comprehensive and cohesive public charging solution on community land.	Collate a long list of sites for consideration for delivery by our delivery partner
	Appoint a market-based partner to work with us to provide the charging point network
	Develop a 5 year rolling delivery programme for charging points across the County. This delivery programme will include measurable targets.

Aim 3: Ensure a carbon neutral energy source for all charging points we enable

Objective	Actions for WSCC
Maximise the carbon saving associated with the switch to EV	Stipulate the requirement for renewable energy, either by generating and storing energy on site, or through a green / renewable energy tariff within our supplier specification

All actions will be subject to clear business cases that demonstrate value for money, and availability of funding.

Draft Electric Vehicle Strategy: Summary report

This report was created on Wednesday 02 October 2019 at 09:27.

The consultation ran from 27/08/2019 to 01/10/2019.

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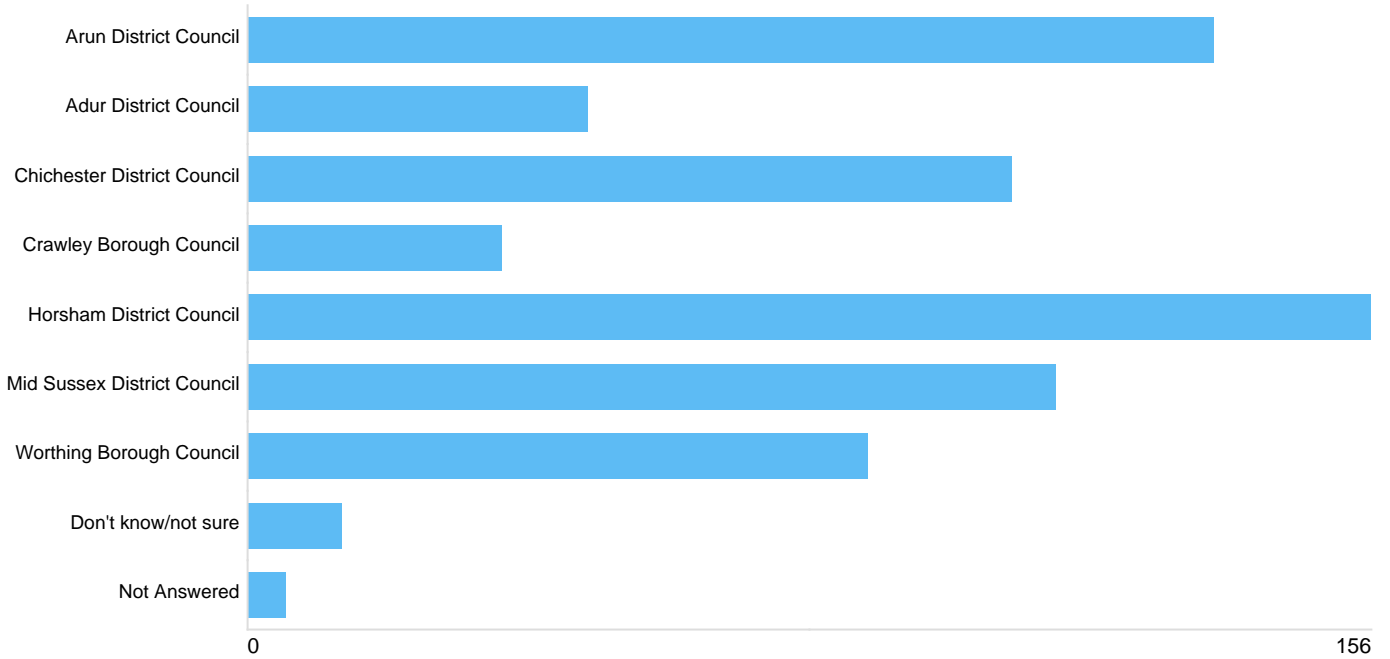
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Question 1: In which local authority council area do you live?

Name

There were **267** responses to this part of the question.

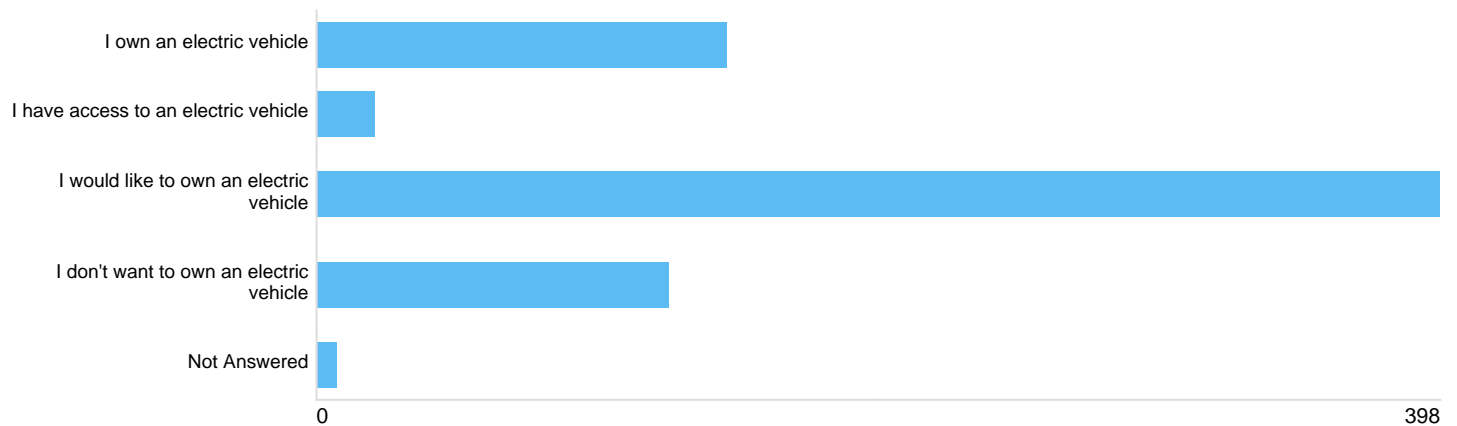
Council



Option	Total	Percent
Arun District Council	134	19.31%
Adur District Council	47	6.77%
Chichester District Council	106	15.27%
Crawley Borough Council	35	5.04%
Horsham District Council	156	22.48%
Mid Sussex District Council	112	16.14%
Worthing Borough Council	86	12.39%
Don't know/not sure	13	1.87%
Not Answered	5	0.72%

Question 2: Tick the statement that best describes you.

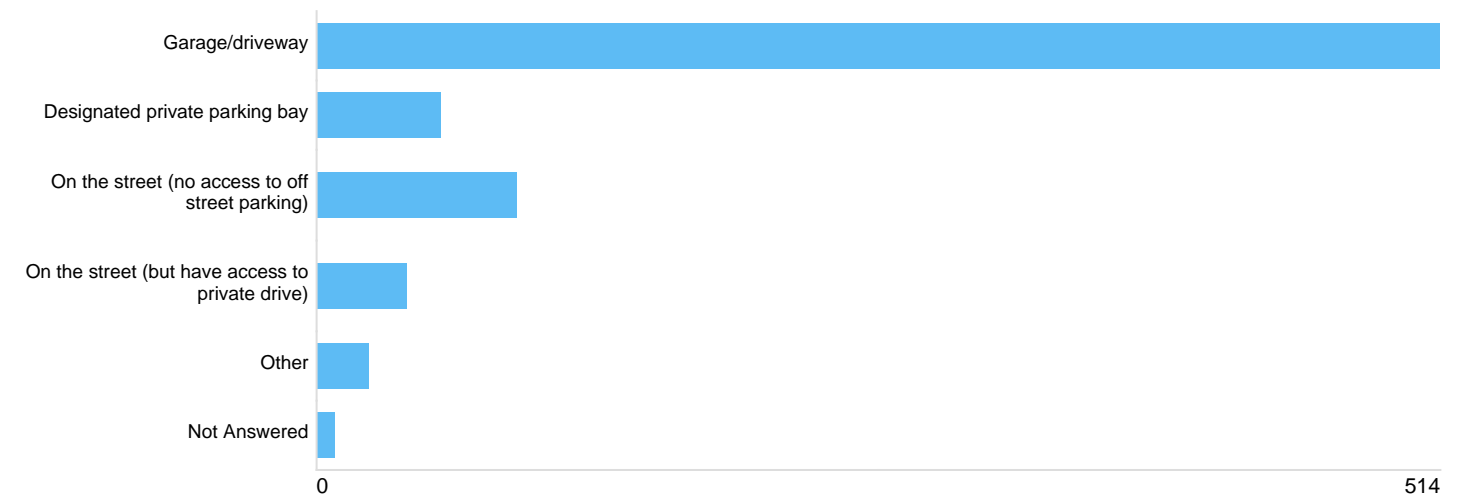
Own ev



Option	Total	Percent
I own an electric vehicle	145	20.89%
I have access to an electric vehicle	20	2.88%
I would like to own an electric vehicle	398	57.35%
I don't want to own an electric vehicle	124	17.87%
Not Answered	7	1.01%

Question 3: Where do you park your current vehicle(s) overnight? Select all that apply.

Where



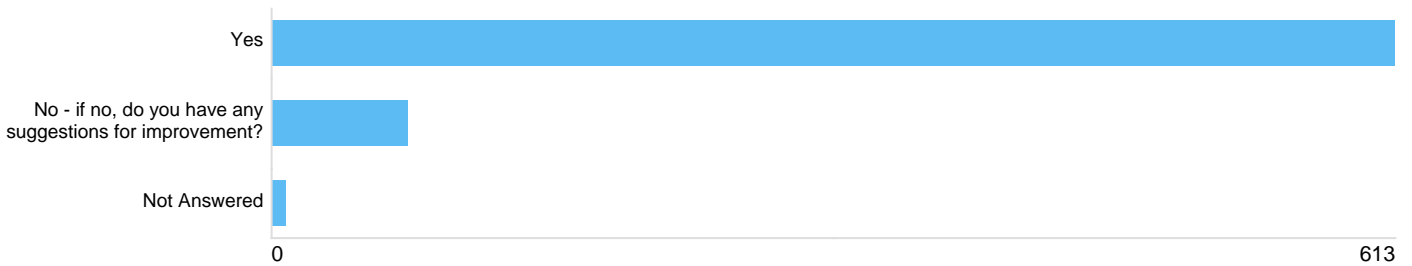
Option	Total	Percent
Garage/driveway	514	74.06%
Designated private parking bay	56	8.07%
On the street (no access to off street parking)	91	13.11%
On the street (but have access to private drive)	41	5.91%
Other	23	3.31%
Not Answered	8	1.15%

Other where

There were **35** responses to this part of the question.

Question 4: Did you find the strategy clear and easy to understand?

Clear



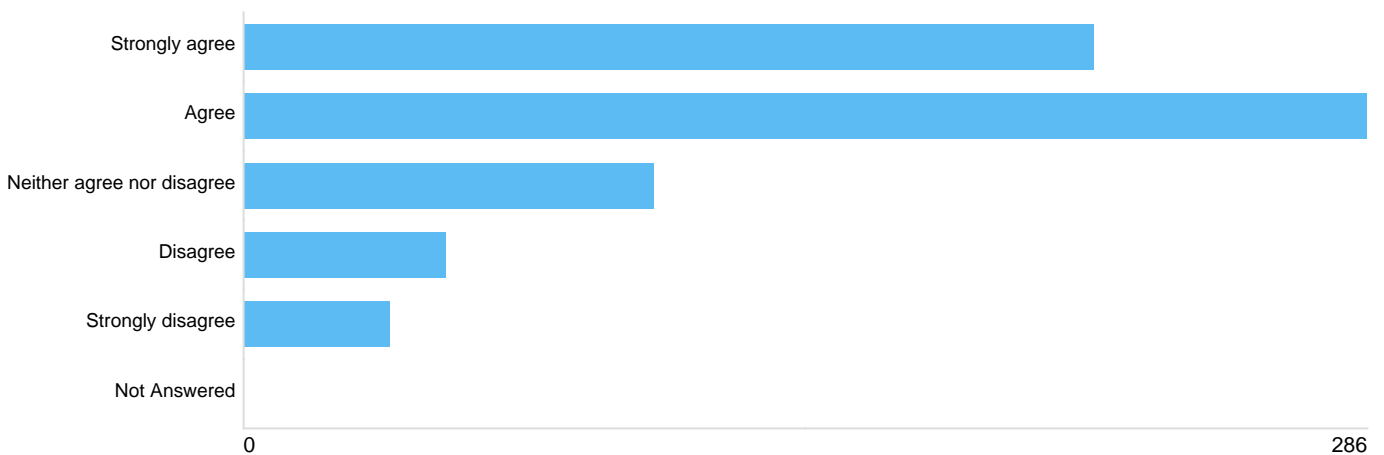
Option	Total	Percent
Yes	613	88.33%
No - if no, do you have any suggestions for improvement?	74	10.66%
Not Answered	7	1.01%

If no, do you have any suggestions for improvement?

There were **79** responses to this part of the question.

Question 5: How much do you agree with the general aims of the proposed draft strategy?

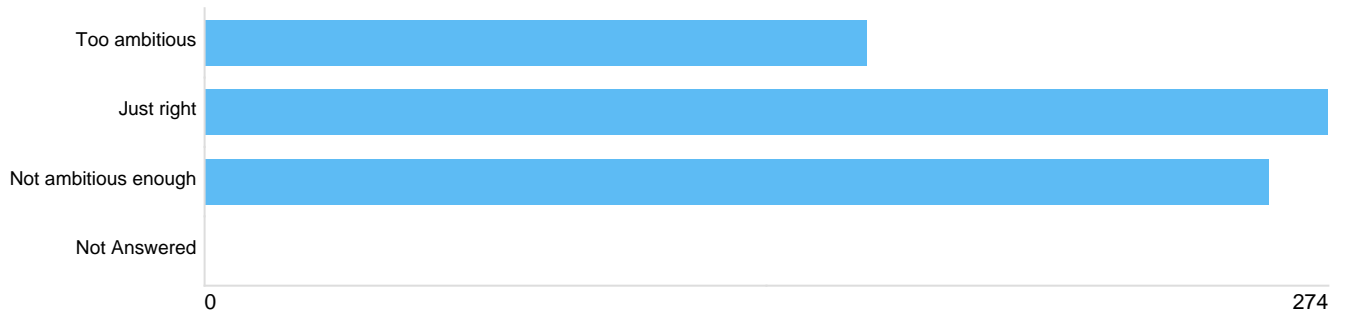
Agree aims



Option	Total	Percent
Strongly agree	216	31.12%
Agree	286	41.21%
Neither agree nor disagree	104	14.99%
Disagree	51	7.35%
Strongly disagree	37	5.33%
Not Answered	0	0%

Question 6: In your opinion, are our aims:

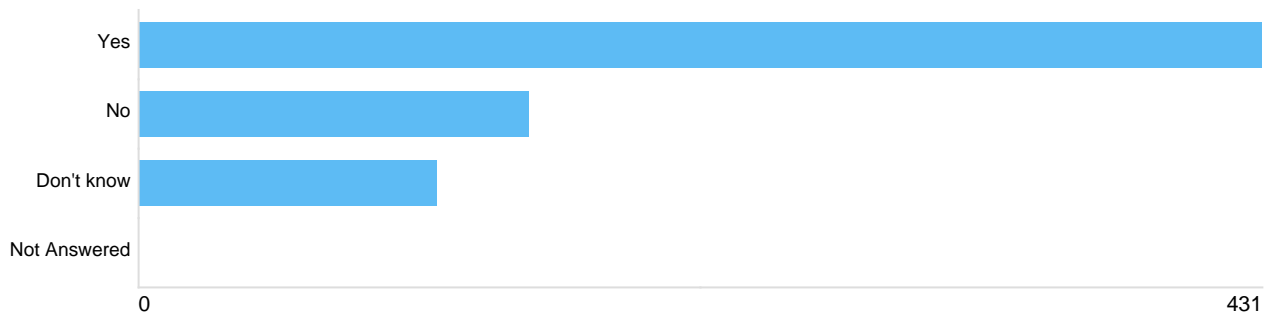
Opinion on aims



Option	Total	Percent
Too ambitious	161	23.20%
Just right	274	39.48%
Not ambitious enough	259	37.32%
Not Answered	0	0%

Question 7: The main focus of this strategy is on those people who will be reliant on public infrastructure. In your opinion, is this the right focus for the strategy or not?

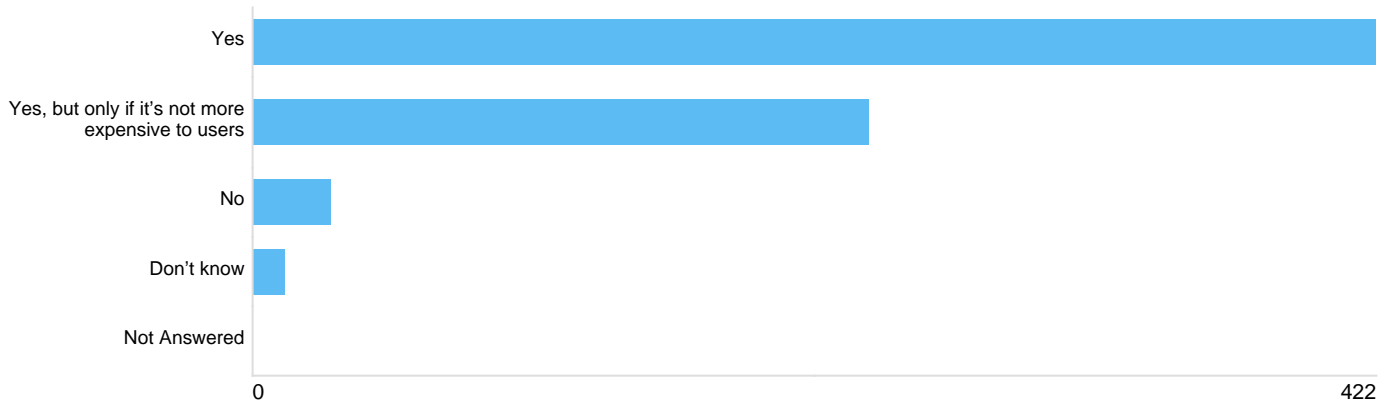
Right focus



Option	Total	Percent
Yes	431	62.10%
No	149	21.47%
Don't know	114	16.43%
Not Answered	0	0%

Question 8: In your opinion, should we be powering our chargers with renewable energy or not?

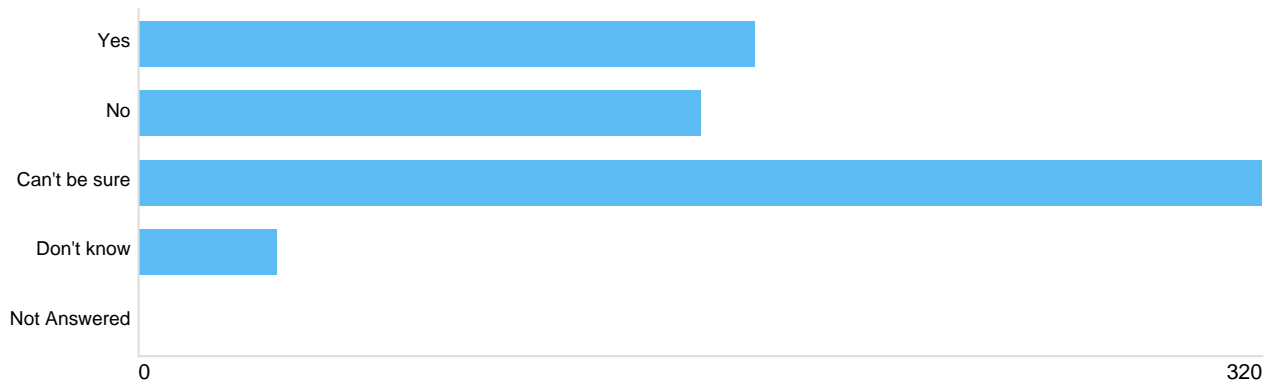
Use renewables



Option	Total	Percent
Yes	422	60.81%
Yes, but only if it's not more expensive to users	231	33.29%
No	29	4.18%
Don't know	12	1.73%
Not Answered	0	0%

Question 9: If we adopted the approach set out in the strategy, do you think this will give you sufficient places to charge your car locally or not?

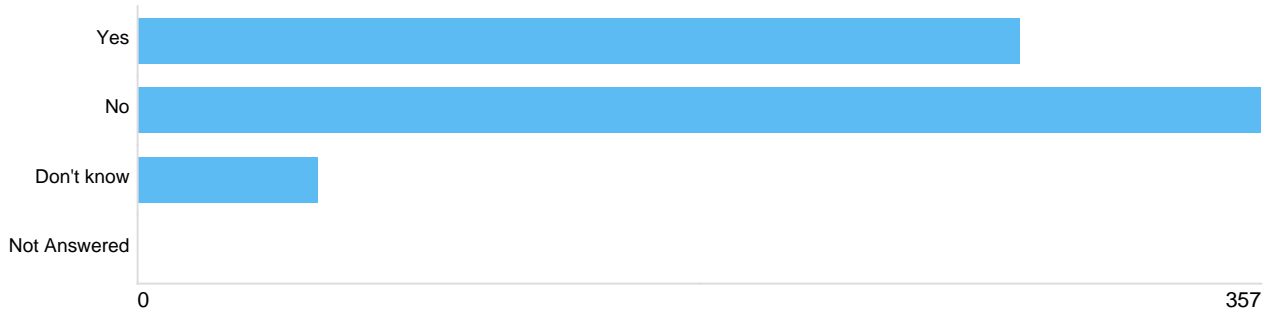
Enough places



Option	Total	Percent
Yes	175	25.22%
No	160	23.05%
Can't be sure	320	46.11%
Don't know	39	5.62%
Not Answered	0	0%

Question 10: In your opinion should we allow cables, in cable protectors, to run across pavements for charging electric vehicles? (see pictures below)

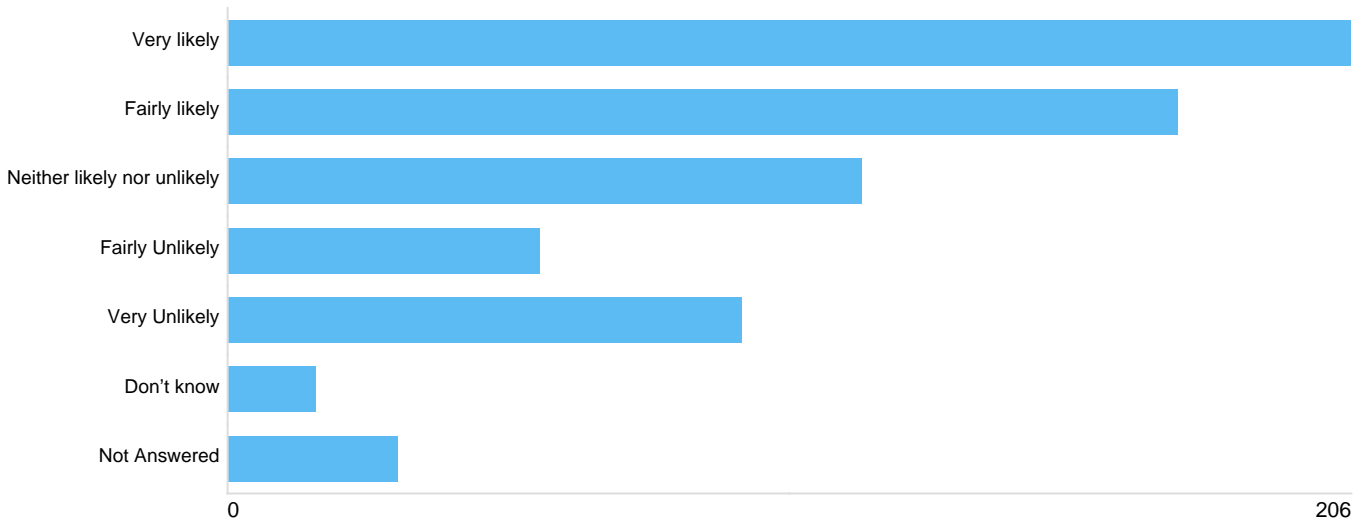
Cables



Option	Total	Percent
Yes	280	40.35%
No	357	51.44%
Don't know	57	8.21%
Not Answered	0	0%

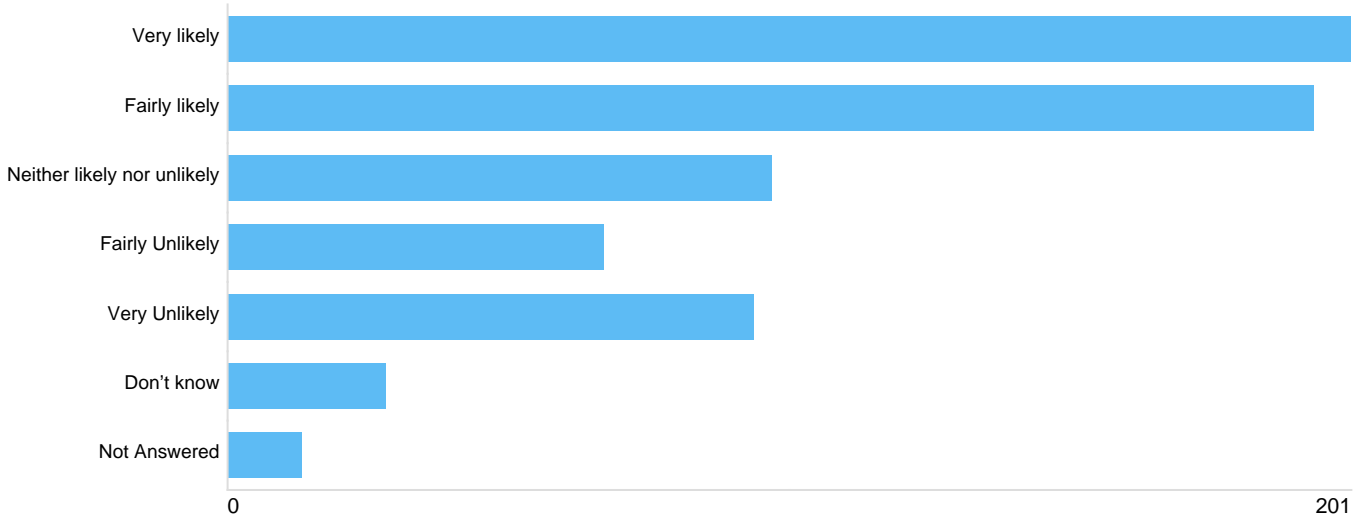
Question 11: Assuming we were able to deliver the measures set out in this draft strategy, how likely is it that you would:

Likely to use - Switch to using an electric vehicle?



Option	Total	Percent
Very likely	206	29.68%
Fairly likely	174	25.07%
Neither likely nor unlikely	116	16.71%
Fairly Unlikely	57	8.21%
Very Unlikely	94	13.54%
Don't know	16	2.31%
Not Answered	31	4.47%

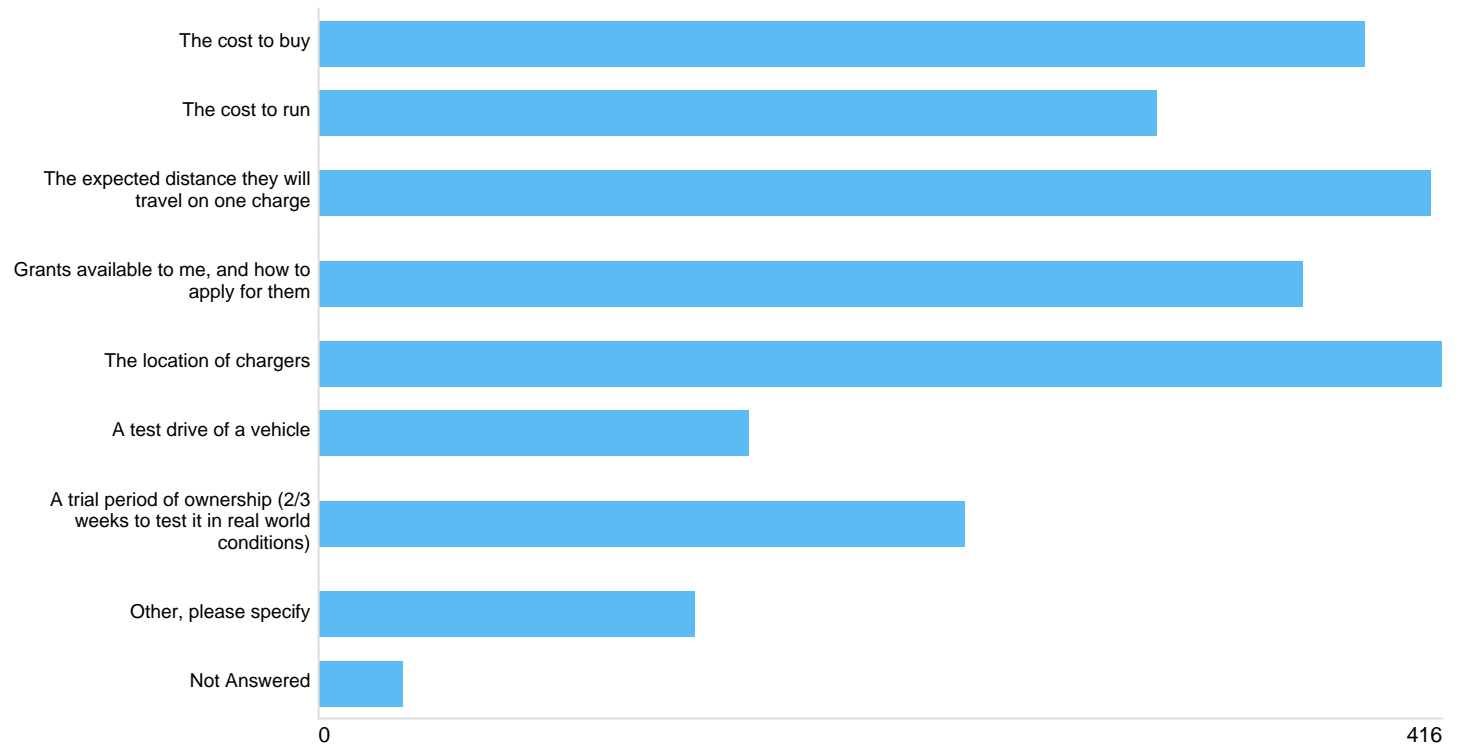
Likely to use - Use WSCC charging points?



Option	Total	Percent
Very likely	201	28.96%
Fairly likely	194	27.95%
Neither likely nor unlikely	97	13.98%
Fairly Unlikely	67	9.65%
Very Unlikely	94	13.54%
Don't know	28	4.03%
Not Answered	13	1.87%

Question 12: The aim of the strategy is to encourage people to switch to using electric vehicles. What additional information about electric vehicles (if any) might help you make this switch?

Other info needed



Option	Total	Percent
The cost to buy	387	55.76%
The cost to run	310	44.67%
The expected distance they will travel on one charge	411	59.22%
Grants available to me, and how to apply for them	364	52.45%
The location of chargers	416	59.94%
A test drive of a vehicle	159	22.91%
A trial period of ownership (2/3 weeks to test it in real world conditions)	239	34.44%
Other, please specify	139	20.03%
Not Answered	31	4.47%

Other info needed text box

There were **204** responses to this part of the question.

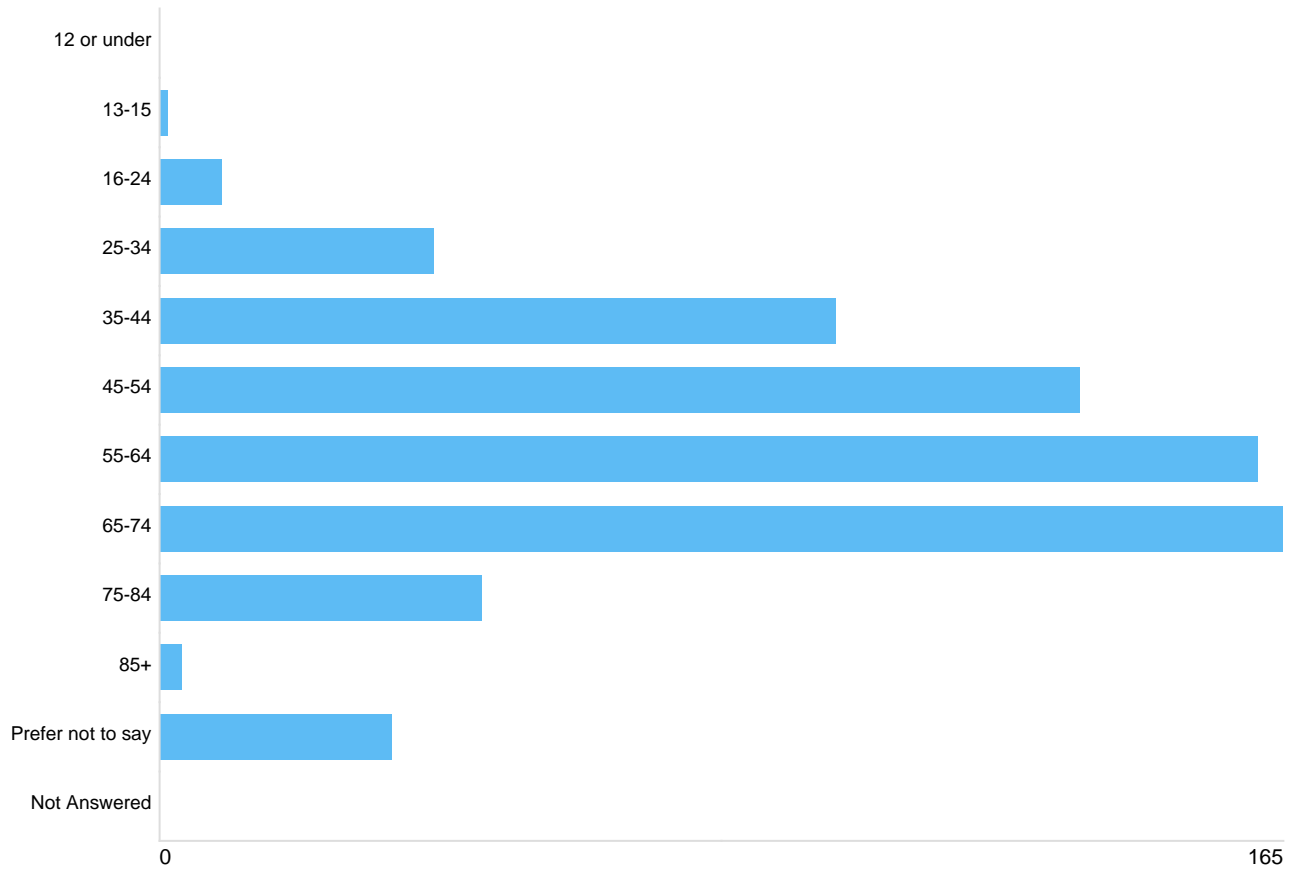
Question 13: Do you have any other comments that you would like to make about the proposed draft strategy?

Comments

There were **408** responses to this part of the question.

Question 14: How old are you?

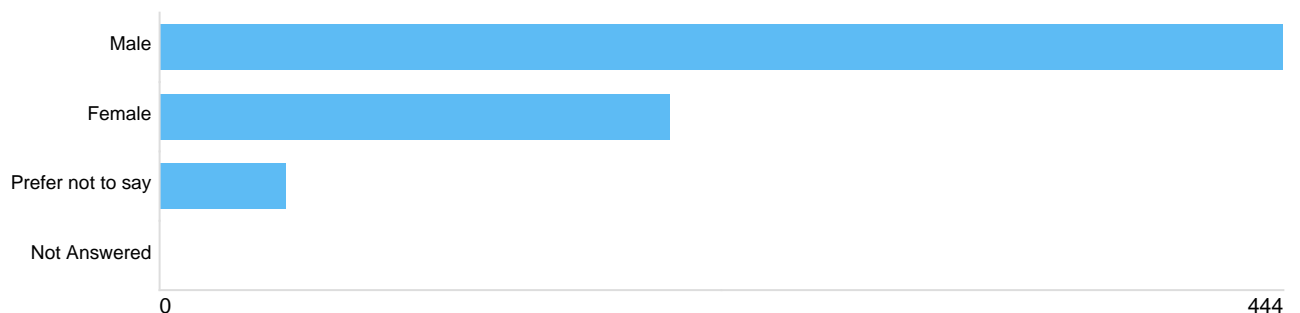
Age



Option	Total	Percent
12 or under	0	0%
13-15	1	0.14%
16-24	9	1.30%
25-34	40	5.76%
35-44	99	14.27%
45-54	135	19.45%
55-64	161	23.20%
65-74	165	23.78%
75-84	47	6.77%
85+	3	0.43%
Prefer not to say	34	4.90%
Not Answered	0	0%

Question 15: Are you....

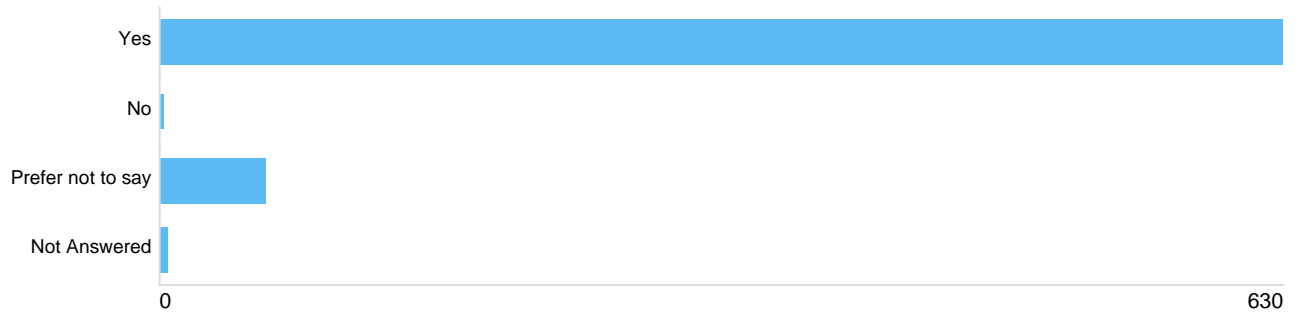
Sex



Option	Total	Percent
Male	444	63.98%
Female	201	28.96%
Prefer not to say	49	7.06%
Not Answered	0	0%

Question 16: Is your gender the same as the one assigned to you at birth?

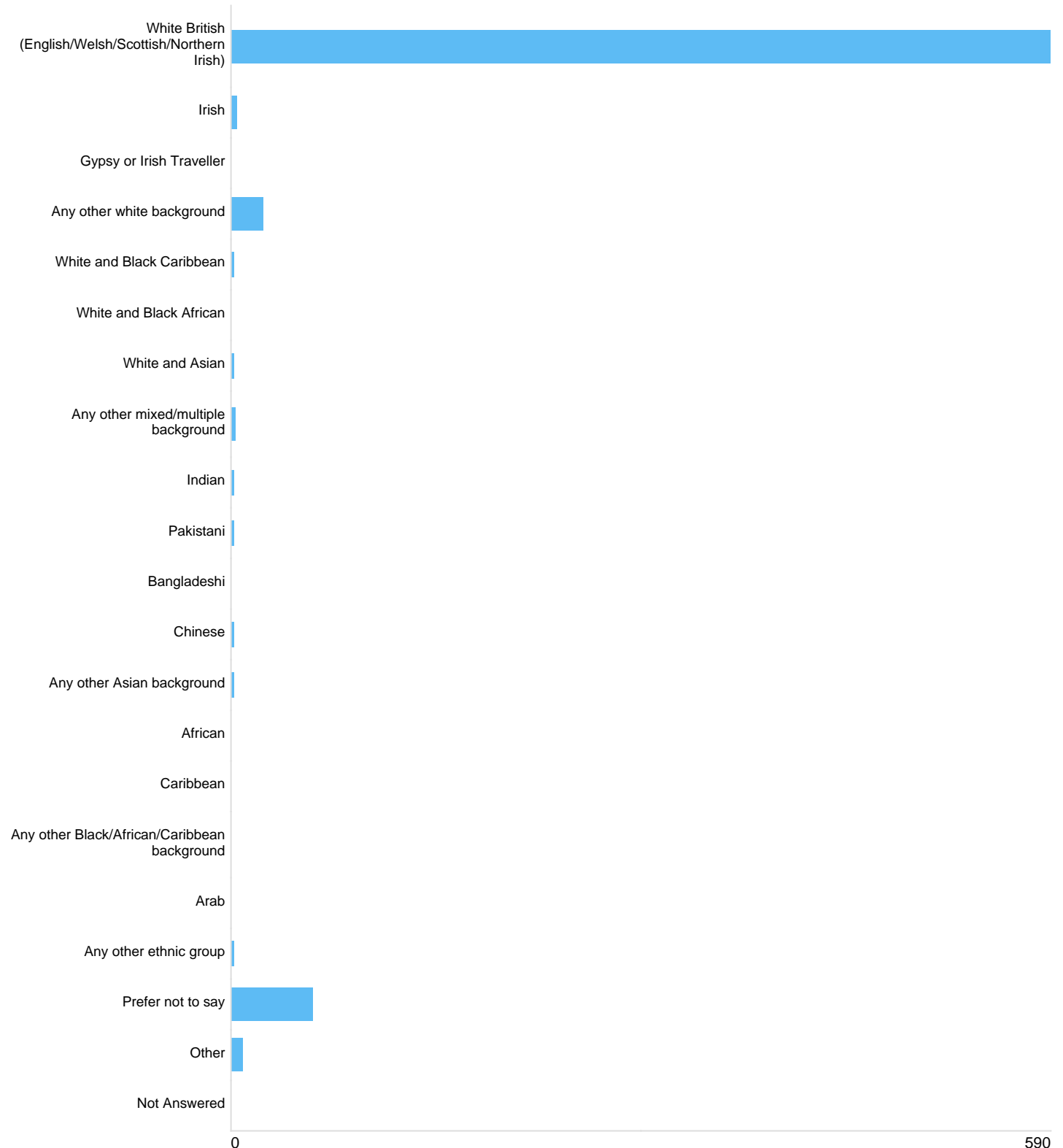
Gender reassignment



Option	Total	Percent
Yes	630	90.78%
No	1	0.14%
Prefer not to say	59	8.50%
Not Answered	4	0.58%

Question 17: What is your ethnic origin?

Ethnic origin



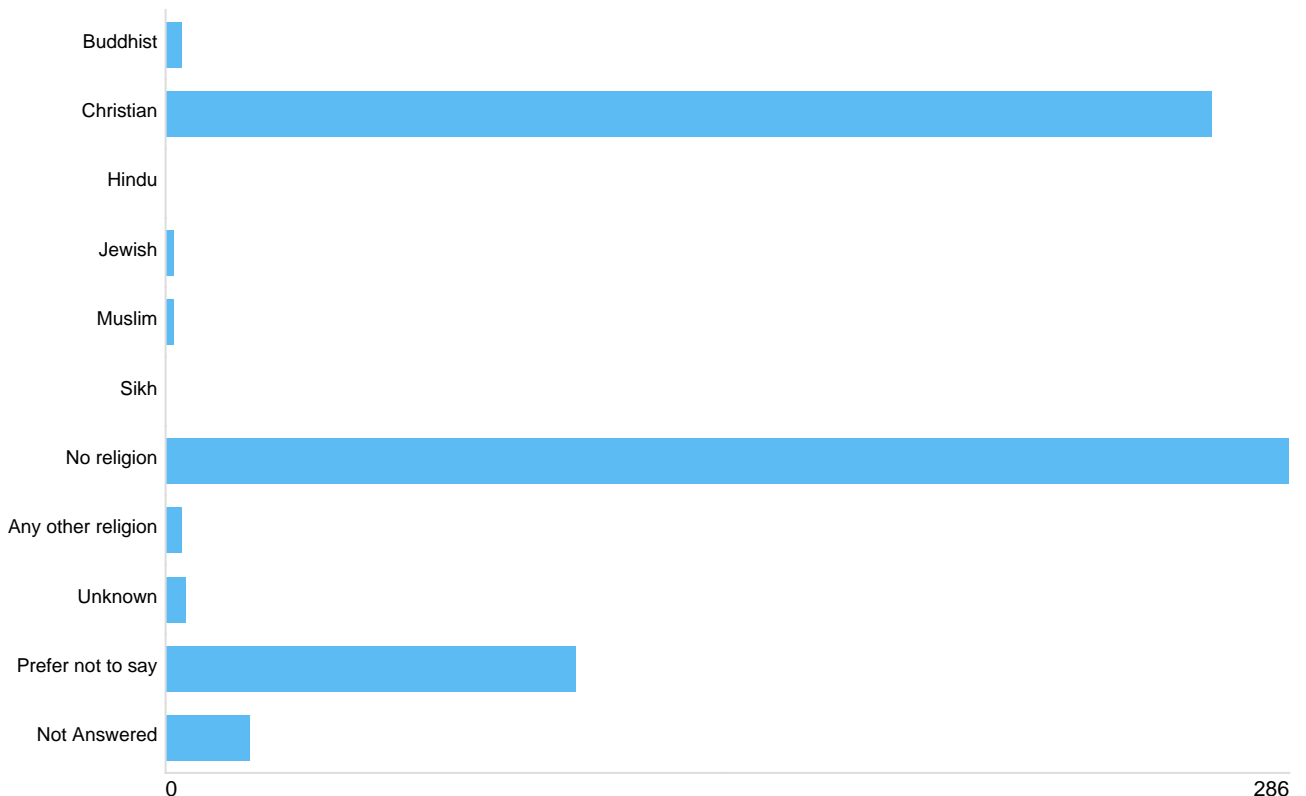
Option	Total	Percent
White British (English/Welsh/Scottish/Northern Irish)	590	85.01%
Irish	4	0.58%
Gypsy or Irish Traveller	0	0%
Any other white background	23	3.31%
White and Black Caribbean	1	0.14%
White and Black African	0	0%
White and Asian	1	0.14%
Any other mixed/multiple background	3	0.43%
Indian	1	0.14%
Pakistani	1	0.14%
Bangladeshi	0	0%
Chinese	1	0.14%
Any other Asian background	2	0.29%
African	0	0%
Caribbean	0	0%
Any other Black/African/Caribbean background	0	0%
Arab	0	0%
Any other ethnic group	1	0.14%
Prefer not to say	58	8.36%
Other	8	1.15%
Not Answered	0	0%

If 'other', please specify

There were 7 responses to this part of the question.

Question 18: What is your religion?

Religion



Option	Total	Percent
Buddhist	4	0.58%
Christian	266	38.33%
Hindu	0	0%
Jewish	2	0.29%
Muslim	2	0.29%
Sikh	0	0%
No religion	286	41.21%
Any other religion	4	0.58%
Unknown	5	0.72%
Prefer not to say	104	14.99%
Not Answered	21	3.03%

If 'other', please specify

There were **24** responses to this part of the question.

Question 19: Do you consider yourself to have a disability?

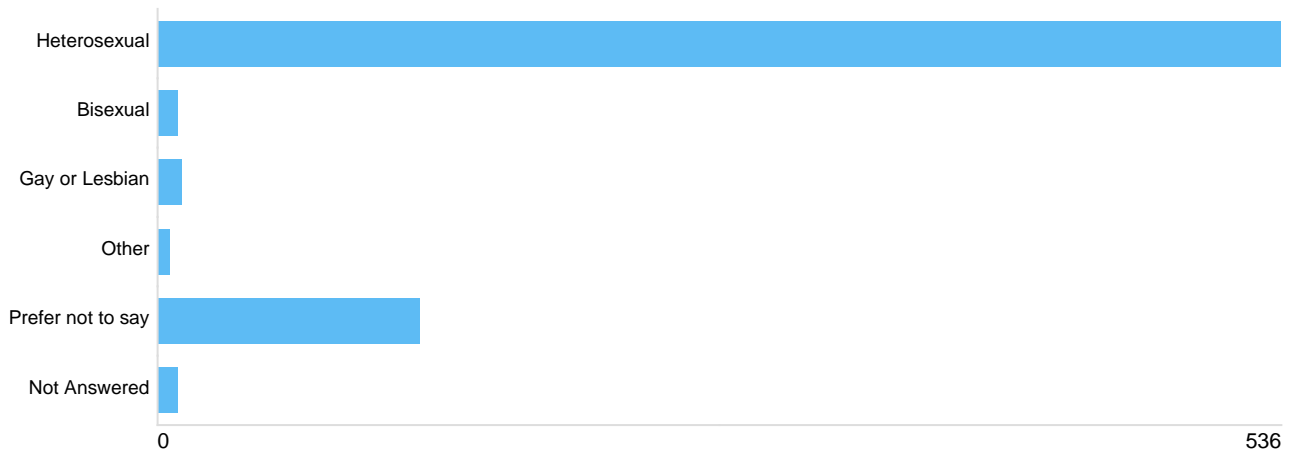
Disability



Option	Total	Percent
Yes	74	10.66%
No	559	80.55%
Prefer not to say	55	7.93%
Not Answered	6	0.86%

Question 20: What is your sexual orientation?

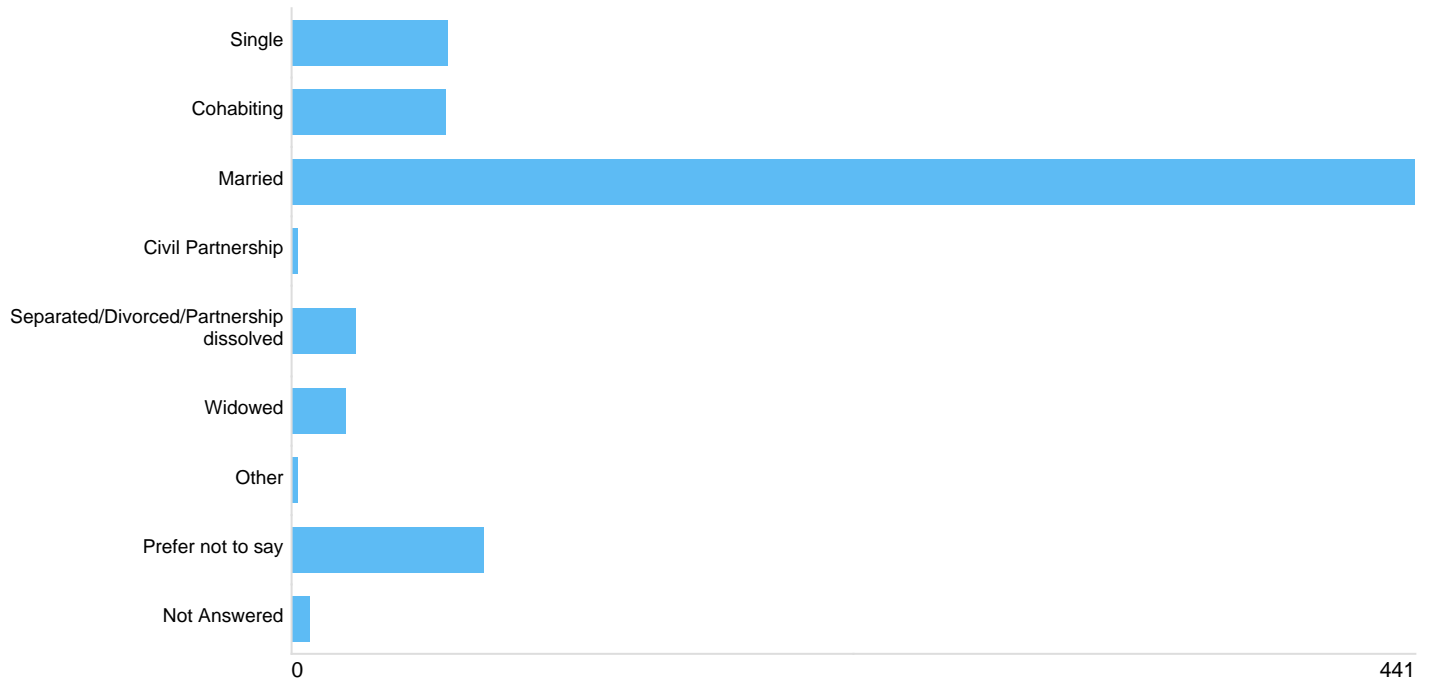
Sexual orientation



Option	Total	Percent
Heterosexual	536	77.23%
Bisexual	9	1.30%
Gay or Lesbian	11	1.59%
Other	5	0.72%
Prefer not to say	124	17.87%
Not Answered	9	1.30%

Question 21: Are you....

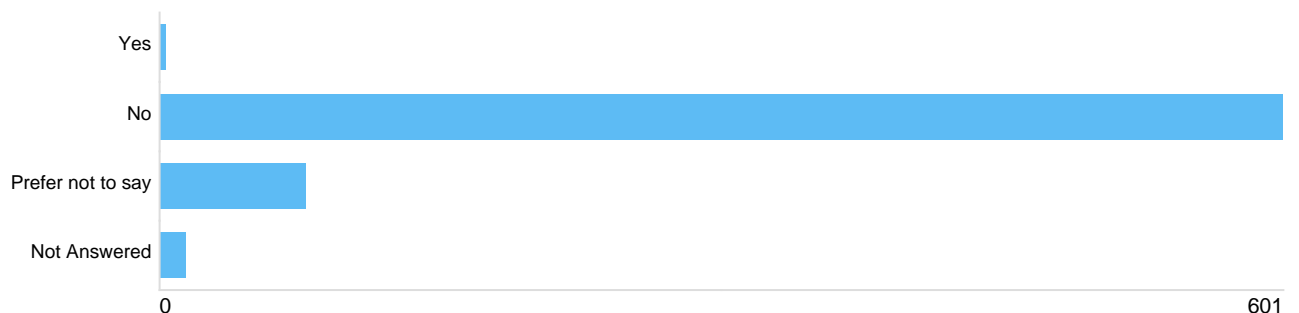
Relationship status



Option	Total	Percent
Single	61	8.79%
Cohabiting	60	8.65%
Married	441	63.54%
Civil Partnership	2	0.29%
Separated/Divorced/Partnership dissolved	25	3.60%
Widowed	21	3.03%
Other	2	0.29%
Prefer not to say	75	10.81%
Not Answered	7	1.01%

Question 22: Are you pregnant at this time or have you given birth within the last 26 weeks?

Brith



Option	Total	Percent
Yes	3	0.43%
No	601	86.60%
Prefer not to say	77	11.10%
Not Answered	13	1.87%

Appendix 3b

Consultation Summary

Local Councils

District, borough, town and parish councils were approached, not only for their views and comments on the strategy, but also to ask if they would like to be more directly involved in the delivery of a public land solution.

Comments have been received from

- Adur and Worthing Councils
- Chichester District Council
- Horsham District Council
- Cowfold Parish Council
- Felpham Parish Council
- Ferring Parish Council
- Horsham Denne Neighbourhood Council
- Littlehampton Town Council
- Petworth Parish Council
- Rusper Parish Council
- Yapton Parish Council

On the whole the responses from local councils were broadly supportive of the strategy, its aims, objectives and delivery plans.

Many of the council responses included suggestions for additional clarity or amendments to the strategy. Common highlights were:

- The desire for the County Council to see this EV Strategy as an element in a wider strategy, and to develop a holistic, ambitious, robust, sustainable transport strategy for the county which includes provision of buses, car clubs, bicycles
- The desire for the County Council to work with private businesses to encourage them to install chargers on their own land.
- The need for appropriate solutions for rural areas
- The need for contactless payment for chargers
- The need for collaborative working to identify potential sites for charger locations.

One council asked for further consideration to be given to the longer term implications of the technology.

In regard to more involvement with delivery of a public land solution positive responses have been received from:

- Adur and Worthing Councils
- Crawley Borough Council
- Horsham District Council
- Billingshurst Town Council

The County Council is working with their representatives to shape the procurement to meet their and our requirements, and to develop a long list of

potential sites where, subject to feasibility, they would be happy to see chargers installed.

The following councils remain interested, and have asked to be kept up to date with progress, and the outcome of the procurement:

- Arun District Council
 - Cowfold Parish Council
 - Ferring Parish Council
 - Lancing Parish Council
 - Mid Sussex District Council
-
- Chichester District Council – although they do not at this stage envisage adding land to the solution.

Targeted Interest Groups

The Equalities Impact Report identified the potential negative consequences of cables crossing footways for users of pavements. To ensure that groups who might be particularly negatively affected were given the opportunity to comment, targeted communications were sent to Associations for the Blind, Elderly and Access Forums.

One response was received from Crawley Town Access Group. They limited their response to the issue of cables crossing footways, and although welcoming the development of electric vehicles and wanting support efforts towards future planning of charging infrastructure, were strongly opposed to the proposal for cables.

Suppliers

We have conducted a soft market test to engage possible suppliers for their views on elements of our strategy. We received 12 responses.

There were no elements of the strategy that would prevent suppliers bidding to deliver a public land electric vehicle charger solution across West Sussex.

Public

Online Survey

A consultation took place from 27 August to 2 October 2019 and primarily consisted of an online questionnaire 694 responses were submitted.

The full consultation response report is attached but the highlights are:

- 72% of respondents agree, or strongly agree with the general aims proposed in the strategy
- 62% agree that the strategy should focus on people who will be reliant on public infrastructure
- 61% think should be using renewable energy to power the chargers, but 33% think should only use renewable energy if it was not more expensive to users
- 55% think they would be fairly or very likely to use chargers installed.

- 39% think the aims were just right; 37% think the aims are not ambitious enough; 23% think the aims are too ambitious
- 40% think that the County Council should allow cables in cable protectors, to run across pavements for charging electric vehicles; 51% think this should not be allowed; 8% didn't know.

Additional points that arose through the comments section included:

- Alternative sustainable transport, including active transport such as cycling and walk should be considered over EV charging (5.91% of all responses)
- The importance of enforcement to ensure charging bays are being used by charging cars (3.6% of all responses)
- Concerns about cables (3.6% of all responses)
- Broadening of the public land solution to a community land solution that encompassed village halls and community centres.

The full report of the findings is available on request and will also be published on the County Council Have Your say website.

Focus Groups

Two focus groups also took place for current EV users to express their views
The highlights were:

- Contactless payment is very important / essential, but membership schemes, where individuals register with a provider, and are issued with a payment card, are also useful and have a role to play.
- EV drivers need clarity and transparency about the charging costs
- 24 hour, 7 day a week troubleshooting support essential
- The importance of enforcement to ensure charging bays are being used by charging cars.
- Chargers have a role in helping making it attractive for visitors
- Views on cables across pavements were generally negative, although they recognised that it would give people an option for charging when they currently can't they thought it would create issues both for pedestrians and people charging. It was suggested that in certain quiet areas it would be acceptable.

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Appendix B is NOT FOR PUBLICATION
By virtue of paragraph 3 of Part I of Schedule 12A
of the Local Government Act 1972

Cabinet	Ref No: CAB08 (19/20)
03 December 2019	Key Decision: Yes
Lease of vacant residential properties to a Registered Provider	Part I: Report Part II: Appendix B for Members Only
Report by Director Property and Assets	Electoral Division: St Leonards Forest, Three Bridges, Rother Valley, East Grinstead Meridian, Bersted, Selsey, Chichester South, Felpham, Arundel and Courtwick, Southwick, Horsham East.
Summary	
<p>This report seeks approval by the Cabinet Member for Finance to lease vacant residential property to a Registered Provider for the purpose of housing families to whom the County Council has a Children Act duty for their temporary accommodation. It is proposed to lease the properties to YMCA Downslink Group (YMCA) a suitable local Registered Provider.</p>	
West Sussex Plan: Policy Impact and Context	
<p>The County Council's Future West Sussex Plan set outs its ambition to minimise the burden of local taxation, delivering the best outcomes for residents with the money it spends, whilst living within its means.</p> <p>The County Council's Asset strategy aims to ensure that assets are used efficiently and sustainably to provide suitable accommodation in appropriate locations to enable the County Council to deliver services and to generate revenues and growth.</p> <p>The County Councils objective is to give Children the Best Start in Life. It has a duty to children in families temporarily in need of accommodation and the proposal provides an approach to the discharge of this duty.</p>	
Financial Impact	
<p>It is anticipated savings of up to £200,000 per annum could be achieved. The identified properties are owned by the County Council but currently not required for operational service use and are vacant and incurring security costs and council tax liabilities.</p>	
Recommendations: The Cabinet endorses that:	
<ol style="list-style-type: none"> 1. The County Council enters into Lease agreements with the Registered Provider, YMCA Downslink Group on selected residential properties identified 	

as suitable to house families to whom the County Council has a Children Act duty for their temporary accommodation, and such other suitable properties as become available at nil rent to the registered provider, for either 6 or 11 years (length of lease to be determined by extent of works required to bring the properties up to standard) on the terms set out in section 2 of the report; and that

2. Authority is delegated to the Director Property and Assets in consultation with the Director of Law and Assurance to conclude the terms of the leases, and the nomination arrangements with the Registered Provider and to agree the list of suitable properties to be part of proposal for the scheme currently and in the future, in consultation with the Cabinet Member for Finance, should further properties become available.

PROPOSAL

1. Background and Context

- 1.1 The County Council has duties for the safety and wellbeing of children in need of assistance including accommodation under The Children Act 1989. Rather than taking children into care these duties have been met by facilitating accommodation for all the members of the households concerned.
- 1.2 Currently this duty is met by initially housing families in Bed and Breakfast establishments. These are sometimes out of the area which impacts upon other services which are supporting the family. At any one time there are 30-50 families in B&B establishments, an estimated cost of this is about £0.7m per annum. Gross spend by the County Council on homelessness is approx. £1.7m pa therefore approximately just over 40% of the expenditure is providing Bed and Breakfast accommodation.
- 1.3 The County Council has a small number of vacant residential properties which are no longer needed for their original operational purposes; some of these have been identified as suitable for families with children needing accommodation. The County Council is not legally able to grant residential tenancies of a nature that would facilitate the letting of these properties directly to the families.
 - 1.1 To resolve this and make the properties available it is proposed to lease the properties to a Registered Provider (RP) for an initial term of six years, who in turn would be able to let the properties on Assured Shorthold Tenancies (ASTs) to the families. For some properties where more extensive works are required a term of eleven years may be required to secure the grant funding. The RP would be required to either enter into a nominations arrangement with the County Council, or accept an obligation in the lease, to grant the ASTs to families to which the County Council has a duty.

2. Proposal Details

- 2.1 This proposal is to use vacant residential property owned by the County Council to house families with children in need of accommodation to whom the Council has a duty, by leasing the properties to a Registered Provider.
- 2.2 YMCA Downslink Group (YMCA) has been identified as a suitable Registered Provider. The YMCA proposes to apply for government grant to bring the properties up to a lettable standard, manage and maintain the properties for either 6 or 11 years under the terms of the lease, accepting nominations from the County Council, manage the tenancies, collect rents, carry out day to day maintenance of the properties and prepare the properties between tenancies. The YMCA will also enter into an agreement regarding the terms of the nominations. The length of lease to be determined by extent of works required to bring the properties up to standard.
- 2.3 It is proposed that the Cabinet Member for Finance agrees to this transaction being concluded by delegated authority to the Director Property and Assets in conjunction with the Director of Law and Assurance.
- 2.4 The proposed list of properties for inclusion in this scheme are listed in the Appendix (Part II for members only) of the report. The inclusion of each property will be subject to survey and subject to contract.
- 2.5 The final selection of properties which are deemed suitable for leasing under this arrangement will be delegated to the Director Property and Assets in consultation with the Cabinet Member for Finance and in conjunction with the Director of Law and Assurance.
- 2.6 The decision to lease to the YMCA further properties that become vacant in the future which are deemed suitable for the scheme is delegated to the Director of Property and Assets in consultation with the Cabinet Member for Finance.
- 2.7 The lease will require the Registered Provider to carry out the repair works required to the properties to meet the agreed lettable standard and address any other boundary measures required to isolate the properties from other County Council assets and that the Registered Provider may seek grant funding for this work.
- 2.8 The County Council will enter into a nominations arrangement with the Registered Provider, YMCA Downslink Group to allow the County Council to nominate families, to which it has a temporary housing duty, to the properties leased to the Registered Provider.

FACTORS TAKEN INTO ACCOUNT

3. Consultation

- 3.1 Local Members for each of the identified properties and the Cabinet Member for Education and Skills have been consulted as part of this process. Where applicable, schools have been advised of the plans.

4. Financial (revenue and capital) and Resource Implications

4.1 The properties to be proposed are currently not required for operational service use and are vacant and incurring security costs and council tax liabilities.

4.2 Revenue consequences of proposal

The proposal is to make savings by cost avoidance on the cost of provision of temporary accommodation in bed and breakfast establishments for families to whom the County Council has a duty.

4.3 Current Expenditure

The current gross budget for housing homeless families is £2m per annum and the net spend after income from housing benefit is £1.5m per annum.

Approximately 40% of the budget is spent on housing families in bed and breakfast establishments.

In 2018/19 the average cost of housing a family in bed and breakfast was £460 per week, typically the family may receive £60 a week through housing benefit, resulting in an average net spend of £400 a week. On the assumption that there may be a two-week void period per annum the average cost to the County Council per family is approximately £20,000.

4.4 Savings arising from this proposal

The potential saving is approximately £20,000 per year, per property used. Therefore if 10 properties are made available and leased to the YMCA, up to £200,000 per annum could be achieved.

There are no ongoing revenue costs to the County Council from this scheme, as all the costs of managing and maintaining the properties, rent loss and voids are passed to the Registered Provider through the lease agreement.

4.5 Capital consequences of proposal

None.

5. Legal Implications

5.1 The proposal is that the County Council enters into a Lease with the Registered Provider, YMCA Downslink Group (YMCA) in respect of each of the suitable properties. The Lease will provide that the Registered Provider is able to obtain Grant funding from the government in order to refurbish the properties. Each property will be refurbished to a specification of works drawn up by Registered Provider to bring the properties to a lettable standard, but such standard shall meet the Council's minimum requirements

to house homeless families in West Sussex. The length of lease will be determined by extent of works required to bring the properties up to standard, the usual term will be 6 years but in the case of some properties requiring more extensive works, this may rise to a maximum of 11 years.

- 5.2 Under the terms of the Lease the Registered Provider will be required to carry out the agreed works seeking landlord (WSCC) consent to any structural alterations.
- 5.4 The County Council will enter into an arrangement with the Registered Provider, YMCA, in respect of the proposed tenants of the property, so that the County Council will be able to ensure that the occupants of the property are those nominated by the County Council. This agreement will either be included in the Lease, or in a separate nominations agreement.
- 5.5 The lease will restrict the Registered Provider from dealing with the property, other than by granting a pre-approved Assured Shorthold Tenancy to a family nominated by the County Council.

6. Risk Assessment Implications and Mitigations

	Risk	Mitigating Action
1	Risk that security of tenure could be created preventing future disposal of the properties	The County Council will require the Registered Provider to grant Assured Shorthold Tenancies (ASTs) of the properties to the homeless families. ASTs are the most flexible of residential tenancies and do not give occupiers rights to remain at the property following the expiry of the agreement.
2	Risk that major capital works are required to the properties.	It is planned that if major capital repairs are required the lease will be terminated and (subject to the relevant requirements to obtain possession of the property) the tenant be re housed by WSCC, allowing WSCC to dispose or redevelop the property rather than expend capital sums on major repairs.
3	A number of the properties identified are adjacent to schools, being former caretaker cottages posing potential privacy or related risks.	As part of the work to bring the properties up to the habitable standard, the properties will be isolated from the school with appropriate fencing. The schools have been advised of plans to ensure that any concerns the schools may have, can be addressed.

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

- 7.1 Alternative options for using the vacant property have been considered. The main alternative option is disposal for a capital receipt; this will still be

possible in the future once this arrangement comes to an end, however it is not a viable option for some of the properties for a variety of reasons hence they have remained empty.

Alternative WSCC uses have also been explored but the County Council has no identified service need or need for staff accommodation in these locations. In the case of the properties adjacent to schools the premises could be handed over to the schools for education purposes outside of basic need provision, but this would likely require additional investment and brings no savings while removing the opportunity for future capital receipt.

8. Equality and Human Rights Assessment

- 8.1 The Equality Assessment does not need to be addressed as this is a report dealing with an internal procedural matter only. The properties will be allocated on a needs basis by the Temporary Accommodation Team at the County Council.

9. Social Value and Sustainability Assessment

- 9.1 The proposal will bring social and community benefits by keeping families together in good quality homes within the County boundaries avoiding housing in unsuitable Bed and Breakfast accommodation often out of County.

10. Crime and Disorder Reduction Assessment

- 10.1 Not applicable

Andrew Edwards
Director Property and Assets

Elaine Sanders
Head of Assets

Contact Officer:

Elaine Sanders, Head of Assets, 033 022 25605

Appendix: (Part II) List of properties for inclusion in the scheme (Subject to contract and survey)

Document is Restricted

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Forward Plan of Key Decisions

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

- **Best Start in Life** (those concerning children, young people and schools)
- **A Prosperous Place** (the local economy, infrastructure, highways and transport)
- **A Safe, Strong and Sustainable Place** (Fire & Rescue, Environmental and Community services)
- **Independence in Later Life** (services for older people or work with health partners)
- **A Council that Works for the Community** (finances, assets and internal Council services)

The most important decisions will be taken by the Cabinet sitting in public. The [schedule of monthly Cabinet meetings](#) is available on the website. The Forward Plan is updated regularly, and key decisions can be taken on any day in the month if they are not taken at Cabinet meetings. The [Plan](#) is available on the County Council's website 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. [Published decisions](#) are also available via the website.

A key decision is one which:

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

Finance, assets, performance and risk management

Each month the Cabinet Member for Finance reviews the Council's budget position and may take adjustment decisions. A similar monthly review of Council property and assets is carried out and may lead to decisions about them. These are noted in the Forward Plan as 'rolling decisions'.

Each month the Cabinet will consider the Council's performance against its planned outcomes and in connection with a register of corporate risk. Areas of particular significance may be considered at the scheduled Cabinet meetings.

Significant proposals for the management of the Council's budget and spending plans will be dealt with at a scheduled Cabinet meeting and shown in the Plan as strategic budget options.

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

Published: 21 November 2019

Forward Plan Summary

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

	Decision Maker	Subject Matter	Date
 Best Start in Life			
	Director of Finance and Support Services	Southwater Infant and Junior Schools - Additional Funding Replacement Accommodation	November 2019
	Director of Finance and Support Services	Award of Contract for the expansion of Manor Green Primary School, Crawley	November 2019
	Cabinet Member for Education and Skills	SEND and Inclusion Strategy 2019-2024	November 2019
	Cabinet Member for Education and Skills	Replacement All Weather Pitch at The Weald Community School, Billingshurst	November 2019
	Cabinet Member for Children and Young People	Adoption of the West Sussex Children First Strategy	December 2019
	Cabinet	Woodlands Meed College Site, Burgess Hill - Allocation of Funding for Project Delivery	January 2020
	Cabinet	Small Schools Proposals	January 2020
	Cabinet Member for Education and Skills	Provision of new school hall at Thorney Island Primary School	April 2020
 A Prosperous Place			
	Director of Highways, Transport and Planning	A29 Realignment Scheme - award of design contract	November 2019
	Director of Highways, Transport and Planning	Concessionary Travel Scheme - award of bus pass manufacture and administration contract	November 2019
	Acting Executive Director Place Services	Chichester Southern Gateway	November 2019
	Acting Executive Director Place Services	Worthing Public Realm Works - Adur and Worthing Growth Programme	November 2019
	Cabinet Member for Highways and Infrastructure	Review of on-street parking charges and related policy - phase two	December 2019
	Cabinet Member for Highways and Infrastructure	Transport for the South East: response to consultation on draft Transport Strategy	January 2020
 A Strong, Safe and Sustainable Place			
	Chief Fire Officer	Procurement of replacement wheelchair accessible mini buses	November 2019
	Executive Director Adults and Health	Community Based Social Support Award of Contract	November 2019
	Cabinet	Electric Vehicle Strategy	December 2019
	Acting Executive Director Place Services	Worthing Community Hub Award of Contract	December 2019

Executive Director Adults and Health	Technology Enabled Care (TEC) Award of Contract	December 2019
Director of Public Health	Contract for Provision of Children, Young People and Adults, who use Alcohol and / or Drugs, their Families and Carers extension	December 2019
Executive Director People Services	Hospital Discharge Care Service Award of Contract	January 2020
Cabinet Member for Adults and Health	Supported Living Services Procurement	March 2020



Independence in Later Life

Cabinet Member for Adults and Health	Development of an Extra Care Housing Scheme in East Grinstead	November 2019
Cabinet Member for Adults and Health	Commissioning of Care and Support at Home	November 2019
Cabinet Member for Adults and Health	Review of In-house Residential Care	January 2020



A Council that works for the Community

Cabinet Member for Economy and Corporate Resources	Procurement of a Business Management Solution	November 2019
Cabinet Member for Economy and Corporate Resources	Procurement "Soft" Facilities Management Services Contract	November 2019
Leader	Endorsement of bids to Coast to Capital LEP: West Sussex Full Fibre Programme	November 2019
Acting Executive Director Place Services	Award of Contract for Self Service Library Kiosks	November 2019
Cabinet Member for Finance	Lease of vacant residential properties to a Registered Provider	December 2019
Acting Executive Director Place Services	Central Buying Consortium Library Group Award of Contract	December 019
Cabinet Member for Finance, Leader	Total Performance Monitor (Rolling Entry)	Between April 2019 and March 2020
Cabinet Member for Finance	Property Review (Rolling Entry)	Between April 2019 and March 2020

Strategic Budget Options 2020/21

Cabinet	Creation of Additional Special Support Centres in Schools - Phases 2 and 3	December 2019
Cabinet	Review of Library Offer	December 2019
Cabinet	Local Assistance Network (LAN)	December 2019
Cabinet	Reduction in Funding for Recycling Credits	December 2019
Cabinet	Review of Fees and Charges	January 2020
Cabinet	Reduction in the Post-16 Support Service	January 2020

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Cabinet	Ref No: CAB09(19/20)
3 December 2019	Key Decision: No
Review of Appointments to Outside Bodies	Part I
Report by Director of Law and Assurance	Electoral Divisions: All
<p>Summary</p> <p>Outside bodies are external organisations, including formal or informal partnerships to which the County Council is a party, which have requested that the County Council appoints an Elected Member or a representative to them or to which the Council expects to make appointments. Following the recent changes to the Cabinet, Cabinet is asked to review the Outside Bodies list to ensure it is fit for purpose and to consider the appointments to those Outside Bodies (Appendix 1).</p>	
<p>West Sussex Plan: Policy Impact and Context</p> <p>This proposal relates to a number of appointments of Elected Members to outside bodies. The aims and objectives of these Outside Body align with the priorities within the West Sussex Plan</p>	
<p>Financial Impact</p> <p>None.</p>	
<p>Recommendations</p> <p>That Cabinet approves:</p> <ol style="list-style-type: none"> 1) Changes to the appointments to the Outside Bodies listed in Appendix 1 until the end of the term of the County Council in May 2021. 2) Removal of the outside bodies listed in Appendix 2. 	

PROPOSAL

1. Background and Context

- 1.1 Outside bodies are external organisations and partnerships which have requested that the County Council appoints an Elected Member or a representative to them. Participation in outside bodies:
- Contributes to the County Council's strategic functions, priorities or community leadership roles.
 - Supports partnership and joint working.
 - Enables Members to gain and share knowledge and expertise.
- 1.2 The criteria for appointments to outside bodies as set out in the Constitution are:
- That the interests of the County Council can be assisted by the making of the appointment or renewal of the appointment.

- That the Member is able to devote the time needed to meet the expectations of the external body and the Council.
- That, where the external body has a geographical limit to its functions, whether the Member's Division falls within or close to that area should be taken into consideration.
- That the Member has the knowledge, skills or interest in the work of the organisation that may be required.
- That the Member is prepared to provide such information on his or her participation in the work of the outside body as may be required.

1.3 All Members are eligible to be appointed as representatives of the County Council on outside bodies. Members appointed to outside bodies must respond to all reasonable requests for information about the work of the outside body and their participation in it.

2. Proposal Details

2.1 The Cabinet is responsible for making Member appointments to outside bodies which precept on the County Council. Following the election in May 2017 the Cabinet made appointments to those outside bodies (Decision references [CAB01 \(17/18\)](#) and [CAB03 \(17/18\)](#)).

2.2 Following changes to the Cabinet, agreed at County Council on 18 October, a further review of appointments to outside bodies is required. The list of the outside bodies for review by the Cabinet is set out in Appendix 1 and 2.

FACTORS TAKEN INTO ACCOUNT

3. Consultation

3.1 The Cabinet reviewed the list of outside bodies in October 2019 to ensure that the County Council continues to appoint to bodies that are relevant to the County Council and which are consistent with its priorities.

4. Financial (Revenue and Capital) and Resource Implications

4.1 There are no financial or resource implications.

5. Legal Implications

5.1 There are no legal implications.

6. Risk Assessment Implications and Mitigations

6.1. Members must consider the implications and responsibilities of being involved with outside bodies as they must:

- Continue to comply with the County Council's Code of Conduct when they are acting as a representative of the Council.
- Comply with the code of conduct of the outside body they are appointed to if one exists.
- Declare a personal interest in any business of the County Council where it relates to a body they are appointed to by the County Council.

- 6.2 All Members are recommended to make sure that when they take up their appointment with the outside body they have access to the key documents regulating the organisation such as its constitution or terms of reference to ensure they are aware of what the body can and cannot do, and receive a briefing on the body or their role within it if necessary.
- 6.3 There is a risk that appointments will not be made to all of the outside bodies which could hinder the County Council in furthering its interests and priorities, and not develop the external facing role of Members.

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

- 7.1 The Cabinet may choose not to appoint to an outside body but should consider whether there are any implications arising for the County Council by not making an appointment.

8. Equality and Human Rights Assessment

- 8.1 This assessment is not required as the decision concerns appointments to outside bodies.

9. Social Value and Sustainability Assessment

- 9.1 Not applicable.

10. Crime and Disorder Reduction Assessment

- 10.1 None.

Contact Officer: Monique Smart, Democratic Services Officer 033022 22540

Appendix 1 – Proposed Changes to the List of Outside Bodies

Appendix 2 – Proposed deletions of Outside Bodies

Background papers

None

Changes to Appointments

* Denotes proposed appointment/change

Appointment by	Outside Body	Current Appointment
Leader * Economy & Corporate Resources	Bognor Regis Regeneration Board Established in 2007 to act as an independent advisory body , bringing together leading representatives from the key public, private and community stakeholders in Bognor Regis. It is currently overseeing 2 major development initiatives: Enterprise Bognor Regis and town centre development.	Ms Goldsmith * Mr Lanzer Substitute: Mr Edwards
Leader	Coast to Capital Local Enterprise Partnership Board Details of the Board and governance arrangements .	Ms Goldsmith * Mr Marshall * Substitute: Mr Lanzer
Leader * Economy & Corporate Resources	Coastal West Sussex Partnership Board A partnership of organisations that champions the sustainable development and regeneration of coastal communities. It seeks to influence political strategy and investment decisions through collaboration between the public and private sector. Details of Board member representatives .	Mr Edwards * Mr Lanzer
Leader	County Councils Network (CCN) The voice of England’s county councils. A cross-party organisation, CCN develops policy, commissions research, and presents evidence-based solutions nationally on behalf of the largest grouping of local authorities in England.	Mr Burrett Ms Goldsmith Mrs Jupp Vacancy * Mr Marshall * Mrs Urquhart * Mr Hunt
Leader *Economy & Corporate Resources	Gatwick Airport Consultative Committee (GATCOM) GATCOM is a statutory consultative committee to advise Gatwick Airport Ltd (GAL) on a range of matters.	Mr Elkins * Mr Lanzer Substitute: Mrs Duncton *Mr Wickremaratchi
Leader *Economy & Corporate Resources	Gatwick Community Trust An independent charity awarding grants for projects within parts of East and West Sussex, Surrey and Kent. Funds are channelled to those areas where people are directly affected by operations at Gatwick Airport. It was set up under s.106 agreement with GAL. Local councils nominate 4 Trustees.	Mr Burrett
Leader *Economy & Corporate Resources	Gatwick Diamond Initiative Ltd A business-led partnership , involving businesses, colleges and universities, local	Ms Goldsmith *Mr Lanzer

Appointment by	Outside Body	Current Appointment
	<p>authorities, and government agencies to address the needs of the area to ensure it is a world-class place to live, work and do business. There are 9 local authority members of the Overview Forum.</p>	
<p>Leader *Economy & Corporate Resources</p>	<p>Gatwick Noise Management Board Gatwick Airport Ltd's independent noise management forum, this is currently being reconstituted. Mrs Kitchen has been involved in this review.</p>	Mrs Kitchen
<p>Leader</p>	<p>LGA Fire Commission A forum for all authorities in voting membership or associate membership of the LGA with a responsibility for fire and rescue. To discuss matters of common interest and concern; represent the views and concerns of the fire community in relation to fire service modernisation; take the lead on day-to-day policy issues affecting fire authorities; exchange good practice; and influence the priorities and activities of the LGA.</p>	<p>Ms Kennard *Mr Crow</p>
<p>Leader</p>	<p>Local Government Association National membership body for local authorities, works on behalf of member councils to support, promote and improve local government.</p>	<p>Ms Goldsmith Mr Burrett *Mr Marshall *Mrs Urquhart Mrs Jupp Dr Walsh</p>
<p>Leader *Environment</p>	<p>Shoreham Harbour Leaders Board An officer Project Board directs the work of the Shoreham Harbour Regeneration and this reports back to the Leaders Board which is made up of the leaders of Adur, WSCC and BHCC councils as well as the Chief Executive of the Shoreham Port Authority.</p>	Mr Montyn
<p>Leader</p>	<p>Sussex Police and Crime Panel (PCP) Each police force area has a Police and Crime Panel to provide checks and balances in relation to the performance of the Police and Crime Commissioner (PCC). The role of the Panel is to scrutinise the performance of the PCC and ensure transparency. Sussex PCP is supported by WSCC Democratic Services. PCP members are drawn from each of the 15 local authorities within the region. At least two independent members also sit on the Panel. WSCC appoints one member to the PCP.</p>	<p>Mr Mitchell Substitute: *Mr Crow</p>

Appointment by	Outside Body	Current Appointment
Highways and Infrastructure	<p>Transport for South East</p> <p>Sixteen upper tier authorities in the South East have been working together since 2016 to develop a proposal for a sub-national transport body. TfSE will have powers and responsibilities that are required to support the work of its constituent authorities and partners. Each constituent authority will appoint one of their elected members as a member of the Partnership Board.</p>	*Mr Elkins
Fire & Rescue and Communities	<p>LGA Fire Commission</p> <p>The Fire Commission provides a forum for all authorities in voting membership or associate membership of the LGA with a responsibility for fire and rescue to come together.</p>	Ms Kennard Mrs Duncton *Mr Crow Substitute: Mrs Purnell
Fire & Rescue and Communities *Leader	<p>South East Reserve Forces and Cadet Association</p> <p>SERFCA is a Ministry of Defence (MOD) Crown body, responsible to the Defence Council, but separate from military chains-of-command. SERFCA gives support to the Reserve Forces and Cadets from the Royal Navy, Army and Royal Air Force in the Counties of Berkshire, Buckinghamshire, Hampshire, the Isle of Wight, Kent, Oxfordshire, Surrey, East and West Sussex.</p>	Ms Kennard
Adults & Health	<p>Surrey and Sussex Healthcare NHS Trust Council of Governors.</p> <p>Governors act as a conduit and a voice between patients, members, others and the Trust leadership both bottom up (raising issues, concerns and suggestions) and top down (communicating and advocating Trust strategies and plans)</p>	Mrs Jones *Mrs Burgess

Appendix 2

Remove from list of Outside Bodies

Appointment by	Outside Body	Current Appointment
Leader	<p>Chichester District Infrastructure Joint Member Liaison Group</p> <p><i>This is now the Chichester Growth Board -a partnership not an Outside Body remove from the list.</i></p>	Ms Goldsmith Mr Montyn
Children & Young People	<p>West Sussex Rural Mobile Youth Trust</p> <p><i>The County Council's involvement with the Trust has ceased.</i></p>	Mrs Dennis Mr Hillier

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