

**To all Members of the County Council**

A virtual ordinary meeting of the County Council will be held at **10.30 am** on **Friday, 11 December 2020**.

**Note:** In accordance with regulations in response to the current public health emergency, this meeting will be held virtually with members in remote attendance. Public access is via webcasting.

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

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

**Agenda**

1. **Apologies for Absence**

2. **Members' Interests**

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

3. **Minutes** (Pages 7 - 36)

The Council is asked to confirm the minutes of the ordinary meeting of the County Council held on 6 November 2020.

4. **Appointments**

To consider any proposed changes by the Groups to appointments. Any proposals will be circulated and changes will take effect from the end of the meeting.

5. **Address by a Cabinet Member**

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

(a) **Address on Children First Improvement Plan** (Pages 37 - 40)

The Leader and the Cabinet Member for Children and Young People will make statements on the Council's Children First Improvement Plan. A report by the Cabinet Member is also attached. Members may ask questions of the Leader and Cabinet Member in accordance with Standing Order 2.33.

(b) **Address on Fire & Rescue Service Improvement**

The Cabinet Member for Fire & Rescue and Communities will make a statement on the Fire & Rescue Service improvement. Members may ask questions of the Cabinet Member in accordance with Standing Order 2.33.

6. **West Sussex County Council Reset Plan** (Pages 41 - 54)

The Council is asked to consider and note the latest draft of the West Sussex County Council Reset Plan, in the light of a report by the Leader.

7. **Notices of Motion**

(a) **Motion on Hidden Disability** (Pages 55 - 56)

To consider and debate the following motion, submitted by Cllr Edwards, which was referred to the Cabinet Member for Adults and Health at the meeting of the County Council on 6 November 2020.

'Many businesses, emergency services and local authorities have recognised the Hidden Disabilities Lanyard and West Sussex County Council should embrace this too. Anyone with a hidden disability which does not have physical signs, including learning disabilities, lung conditions and chronic illnesses can opt to wear a Hidden Disability Sunflower to show they may require additional help, understanding or extra time to carry out an action. This symbol allows us to give them the help and understanding they may need in their day-to-day lives. This Council calls on the Cabinet Member for Adults and Health to support the following commitments;

- (1) To officially recognise the Hidden Disabilities Sunflower.
- (2) To officially promote what it stands for and its importance in breaking stigma.
- (3) To help promote Hidden Disabilities Sunflower to local businesses and encourage them to formally look at recognising it.
- (4) To promote that the council offices are Hidden Disability friendly and promote the Sunflower on its buildings so people can identify the Council as Hidden Disability friendly.
- (5) To actively promote and encourage local district and borough councils, and town and parish councils to recognise the scheme.'

and the report of the Cabinet Member for Adults and Health.

(b) **Motion on Council Investments** (Pages 57 - 58)

To consider and debate the following motion, submitted by Cllr Millson, which was referred to the Cabinet Member for Finance at the meeting of the County Council on 6 November 2020.

'This Council welcomes the fact that the Pensions Committee's investment managers have signed up to the United Nations Principles of Responsible Investment which has been set up by the United Nations Environment Programme Finance Initiative (UNEP FI) to encourage asset owners and asset managers to:

- incorporate environmental, social and governance (ESG) issues into investment analysis and decision making;
- be active owners;
- seek disclosure of ESG issues; and
- promote the principles within the industry.

This Council therefore calls on the Cabinet Member for Finance to follow the lead of the Pensions Committee and to ask the Council's investment advisers to ensure they follow the United Nations Principles of Responsible Investment for all of the Council's investments. This will ensure that West Sussex County Council achieves a more ethical investment policy by incorporating matters like human rights and environmental issues, such as reducing reliance on fossil fuels (in line with the Council's Climate Change Strategy), into its investment decisions.'

and the report of the Cabinet Member for Finance.

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

(c) **Motion on Milk at School Break Time** (Pages 59 - 60)

To consider and debate the following motion, submitted by Cllr M Jones, which was referred to the Cabinet Member for Education and Skills at the meeting of the County Council on 6 November 2020.

'This Council notes that the number of families relying on support from food banks in some parts of the county has increased by as much as 80% in the last 12 months and that there has been a county-wide increase in applications for free school meals over the last six months compared to last year.

This Council also believes the provision of school milk provides a nutritional boost and keeps children hydrated between breakfast and lunch, helping them to concentrate and learn.

This Council therefore calls on the Cabinet Member for Education and Skills to work with the Cabinet to provide funding to enable the reversal of the decision to cease providing morning break time school milk for the over 5s for 2020/21 with effect from September 2020. It calls on him to utilise the savings achieved over the past six months as a result of members not having to travel to meetings to meet the cost.'

and the report of the Cabinet Member for Education and Skills.

(d) **Motion on provision of Free School Meals in School Holidays** (Pages 61 - 62)

To consider and debate the following motion, submitted by Cllr M Jones, which was referred to the Cabinet at the meeting of the County Council on 6 November 2020.

'This Council expresses disappointment that the Government has voted against providing free meals for children entitled to free school meals in the October 2020 half term and during future school holidays. This Council also expresses disappointment that none of the West Sussex Members of Parliament who took part in the Parliamentary vote supported the proposal to provide meals during future school holidays, with seven of the eight actively voting against.

This Council recognises that the on-going pandemic is causing hardship and poverty for many families within West Sussex and calls on the Cabinet to follow the example of other councils around the country to step in and provide free meals for children entitled to free school meals during future school holidays during the current pandemic.'

and the report of the Cabinet.

8. **Governance Committee: Report of the Independent Remuneration Panel** (Pages 63 - 96)

The Council is asked to consider the report of the Independent Remuneration Panel and recommendations for the scheme of allowances and expenses from May 2021, in the light of a report by the Governance Committee.

9. **Governance Committee: Minor Change to Scrutiny Arrangements** (Pages 97 - 98)

The Council is asked to consider a minor change to the

arrangements for scrutiny, in the light of a report by the Governance Committee.

10. **Standards Committee: Member Officer Relations Protocol**  
(Pages 99 - 110)

The Council is asked to consider and approve proposed revisions to the Code of Conduct Section 2, Member Officer Relations Protocol, in the light of a report by the Standards Committee.

11. **Standards Committee Annual Report** (Pages 111 - 112)

The Council is asked to note a report from the Standards Committee on its activities for the period from May 2019 to April 2020.

12. **Report of Urgent Action** (Pages 113 - 114)

To note urgent action taken under regulation 11 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

13. **Question Time** (Pages 115 - 118)

Questions to members of the Cabinet Member on anything relevant to their portfolios and to the Leader on anything that is currently relevant to the County Council. The attached report covers relevant council business or developments in respect of portfolios arising since the meeting of the Council on 6 November 2020. A supplementary report may be published.

(2 hours is allocated for Question Time)

**County Council concludes**

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

Director of Law and Assurance  
2 December 2020

This page is intentionally left blank

## West Sussex County Council – Ordinary Meeting

**6 November 2020**

At the virtual Ordinary Meeting of the County Council held at 10.30 am on Friday, 6 November 2020, the members present being:

Cllr Duncton (Chairman)

Cllr Arculus	Cllr N Jupp
Cllr Acraman	Cllr Kennard
Cllr Atkins, RD	Cllr Kitchen
Cllr Baldwin	Cllr Lanzer
Cllr Barling	Cllr Lea
Cllr Barnard	Cllr Lord
Cllr Barrett-Miles	Cllr Magill
Cllr Bennett	Cllr Markwell
Cllr Boram	Cllr Marshall
Cllr Bradbury	Cllr McDonald
Cllr Bradford	Cllr Millson
Cllr Bridges	Cllr Mitchell
Cllr Brunsdon	Cllr Montyn
Cllr Buckland	Cllr R Oakley
Cllr Burgess	Cllr S Oakley
Cllr Burrett	Cllr O'Kelly
Cllr Catchpole	Cllr Oxlade
Cllr Cloake	Cllr Patel
Cllr Crow	Cllr Pendleton
Cllr J Dennis	Cllr Purchase
Cllr N Dennis	Cllr Quinn
Cllr Edwards	Cllr Russell
Cllr Elkins	Cllr Smytherman
Cllr Fitzjohn	Cllr Sparkes
Cllr Goldsmith	Cllr Sudan
Cllr Hall	Cllr Turner
Cllr High	Cllr Urquhart
Cllr Hillier	Cllr Waight
Cllr Hunt	Cllr Walsh, KStJ, RD
Cllr A Jones, MBE	Cllr Whittington
Cllr M Jones	Cllr Wickremaratchi
Cllr A Jupp	

### **31 Retirement of Deputy Chief Fire Officer**

- 31.1 The Chairman reported that Neil Stocker, the Deputy Chief Fire Officer, was retiring after 29 years' service in the Fire and Rescue Service. Members wished him a long and happy retirement.

### **32 Deaths of former colleagues**

- 32.1 The Chairman reported the death of Mr Frank Keen, who had represented the Bognor Regis division from 1968 to 1993.
- 32.2 She also reported the death of Mr Martin Farrell, the County Council's Head of Intelligence and Performance, who had died suddenly after 33 years' service at the County Council.
- 32.3 Members held a minute's silence.

### **33 Apologies for Absence**

- 33.1 Apologies were received from Cllr Barton, Cllr Oppler, Cllr Purnell, Cllr Simmons and Cllr Smith.
- 33.2 Cllr Bradford, Cllr Cloake and Cllr Sudan arrived at 10.40 am, 11.00 am and 11.25 am respectively.
- 33.3 Cllr R Oakley and Cllr Purchase gave their apologies and left at 12.40 pm.
- 33.4 Cllr Oxlade arrived for the afternoon session at 1.50 pm and Cllr Millson at 2.00 pm. Cllr Barling gave his apologies and left at 3.55 pm. Cllr Bradbury left at 2.55 pm, Cllr Markwell at 3.25 pm, Cllr Goldsmith at 3.55 pm, Cllr Arculus and Cllr Lord at 4.00 pm and Cllr Cloake at 4.05 pm.

### **34 Members' Interests**

- 34.1 Members declared interests as set out at Appendix 1.

### **35 Minutes**

- 35.1 The Chairman reported that the reference to Woodlands Meed on page 33 of the minutes should refer to the school being in Burgess Hill rather than Haywards Heath.
- 35.2 With that correction, it was agreed that the minutes of the Ordinary Meeting of the County Council held on 18 September 2020 (pages 9 to 34) be approved as a correct record.

### **36 Governance Committee: Merger of Planning and Rights of Way Committees**

- 36.1 The Council considered the proposed merger of the Planning and Rights of Way Committees, in the light of a report from the Governance Committee (pages 35 to 60).
- 36.2 Resolved –
  - (1) That the merger of the Planning and Rights of Way Committees be approved; and



- (2) That the proposed changes to the Constitution, as set out in Appendices 1 and 2 to the report, be approved to give effect to the merger.

### 37 Review of Proportionality

37.1 The Chairman reminded members that following the merger of the Planning and Rights of Way Committees and recent changes in group affiliation, the Council had a statutory duty to review the proportionality on its committees. A paper on the application of the proportionality rules and how they are applied was set out on pages 61 and 62 and a table showing the number of seats on committees had been circulated (supplement page 1).

37.2 Resolved –

That the proportionality be agreed.

### 38 Appointments

38.1 The Council approved appointments as set out below.

<b>Committee</b>	<b>Change</b>
Children and Young People's Services Scrutiny Committee	Cllr Kennard to fill vacancy  Cllr Sudan in place of Cllr Brunsdon  Remove Cllr Lea as substitute
Environment and Communities Scrutiny Committee	Cllr Brunsdon to fill vacancy  Add Cllr Lea as substitute
Fire & Rescue Service Scrutiny Committee	Cllr M Jones in place of Cllr Arculus
Health and Adult Social Care Scrutiny Committee	Cllr McDonald to fill substitute vacancy
Performance and Finance Scrutiny Committee	Cllr Lea in place of Cllr Edwards  Add Cllr Brunsdon as substitute  Cllr Patel to fill substitute vacancy
Corporate Parenting Panel	Cllr Kennard to fill vacancy

<b>Committee</b>	<b>Change</b>
Planning and Rights of Way Committee*	Cllr Atkins Cllr Baldwin Cllr Barrett-Miles Cllr Burrett Cllr Goldsmith Cllr High (Chairman) Cllr Kitchen (Vice-Chairman) Cllr McDonald Cllr Millson Cllr Montyn Cllr S Oakley Cllr Patel Cllr Sudan  <b>Substitutes:</b> Cllr Acraman Cllr Barling Cllr Boram Cllr J Dennis Cllr Lord Cllr Wickremaratchi  1 Con vacancy
Regulation, Audit and Accounts Committee	Cllr Sparkes to fill vacancy
Standards Committee	Cllr Buckland in place of Cllr Smytherman  Independent vacancy in place of Cllr Lea

\* New Committee created by merger of the Planning and Rights of Way Committees approved under agenda item 4

### **39 Address by a Cabinet Member**

- 39.1 Members received an address from the Leader and the Cabinet Member for Adults and Health on the national lockdown.
- 39.2 In response to a question from Cllr O’Kelly, the Cabinet Member agreed to circulate her report and update all members on timescales for implementation of local track and trace when known.
- 39.3 Following a request from Cllr Walsh, the Cabinet Member agreed to circulate the new guidance concerning Care Homes as soon as it is available.
- 39.4 In response to a question from Cllr M Jones, the Cabinet Member said that data relating to the number of pupils per year group who

had been sent home to isolate would be circulated.

- 39.5 Members received an address by the Cabinet Member for Children and Young People on the Council's Children First Improvement Plan.
- 39.6 In response to a suggestion from Cllr Lord, the Cabinet Member supported the proposal to have an annual statement from the Youth Cabinet at County Council.

#### **40 Petition**

- 40.1 The following petition had been received. A briefing note from the Director of Highways, Transport and Planning and a statement from the petitioners were included in the agenda (pages 69 to 74).

##### **Remove the Pop Up Covid 19 Cycle Lanes**

'Remove the Pop Up Cycle Lanes which have been placed in Crawley.

The Pop Up Cycle lanes which have appeared in Crawley and throughout Sussex are a blight on the daily commute. They are hindering FAR more people than it is helping. Motorists are experiencing further delays to their commutes which is impacting on local businesses.'

- 40.2 The Chairman informed that Council that, following the publication of a decision by the Cabinet Member for Highways and Infrastructure on 3 November to remove the Crawley pop-up cycle lane, the petitioner had agreed that the debate was no longer required.

#### **41 Motion on Post-16 Support Services**

- 41.1 At the County Council meeting on 18 September 2020 the following motion had been moved by Cllr M Jones, seconded by Cllr Oxlade, and referred to the Cabinet Member for Education and Skills for consideration. A report by the Cabinet Member was included with the agenda (pages 75 and 76).

'This Council notes that the Covid 19 pandemic has impacted on the education of young people over the age of sixteen in this County over the last six months or so. Those who have recently taken A levels, GCSEs and BTec examinations have had a particularly stressful time due to changes in the way exams were graded which impacted on choices for onward study for some young people. For those who were planning on seeking employment or apprenticeships after completing their education, the situation is even worse due to the current state of the economy.

Now more than ever these students need support to ensure they do not find themselves Not in education, employment or training (NEETs). Moreover, given the likely long term impact of the effects

of the pandemic on the economy, it will become even more important than ever for this Council to be able to provide support for future generations of school-leavers.

This Council therefore calls on the Cabinet Member for Education and Skills to reprioritise funding to enable the reversal of the decision taken at full Council in February to reduce the post-16 support service that provides interventions and careers guidance for young people Not in Education, Employment or Training (NEETs) and instead to consider whether current staffing levels are adequate or should in fact be increased.'

41.2 The motion was lost.

## **42 Motion on Hidden Disability**

42.1 The following motion was moved by Cllr Edwards and seconded by Cllr Pendleton:

'Many businesses, emergency services and local authorities have recognised the Hidden Disabilities Lanyard and West Sussex County Council should embrace this too. Anyone with a hidden disability which does not have physical signs, including learning disabilities, lung conditions and chronic illnesses can opt to wear a Hidden Disability Sunflower to show they may require additional help, understanding or extra time to carry out an action. This symbol allows us to give them the help and understanding they may need in their day-to-day lives. This Council calls on the Cabinet Member for Adults and Health to support the following commitments;

- (1) To officially recognise the Hidden Disabilities Sunflower.
- (2) To officially promote what it stands for and its importance in breaking stigma.
- (3) To help promote Hidden Disabilities Sunflower to local businesses and encourage them to formally look at recognising it.
- (4) To promote that the council offices are Hidden Disability friendly and promote the Sunflower on its buildings so people can identify the Council as Hidden Disability friendly.
- (5) To actively promote and encourage local district and borough councils, and town and parish councils to recognise the scheme.'

42.2 The motion was referred to the Cabinet Member for Adults and Health for consideration.

## **43 Motion on Pension Investments**

- 43.1 The following motion was moved by Cllr M Jones and seconded by Cllr Oxlade:

'In line with the principles previously supported by this Council in taking strong local action to address the climate emergency and recognising the strength of public opinion, as evidenced by the large demonstration at the full County Council meeting in February 2020, this Council calls on the West Sussex Pensions Committee to take all necessary steps to divest all of its investments from fossil fuel companies as soon as practicable.'

- 43.2 The motion was referred to the Pensions Committee for consideration.

#### **44 Motion on Council Investments**

- 44.1 The following motion was moved by Cllr Millson and seconded by Cllr Walsh:

'This Council welcomes the fact that the Pensions Committee's investment managers have signed up to the United Nations Principles of Responsible Investment which has been set up by the United Nations Environment Programme Finance Initiative (UNEP FI) to encourage asset owners and asset managers to:

- incorporate environmental, social and governance (ESG) issues into investment analysis and decision making;
- be active owners;
- seek disclosure of ESG issues; and
- promote the principles within the industry.

This Council therefore calls on the Cabinet Member for Finance to follow the lead of the Pensions Committee and to ask the Council's investment advisers to ensure they follow the United Nations Principles of Responsible Investment for all of the Council's investments. This will ensure that West Sussex County Council achieves a more ethical investment policy by incorporating matters like human rights and environmental issues, such as reducing reliance on fossil fuels (in line with the Council's Climate Change Strategy), into its investment decisions.'

- 44.2 The motion was referred to the Cabinet Member for Finance for consideration.

#### **45 Motion on Milk at School Break Time**

- 45.1 The following motion was moved by Cllr M Jones and seconded by Cllr Walsh:

'This Council notes that the number of families relying on support from food banks in some parts of the county has increased by as much as 80% in the last 12 months and that there has been a

county-wide increase in applications for free school meals over the last six months compared to last year.

This Council also believes the provision of school milk provides a nutritional boost and keeps children hydrated between breakfast and lunch, helping them to concentrate and learn.

This Council therefore calls on the Cabinet Member for Education and Skills to work with the Cabinet to provide funding to enable the reversal of the decision to cease providing morning break time school milk for the over 5s for 2020/21 with effect from September 2020. It calls on him to utilise the savings achieved over the past six months as a result of members not having to travel to meetings to meet the cost.'

- 45.2 The motion was referred to the Cabinet Member for Education and Skills for consideration.

#### **46 Motion on the Economy**

- 46.1 The following motion was moved by Cllr Boram and seconded by Cllr Hillier.

'West Sussex County Council:

- (1) Notes and embraces the challenges and requirements involved in balancing the needs of public health and economic growth, with the requirement that the latter has to be clean, green and sustainable;
- (2) Notes that the balancing of public health, economic growth and other considerations generates a diversity of opinion in the scientific, medical and government community, and therefore believes that the widest range of views should be considered by central government decision-making forums;
- (3) Recognises its role in supporting clean, green and sustainable economic growth and welcomes the feedback so far received on its Economy Reset Plan, which is designed to support these objectives;
- (4) Recognises the severe impact of Covid-19 on the West Sussex economy including but not limited to the aviation, travel, events, hospitality, horticulture and adult social care sectors;
- (5) Notes the prevalence and importance of some sectors in parts of the West Sussex economy and sees opportunities for jobs growth through targeted investment in new and innovative initiatives;
- (6) Welcomes the creative and imaginative nature of central government economic support initiatives including the

---

furlough scheme, self-employed income support, sector-specific VAT reductions and 'Eat Out to Help Out';

- (7) Welcomes the establishment of the Global Travel Taskforce and looks forward to the publication of the Government's Aviation Recovery Strategy;
- (8) Commends the efforts of West Sussex businesses to adapt to the new normal and expresses its support for all enterprises in these difficult times;
- (9) Acknowledges the importance of the local growth deals and thanks partner organisations for their participation in them; and
- (10) In its advocacy role asks the Cabinet to make the following requests to central government reflecting a number of current priorities:
  - (a) To assist the hospitality sector by minimising the application of lockdown measures, consistent with the maintenance of public health, taking into account local R rates and other local factors;
  - (b) Make further reforms to the taxation of digital businesses to achieve a better levelling of opportunity between digital and physical enterprises;
  - (c) Bring forward initiatives for airport Covid-19 testing to assist in limiting the application and impact of quarantine;
  - (d) Maintain sector-specific furlough and self-employed income support;
  - (e) Support continued investment in our digital infrastructure including hard-to-reach rural premises, welcoming the progress that has been made to date in our county;
  - (f) Ensure that the pre-Covid-19 agenda around adult social care reform is resumed;
  - (g) To articulate clear and confidence-building messages on the role and utility of public transport with renewed emphasis on rural connectivity;
  - (h) Apply clean, green, climate change and economic diversity and resilience considerations in the awards of funding for economic recovery; and
  - (i) Support investment in reskilling and retraining to assist with diversifying and creating a sustainable economy.'

46.2 An amendment was moved by Cllr Millson and seconded by Cllr Lord as set out below:

'West Sussex County Council:

- (1) Notes and embraces the challenges and requirements involved in balancing the needs of public health and economic growth, with the requirement that the latter has to be clean, green and sustainable;
- (2) Notes that the balancing of public health, economic growth and other considerations generates a diversity of opinion in the scientific, medical and government community, and therefore believes that the widest range of views should be considered by central government decision-making forums;
- (3) Recognises its role in supporting clean, green and sustainable economic growth and welcomes the feedback so far received on its Economy Reset Plan, which is designed to support these objectives;
- (4) Recognises the severe impact of Covid-19 on the West Sussex economy including but not limited to the aviation, travel, events, hospitality, horticulture and adult social care sectors;
- (5) Notes the prevalence and importance of some sectors in parts of the West Sussex economy and sees opportunities for jobs growth through targeted investment in new and innovative initiatives;
- (6) Welcomes the creative and imaginative nature of central government economic support initiatives including the furlough scheme, self-employed income support, sector-specific VAT reductions and 'Eat Out to Help Out' ***the provision of vouchers in lieu of free school meals, from lock down until the start of the September term (though sadly not during October half term), which have been a substantial help to poorer families;***
- (7) Welcomes the establishment of the Global Travel Taskforce and looks forward to the publication of the Government's Aviation Recovery Strategy;
- (8) Commends the efforts of West Sussex businesses to adapt to the new normal and expresses its support for all enterprises in these difficult times;
- (9) Acknowledges the importance of the local growth deals and thanks partner organisations for their participation in them; and



- (10) In its advocacy role asks the Cabinet to make the following requests to central government reflecting a number of current priorities:
- (a) To assist the hospitality sector by minimising the application of lockdown measures, consistent with the maintenance of public health, taking into account local R rates and other local factors;
  - (b) Make further reforms to the taxation of digital businesses to achieve a better levelling of opportunity between digital and physical enterprises;
  - (c) Bring forward initiatives for airport Covid-19 testing to assist in limiting the application and impact of quarantine;
  - (d) Maintain sector-specific furlough and self-employed income support;
  - (e) Support continued investment in our digital infrastructure including hard-to-reach rural premises, welcoming the progress that has been made to date in our county;
  - (f) Ensure that the pre-Covid-19 agenda around adult social care reform is resumed;
  - (g) To articulate clear and confidence-building messages on the role and utility of public transport with renewed emphasis on rural connectivity;
  - (h) Apply clean, green, climate change and economic diversity and resilience considerations in the awards of funding for economic recovery; and
  - (i) Support investment in reskilling and retraining to assist with diversifying and creating a sustainable economy.'

46.3 The amendment was put to a recorded vote under Standing Order 3.36.

(a) For the amendment – 14

CLlr Brunsdon, CLlr Buckland, CLlr N Dennis, CLlr Fitzjohn, CLlr M Jones, CLlr Lea, CLlr Lord, CLlr Millson, CLlr O’Kelly, CLlr Oxlade, CLlr Quinn, CLlr Smytherman, CLlr Sudan and CLlr Walsh.

(b) Against the amendment - 43

CLlr Arculus, CLlr Atkins, CLlr Baldwin, CLlr Barling, CLlr Barnard, CLlr Barrett-Miles, CLlr Bennett, CLlr Boram, CLlr Bradbury, CLlr Bridges, CLlr Burgess, CLlr Burrett, CLlr Catchpole, CLlr Cloake,

Cllr Crow, Cllr J Dennis, Cllr Edwards, Cllr Elkins, Cllr Hall, Cllr High, Cllr Hillier, Cllr Hunt, Cllr A Jones, Cllr A Jupp, Cllr N Jupp, Cllr Kennard, Cllr Kitchen, Cllr Lanzer, Cllr Magill, Cllr Markwell, Cllr Marshall, Cllr McDonald, Cllr Mitchell, Cllr Montyn, Cllr S Oakley, Cllr Pendleton, Cllr Russell, Cllr Sparkes, Cllr Turner, Cllr Urquhart, Cllr Waight, Cllr Whittington and Cllr Wickremaratchi.

(c) Abstentions – 4

Cllr Acraman, Cllr Duncton, Cllr Goldsmith and Cllr Patel.

46.4 The amendment was lost.

46.5 An amendment was moved by Cllr M Jones and seconded by Cllr Walsh as set out below:

'West Sussex County Council:

- (1) Notes and embraces the challenges and requirements involved in balancing the needs of public health and economic growth, with the requirement that the latter has to be clean, green and sustainable;
- (2) Notes that the balancing of public health, economic growth and other considerations generates a diversity of opinion in the scientific, medical and government community, and therefore believes that the widest range of views should be considered by central government decision-making forums;
- (3) Recognises its role in supporting clean, green and sustainable economic growth and welcomes the feedback so far received on its Economy Reset Plan, which is designed to support these objectives;
- (4) Recognises the severe impact of Covid-19 on the West Sussex economy including but not limited to the aviation, travel, events, hospitality, horticulture and adult social care sectors;
- (5) Notes the prevalence and importance of some sectors in parts of the West Sussex economy and sees opportunities for jobs growth through targeted investment in new and innovative initiatives;
- (6) Welcomes the creative and imaginative nature of central government economic support initiatives including the furlough scheme, self-employed income support, sector-specific VAT reductions and 'Eat Out to Help Out';
- (7) Welcomes the establishment of the Global Travel Taskforce and looks forward to the publication of the Government's Aviation Recovery Strategy;

- 
- (8) Commends the efforts of West Sussex businesses to adapt to the new normal and expresses its support for all enterprises in these difficult times;
- (9) Acknowledges the importance of the local growth deals and thanks partner organisations for their participation in them; and
- (10) ***Calls on*** ~~In its advocacy role~~ asks the Cabinet to ***write*** ~~make~~ the following requests to central government ***as soon as possible calling on them to*** ~~reflecting a number of current priorities:~~
- (a) ***Review measures in place to*** assist the hospitality sector by minimising the application of lockdown measures, consistent with the maintenance of public health, taking into account local R rates and other local factors;
  - (b) Make further reforms to the taxation of digital businesses to achieve a better levelling of opportunity between digital and physical enterprises;
  - (c) Bring forward initiatives for airport Covid-19 testing to assist in limiting the application and impact of quarantine ***as a matter of urgency***;
  - (d) ***Commit to maintaining*** sector-specific furlough and self-employed income support;
  - (e) Support continued investment in our digital infrastructure including hard-to-reach rural premises, ~~welcoming~~ ***recognising*** the progress that has been made to date in our county;
  - (f) Ensure that the pre-Covid-19 agenda around adult social care reform is resumed ***at pace***;
  - (g) ~~To~~ ***Articulate*** clear and confidence-building messages on the role and utility of public transport with renewed emphasis on rural connectivity;
  - (h) Apply clean, green, climate change and economic diversity and resilience considerations in the awards of funding for economic recovery; and
  - (i) ***Provide additional support and investment for*** ~~in~~ reskilling and retraining to assist with diversifying and creating a sustainable economy, ***prioritising support for those aged 16 to 24 years.***

46.6 The amendment was put to a recorded vote under Standing Order 3.36.

(a) For the amendment – 14

Cllr Brunsdon, Cllr Buckland, Cllr N Dennis, Cllr Fitzjohn, Cllr M Jones, Cllr Lea, Cllr Lord, Cllr Millson, Cllr O’Kelly, Cllr Oxlade, Cllr Quinn, Cllr Smytherman, Cllr Sudan and Cllr Walsh.

(b) Against the amendment - 46

Cllr Acraman, Cllr Arculus, Cllr Atkins, Cllr Baldwin, Cllr Barling, Cllr Barnard, Cllr Barrett-Miles, Cllr Bennett, Cllr Boram, Cllr Bradbury, Cllr Bradford, Cllr Bridges, Cllr Burgess, Cllr Burrett, Cllr Catchpole, Cllr Cloake, Cllr Crow, Cllr J Dennis, Cllr Edwards, Cllr Elkins, Cllr Hall, Cllr High, Cllr Hillier, Cllr Hunt, Cllr A Jones, Cllr A Jupp, Cllr N Jupp, Cllr Kennard, Cllr Kitchen, Cllr Lanzer, Cllr Magill, Cllr Markwell, Cllr Marshall, Cllr McDonald, Cllr Mitchell, Cllr Montyn, Cllr S J Oakley, Cllr Patel, Cllr Pendleton, Cllr Russell, Cllr Sparkes, Cllr Turner, Cllr Urquhart, Cllr Waight, Cllr Whittington and Cllr Wickremaratchi.

(c) Abstentions – 2

Cllr Duncton and Cllr Goldsmith.

46.7 The amendment was lost.

46.8 The motion, as set out in minute 46.1, was carried.

#### **47 Motion on provision of Free School Meals in School Holidays**

47.1 The following motion under Standing Order 2.46 was moved by Cllr M Jones and seconded by Cllr Walsh.

‘This Council expresses disappointment that the Government has voted against providing free meals for children entitled to free school meals in the October 2020 half term and during future school holidays. This Council also expresses disappointment that none of the West Sussex Members of Parliament who took part in the Parliamentary vote supported the proposal to provide meals during future school holidays, with seven of the eight actively voting against.

This Council recognises that the on-going pandemic is causing hardship and poverty for many families within West Sussex and calls on the Cabinet to follow the example of other councils around the country to step in and provide free meals for children entitled to free school meals during future school holidays during the current pandemic.’

47.2 The motion was referred to the Cabinet for consideration.

#### **48 Proposed Modifications to the Soft Sand Review of the West Sussex Joint Minerals Local Plan**

48.1 The Cabinet Member for Environment moved the report on the Proposed Modifications to the Soft Sand Review of the West Sussex Joint Minerals Local Plan (pages 77 to 110).

48.2 Resolved –

That the Proposed Modifications to the Soft Sand Review, as set out at Appendix 1 to the report, be approved for public consultation on their soundness, followed by submission to the Inspector.

#### **49 Question Time**

49.1 Members asked questions of members of the Cabinet on matters relevant to their portfolios, as set out at Appendix 3. This included questions on those matters contained within the Cabinet report (pages 111 to 116) and written questions and answers pursuant to Standing Order 2.38 (set out at Appendix 2).

#### **50 Report of Urgent Action**

50.1 The report of urgent action taken under regulation 11 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (pages 117 and 118) was noted.

Chairman

The Council rose at 4.15 pm

This page is intentionally left blank

## Interests

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

<b>Item</b>	<b>Member</b>	<b>Nature of Interest</b>
Item 7 – Cabinet Member address on national lockdown	Cllr Walsh	Leader of Arun District Council
Item 9(a) – Notice of Motion on Post 16 Support Services	Cllr Smytherman	Chairman of Governors of West Sussex Alternative Provision College
Item 9(b) – Notice of Motion on Hidden Disabilities	Cllr Smytherman	Chairman of Dementia Friendly Worthing, President of Sight Support Worthing & Trustee of West Sussex Mind and Member of Worthing Borough Council
Item 9(c) – Notice of Motion on Pension Investments	Cllr Burrett	Deferred member of the Local Government Pension Scheme
Item 9(d) – Notice of Motion on Council Investments	Cllr Burrett	Deferred member of the Local Government Pension Scheme
Item 9(f) – Notice of Motion on the Economy	Cllr Atkins	Member of Worthing Borough Council
Item 9(f) – Notice of Motion on the Economy	Cllr Boram	Member of Adur District Council
Item 9(f) – Notice of Motion on the Economy	Cllr Hillier	Cabinet Member for Economic Growth at Mid Sussex District Council
Item 9(f) – Notice of Motion on the Economy	Cllr Lanzer	Member of Crawley Borough Council
Item 9(f) – Notice of Motion on the Economy	Cllr Lord	Husband is Managing Director of a tour operator
Item 10 - Proposed Modifications to the Soft Sand Review of West Sussex Joint Minerals Local Plan	Cllr Marshall	Chantry extension site is in his division

<b>Item</b>	<b>Member</b>	<b>Nature of Interest</b>
Item 11 – Question Time	Cllr Atkins	Local Authority Governor of Durrington Infant and Junior Federated Schools
Item 11 – Question Time	Cllr Baldwin	Member of Horsham District Council
Item 11 – Question Time	Cllr Bridges	Member of Adur District Council and Lancing Parish Council
Item 11 – Question Time	Cllr Goldsmith	Chairman of Save Our South Coast Alliance and Member of Chichester and District Cycle Forum



## Written Questions: 6 November 2020

### 1. Written question from **Cllr Quinn** for reply by the **Cabinet Member for Economy and Corporate Resources**

#### Question

The Cabinet Member will no doubt be aware that during August Capita reported a £28.5m loss in its half year results having suffered a 'significant' hit from the COVID-19 crisis, with the firm warning investors that it is unlikely it will generate sustainable cash flow for up to two years; furthermore it has announced that it intends to close around a hundred offices.

I understand there is a Task and Finish Group underway looking at the options for the resources currently outsourced to Capita once the contract ends in 2022.

Can the Cabinet Member tell me whether the current financial position and estate review will have any impact on the plans for the contract and what are the contingency plans, if any, before their contract will end in 2022?

#### Answer

Capita half-year results were published and shared with the County Council's Chief Executive and Director of Finance and Support Services on 18 August 2020. They highlighted and recognised the challenges faced by Capita in respect of COVID-19 and a reduction in revenue and profits. Capita has informed the County Council of its continued commitment to the contract. Robust contract controls and governance are in place, managed and maintained. These are monitored and reviewed in collaboration with Capita thereby ensuring both parties are as up to date as possible in this fast changing and evolving external environment.

Exit management schedules and plans within the contract for the transfer to the County Council and/or a replacement service provider of services, staff and assets at the end of the contract in September 2022 are reviewed on a regular and timely basis. If the financial position of Capita leads to an earlier exit of the contract, the exit plan in the contract would be utilised.

In relation to estates, Capita utilises the County Council's buildings to accommodate staff delivering services provided under both the Support Services Outsourcing and Information Technology Outsourcing Contracts. It is not anticipated the reduction of Capita's estate will have any impact on contractual performance.

### 2. Written question from **Cllr Atkins** for reply by the **Cabinet Member for Education and Skills**

#### Question

As a newly appointed local authority governor for Durrington Infant and Junior Federated Schools (for which I express a personal interest).

I have become acutely aware of the emotional strain on teachers having to prepare and give the normal lessons but also having to prepare and give the online lessons to

those pupils that are self-isolating. And all whilst in addition to having to cover giving lessons for those colleagues that are themselves self-isolating.

As the situation may be similar for teaching staff across the county, what can therefore be done to assist the emotional wellbeing of the teaching staff and the pupils they teach?

### **Answer**

Staff wellbeing is a key concern for the Council, for governors and also for school leaders. The Council's school effectiveness team is actively discussing staff wellbeing issues in their link adviser visits this term. Guidance has been provided to schools and governors on managing fair workloads for staff. A programme of staff and student wellbeing is planned to be rolled out over the next six months, starting in November, to provide training and support to a dedicated member of staff from each school to support wellbeing and explore strategies to support staff and students. The Council already subscribes to the Employee Assist programme which provides telephone support to employees needing help and counselling. The Council is currently exploring an additional and commercially provided welfare support package for headteachers.

The organisation of schools into learning bubbles has been managed by schools according to their own staffing and pupil needs. Schools are appropriately managing their own staff to ensure that sufficient support and time for planning and preparation is maintained. The number of schools with learning bubbles temporarily isolated is relatively low at this point with most schools running face to face teaching for most children. Some schools have explored redeploying staff to plan online learning and others are actively developing banks of online resources to support staff to reduce additional pressure. Such arrangements are best organised according to each school's needs.

### **3. Written question from Cllr M Jones for reply by the Cabinet Member for Education and Skills**

#### **Question**

Can the Cabinet Member please confirm:

- (a) How many pupils being educated in West Sussex were receiving free school meals as of 1 March 2020 (an overall figure and also broken down to Borough and District level, if available);
- (b) How many pupils being educated in West Sussex were receiving free school meals as of 1 October 2020 (an overall figure and also broken down to Borough and District level, if available);
- (c) How many parents of pupils in West Sussex applied for free school meals between 1 May and 1 October 2020 but were advised they were not eligible to receive them (an overall figure and also broken down to Borough and District level, if available). Please also provide figures for the same period in 2019.
- (d) How much it would cost for an alternative school meal for each pupil eligible for free school meals to be provided for each day of the October half-term break and each day of the Christmas school break to be provided; and

- (e) That the Government has provided the County Council with sufficient funding to meet the cost outlined in (d) above.

**Answer**

- (a) At the time of the January 2020 schools census there were 11,469 children eligible for a Free School Meal (FSM) in West Sussex, around 10% of the total school roll. A breakdown by district is currently being analysed and will be provided in due course.
- (b) The County Council is still awaiting analysis of October census data. However, we are aware of an additional 6000 FSM applications being processed since January with approximately 3,600 additional children qualifying for FSM. During that period there will also be a number of children who are no longer eligible for FSM as they have left school or their family circumstances may have changed. It is likely that the FSM number in West Sussex is currently around 15,000. Comparing the numbers of children newly qualifying for FSM between 1 April and 30 September in 2019 and 2020 shows that the increase was approximately 850.
- (c) See (b) above.
- (d) Schools are currently funded for provided schools meals during term time through their school budget, which is calculated through an agreed formula as part of the Dedicated Schools Grant. FSM funding is included within the additional needs section within the formula and for 2020/21 is calculated at the rate of £450 per eligible pupil. During term-time it costs £11.75 per week to provide a meal. The national voucher scheme introduced by the Government for children eligible for a FSM, and which also covered the May and summer holiday period, provided vouchers for each week at £15 per eligible child. During the October half term support was provided for families in need including access to food and broader support. Few families took this support up but, in addition to the Community Hubs, charity foodbanks are also available and some schools have local arrangements with local supermarkets to support their children in need.
- (e) Decisions are still awaited regarding any additional funding from central government to support the provision of meals during the Christmas break.

**4. Written question from Cllr Kirsty Lord for reply by the Cabinet Member for Education and Skills**

**Question**

Following the decision by the Government not to support the provision of vouchers for children eligible for Free School Meals during half term, and the ongoing lack of clarity around subsequent school holidays including Christmas, could the Cabinet Member for Education and Skills please confirm:

- (a) The number and the percentage of children receiving free school meals by district and by type of school (primary, secondary, SEN, Alternative Provision/ Academies and free schools) in West Sussex in February 2020 and October 2020;

- (b) Provide details of any communications between West Sussex County Council and any or all of West Sussex Members of Parliament (MPs), Department for Education, government ministers and Secretaries of State concerning Free School Meals between March 2020 and today;
- (c) That West Sussex County Council will be fully funding the provision of vouchers for children eligible for free school meals during the Christmas holidays and subsequent school holidays in the absence of any funding by the Government; and
- (d) Join the Liberal Democrat group in thanking all those businesses and individuals who stepped into the breach during half term to ensure West Sussex children did not go hungry when the Government chose not to act?

**Answer**

- (a) There were 11,469 West Sussex children eligible for a Free School Meal in the January 2020 census which is 10% of the total school roll. A breakdown by district is currently being analysed and will be provided in due course. The County Council are still awaiting analysis of October 2020 census data. However, we are aware of a further 6,000 FSM applications that have been processed since January with approximately 3,600 additional children qualifying for FSM\*. During that period there will also be a number of children who are no longer eligible for FSM as they have left school or their family circumstances may have changed. It is likely that the FSM number in West Sussex is currently around 15,000. It is not possible to provide a further breakdown of the data to the level requested.

\* Comparing the numbers of children newly qualifying for FSM between 1 April and 30 September in 2019 and 2020 shows that the increase was approximately 850.

- (b) MPs receive a monthly Covid update and this includes updates on several issues including the position on free school meals.
- (c) During the October half term-break access to support for families in need was successfully provided through the Community Hubs. The County Council is considering the most appropriate way of continuing to support our most challenged families to ensure that families in need are able to access that assistance. The Community Hubs are planning on how to ensure support is available over the Christmas break for those families in need to ensure that they are able to access food pending any decision on the provision of Free School Meal vouchers by the Government.
- (d) The Council applauds and thanks everyone including businesses, local charities, the Community Hub workers and all those who tirelessly work to support our families in need through holiday periods and throughout the year.

**5. Written question from Cllr Morwen Millson for reply by the Cabinet Member for Fire & Rescue and Communities**

**Question**

In his briefing note on support for families in need on Tuesday, 27 October 2020 the Leader wrote of the distribution of 3,437 urgent food parcels being delivered across the County. Can the Cabinet Member for Fire & Rescue and Communities please tell the Council:

- (a) What exactly is in a parcel;
- (b) How many people and how many meals does a single parcel cover;
- (c) How much does one parcel cost to pack and deliver;
- (d) Can they be adjusted for individual children's tastes, diets or food allergies, or do you get what you are given;
- (e) How many were distributed to families:
  - (i) in total; and
  - (ii) in receipt of Free School Meals during half term?; and
- (f) Were the boxes recently distributed to families part of the original consignment intended for emergencies where shielding and self-isolating people could get them if they had no-one to get food for them, or is the content more geared to families?

**Answer**

- (a) During the COVID pandemic we have issued a number of food boxes that contained different food types to meet individual need. Our fresh food box which Adams provide contains a selection of various goods including milk, cheeses, fruit, tinned goods e.g. soup, vegetables, baked beans, tuna tins, pasta, crisps, eggs, toilet roll (a full list provided at the end of this response). This food option meets the need of two adults, enough food for a maximum of one week. If the household is larger than two then multiple boxes can be delivered and if there is an ongoing need, the customer will receive a delivery weekly. This food parcel has been supplemented with toiletry items which have been purchased separately by the County Council and are packed and included by Adams.

To supplement the fresh food box, we provide a breakfast box, also provided by Adams, which contains a selection of breakfast goods including milk, cereal, butter, tea bags, bread, fruit (a full list is provided at the end of this response). This food option meets the need of two adults, enough food for a maximum of one week. As referenced above, if the household is larger than two, then multiple boxes can be delivered and, if there is an ongoing need, the customer will receive a delivery weekly.

To support the provision of fresh foods, we provide food with a longer shelf life, provided by Aldi, including a selection of cereal, fruit juices, tinned chopped tomatoes, sauces, rice, pasta, tea/coffee, tuna, soup, biscuits, tinned goods,

soap and toothpaste. The content of this food option will meet the need of two adults, enough food for a maximum of one week. If there is an ongoing need, the customer will receive a delivery of one box per week. These parcels have already been packed and are stored within County Council venues and distributed by Council staff.

To support residents who are unable to cook for themselves, Appetito will provide a two-course meal for lunch and a 'teatime pack' which is a cold dinner. This option has been enriched by the inclusion of the Adams breakfast box, outlined above, as part of the request. Individual meals are delivered each day for three days as standard, the Community Hub will then review, and continue the support for as long as the customer requires.

- (b) Covered in (a) above.
- (c) The cost of each food option are as follows;
- Adams Standard Food Box: £31.05 increasing to £35 with inclusion of toiletry items sourced under separate contract
  - Adams breakfast: £10.85
  - Aldi same day parcel: £17.57
  - Apetito request: £38.30 this includes £10.85 for Adams breakfast
- (d) To enable us to meet individual children's tastes, diets or food allergies, we are able to make special requests through the Adams options, we can amend the contents of the box or add/remove items if required. In providing support for vulnerable people who were encouraged to Shield during the earlier Lockdown period the Community Hub co-ordinated County Council staff to undertake personalised shopping activity and deliver items to residents to meet their specific dietary requirements (e.g. when nationally delivered food box did not accommodate).
- (e)
- (i) The Community Hub was stood up quickly to respond to the COVID crisis to initially support the shielding requirement and therefore there are gaps within our data as it was not built into the recording system e.g. how many families received food parcels. The Community Hub now collates household size. To support families and larger households we send out multiple boxes, for example one to two people will get one box, three to four will get two boxes, five to six will get three boxes and so on.
  - (ii) There has been one request for food to support children in receipt of Free School Meals during the October half term, and this was supplied to a family on 29 October.
- (f) The boxes recently distributed to families are part of the contracts and purchase arrangements originally instigated to support those without access to food and essential supplies. This included support for people who were shielding, did not have a support network, were self-isolating and more recently experiencing hardship. The content of these options has not been amended, unless an individual response to special dietary requirements require this.

**Adams Food Boxes - Standard box: £31.05**

1 x 2L semi-skimmed milk  
1 x 200g cheddar block  
6 x single mixed apples  
6 x single banana  
1 x kg potato  
1 x kg leeks  
1 x kg carrot  
1 x 500g tomato  
10 x single tea bags (approximately 200)  
2 x single Spanish onion  
1 x 500g Just Like Butter  
1 x kg porridge  
1 x 400g Heinz baked bean  
1 x 800g mixed bean  
2 x vegetable soup Baxters  
2 x 400g chopped tomato  
1 x Hills bourbons/digestive  
2 x 400g tuna  
1 x medium brown bread  
1 x 6 medium eggs  
1 x penne pasta  
4 x single bags crisps  
10 x single sugar sticks  
1 x 4 toilet roll

**Breakfast box: £10.85**

1 x 2L semi-skimmed milk  
1 x 500g Just Like Butter  
1 x cereal (Rice Krispies, Cornflakes, Bran Flakes)  
1 x 20 single tea bags  
1 x Hills digestive biscuit  
1 x medium brown bread  
3 x single banana  
3 x single mixed apples

**6. Written question from Cllr Louise Goldsmith for reply by the Cabinet Member for Highways and Infrastructure**

**Question**

In the earlier part of 2020, Highways England announced investment in the Chemroute, a cycle route between Chichester and Emsworth, promoted and supported by local communities and Parish Councils for the last seven years.

Acknowledgement of this proposal was well received. However, the plans produced by Highways England were disappointing, involving shared pavements for pedestrians and cyclists and there were considerable objections to the scheme design. As a result, the Chichester and District Cycling Forum produced its own report, 'An Engagement Proposal', which has been described 'authoritative' and 'well researched'.

Since the publication of the Chemroute scheme the Government has published the Gear Change document and LTN1/20, the good guidance document and has also announced the set-up of Active Travel England to oversee and encourage cycling improvements. However, the policies in these documents seriously conflict with the scheme Highways England produced.

Could the Cabinet Member provide this Council with a complete assurance that this and any future schemes proposed by Highways England will have incorporated the same principles and, in particular, that they will physically and safely separate cyclists from pedestrians, and both, from volume motor traffic.

### **Answer**

Following the publication of LTN 1/20 in late July, Highways England is reviewing the proposals outlined in the Chemroute Options Appraisal.

LTN1/20 rightly focuses on providing separation but the document allows for shared use under certain circumstances. There are sections of the A259 where the available highway width may make separation difficult to achieve.

Highways England, like any highway authority, will pay due regard to national standards and guidance when producing scheme proposals; currently, they are procuring a design and delivery partner to undertake the review and produce a detailed design, which will be subject to a public consultation exercise in due course. The County Council will respond to the formal consultation.

### **7. Written question from Cllr Louise Goldsmith for reply by the Cabinet Member for Highways and Infrastructure**

#### **Question**

Firstly, the Government should be congratulated in producing, in July this year, Gear Change, a bold vision for walking and cycling, together with Local Transport Note 1/20, a new cycling design guide. These documents highlight, in an integrated way, a significant direction for future sustainable travel that would also help tackle climate change, improve the air quality and, in turn, would make a significant contribution to people's health.

The four key themes of the document show a real understanding of the current situation and what needs to be done.

During lockdown many people took up cycling, encouraged by quieter roads - this clearly demonstrates people will cycle when they feel safe. The importance, therefore, of encouraging more people to cycle is to ensure safe cycle routes.

Please could the Cabinet Member confirm:

- (a) His total support of the Gear Change document;
- (b) That he will personally undertake to see that all policies in the documents such as the LTN 1/20, which are associated with Gear Change document, are formally adopted as County Council Highways policies, including updating the County Council's Walking and Cycling Strategy as soon as possible and certainly before the end of the Council's term;



- (c) Would the County Council encourage its partner authorities - District and Borough Councils - to follow the same approach when determining planning applications;
- (d) In a recent communication to Councillors, Grant Shapps, Transport Secretary, wrote: "That is why in the second tranche of funding, those authorities which have demonstrated genuine plans to consult their local communities and embrace good design principles will receive all of or, in some cases, more funding than their indicative allocations". In the light of this direction provided by the Secretary of State, will the Cabinet Member ensure, by a formal policy, that whenever new cycle routes are proposed the local Cycling Forums become formal consultees from inception; and
- (e) The Gear Change document is looking for 12 'Willing Local Authority Areas' to benefit from 'intensive investment in 'mini Holland Schemes'. Will West Sussex County Council be putting itself forward to be one of the 12 authorities?

**Answer**

- (a) The vision of the Gear Change document and its objectives are fully supported.
- (b) LTN 1/20 has been in development for some time, which is why this Council developed its own cycling design guide (published in August 2019). The guide referred to existing best practice guidance available at the time (e.g. Sustrans, Greater Manchester, Welsh Government). The guide is available to developers via the website and is referred to in planning consultation. The guide also reminds developers to refer to any new or updated national guidance published after August 2019. The West Sussex Walking and Cycling Strategy is due to be updated in light of LTN 1/20 and the Local Walking & Cycling Infrastructure Plans which are being developed by the County Council, South Downs National Park Authority (SDNPA), and a number of the district and borough councils. The revised document will be open to consultation before it is adopted.
- (c) The County Council is encouraging the district and borough councils and the SDNPA (as the Local Planning Authorities) to adopt this same approach. The County Council, as the Local Highway Authority, is a statutory consultee in the planning process.
- (d) The Council already consults the cycle forums as a matter of course in respect of schemes and policies.
- (e) The County Council is not taking part in the mini-Holland project because the focus has been on developing Local Walking & Cycling Infrastructure Plans in partnership with the district and borough councils.

This page is intentionally left blank

## **Question Time: 6 November 2020**

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

### **Best Start in Life**

#### **Leader**

The Leader answered questions on free school meals in school holidays, from Cllr A Jones and Cllr Lord.

In response to a request from Cllr Lord that the Leader write to all local MPs and Secretary of State to highlight the need for automatic support for families in receipt of free school meals over Christmas holidays, the Leader agreed to work with Cllr Lord and the Cabinet Member for Fire & Rescue and Communities on the communication.

### **A Prosperous Place**

#### **Cabinet Member for Economy and Corporate Resources**

The Cabinet Member answered questions on the impact of the pandemic on businesses in Crawley from Cllr Quinn.

#### **Cabinet Member for Highways and Infrastructure**

The Cabinet Member answered questions on the following matters:

The proposed route for the A27 Arundel bypass, from Cllr Fitzjohn, Cllr Montyn, Cllr S Oakley, Cllr Lord and Cllr Walsh.

In response to a request from Cllr Montyn relating to the proposed route for the A27 at Chichester, the Leader said he would work closely with local MPs and the Leader of Chichester District Council to ensure a joined up approach is taken in regard to mitigation and consultation for any work undertaken.

In response to a request from Cllr Fitzjohn, the Leader agreed to ask officers to share discussion with local members.

In response to a question from Cllr O'Kelly, the Cabinet Member agreed to circulate details of the most recent meeting with MPs concerning the A27.

Pop-up cycle lanes, from Cllr Boram, Cllr Burrett, Cllr Burgess, Cllr Goldsmith, Cllr High and Cllr M Jones.

In response to a question from Cllr Burgess about feedback on the Three Bridges temporary cycle scheme, the Cabinet Member said he would provide her with details.

In response to a question from Cllr Goldsmith, the Cabinet Member confirmed that district cycle forums would be involved in any future discussions concerning cycleways.

In response to a question from Cllr Jones about the timing of the removal of the pop-up cycle lanes, the Cabinet Member said he would provide dates once the process for removal was known.

Work on the A264 junction with Rusper Road in Horsham, from Cllr Baldwin, Cllr Catchpole and Cllr Kitchen.

In response to a request from Cllr Baldwin that there should not be any works at the same time at the Robin Hood junction, the Cabinet Member said he would clarify whether that was the case.

In response to a request from Cllr Catchpole for clarification about the timing and impact of the roads works on the A264 relating to the Bohunt School, the Cabinet Member agreed that officers would arrange a meeting between the members of the North Horsham County Local Committee, the District Council and North Horsham Parish Council to consider the matter. He confirmed there would also be a letter drop to affected residents.

In response to a request from Cllr Kitchen, the Cabinet Member agreed to involve all relevant Parish Councils in any meetings concerning the Rusper Road roundabout.

Funding for local bus services, from Cllr N Dennis.

In response to a question from Cllr Dennis, the Cabinet Member agreed to examine a recent National Audit Office report on local buses and make an assessment which might assist in the preparation of schemes to bid for government funding.

### **A Strong, Safe and Sustainable Place**

#### **Cabinet Member for Fire & Rescue and Communities**

The Cabinet Member answered questions on the following matters.

The Community Hub and the national lockdown, from Cllr Kennard, Cllr O'Kelly and Cllr Wickremaratchi.

Hate Crime Awareness Week, from Cllr Barnard and Cllr Edwards.

Road capacity surrounding the new Horsham Fire Station, from Cllr Millson.

In response to a question from Cllr Millson, the Cabinet Member agreed to work with the Cabinet Member for Highways and Infrastructure in order to see if there are any issues in terms of capacity on roads serving the new Horsham Fire Station and training centre.

### **A Council that works for the Community**

#### **Cabinet Member for Finance**

The Cabinet Member answered questions on Council investments from Cllr Millson.

In response to a question from Cllr Millson, the Cabinet Member agreed to provide information held on any links to the company which produces Cbeebies.

---

## **West Sussex County Council's Children First Service Improvement Programme: Progress Report – December 2020**

### **Introduction**

- 1** I am providing a further update to all members to coincide with the County Council meeting on 11 December. At the time of writing we await the formal outcomes of the recent Ofsted visit, so I would like to take this opportunity to highlight here some recent engagement activities with young people.

### **Ofsted Focused Visit, October 2020**

- 2** My last update covered the Focused Visit of inspection carried out by Ofsted between 12 and 22 October. This event is very important to us in Children's Services, since it allows for an objective appraisal and evaluation of the improvements made so far. The final report of the Ofsted findings will have been published, on 4 December, and I look forward to providing further information and comment at the full Council meeting.

### **Exceptional People in Care (EPIC) Awards**

- 3** The EPIC Awards this year were held on 7 November, organised through the Children in Care Council, and expertly hosted by our Children's Voice and Participation Team. This is an annual showcase for the achievements of children in care and care leavers, recognising the work that foster carers and our other partners do alongside our own staff to support them. It is co-ordinated by Children's Services as part of the County Council's offer to children and young people in our care community.
- 4** The fact that the ceremony itself had to be virtual this year reminds us of the additional difficulties that children and young people have faced throughout the Pandemic, especially when schools were closed during the first lockdown. Nonetheless, over 300 award nominations were received, covering an extraordinary range of achievement. This was also an opportunity to profile other support services to young people in care, such as advocacy, independent visitor and short breaks, as well as Special Educational Needs and Health services. I was enormously impressed by the great spirit in evidence amongst our care community, and it is truly inspiring to realise what can be achieved to overcome disadvantage, when we put young lives at the centre of all that we do.

### **The Youth Cabinet**

- 5** We have sought to raise the profile of the Youth Cabinet, who are 46 young people aged 11 to 18, elected by their peers from around the county to represent their views. It provides a forum for learning about, discussing and disseminating information on social and political issues vital to a world in which young people are growing to adulthood, and is in the best tradition of our democracy. Members will be aware of the regular updates of its activities included with this report by the Chair of the Youth Cabinet. An update from the Chair on their latest activities is set out at the end of the report.
- 6** A member of the Youth Cabinet recently gave very high-quality testimony to the Children and Young People's Services Scrutiny Committee regarding the experiences of pupils returning to school against the background of the COVID-19 pandemic. I am particularly pleased that we are hearing the voice of young people

now, in ways that will allow services to adapt operationally to understand and respond to expressed need. In the broader perspective, young people also have much to tell us, especially at a time of national and international crisis, about their vision of a fairer, safer and indeed a happier world.

### **Youth Cabinet Annual Debate**

- 7** The Annual Debate of the Youth Cabinet was held on 19 November, introduced by the Chairman of the County Council, and I was privileged to participate. Also invited were UK Youth Parliament members, county councillors, council officers and other guests, including the High Sheriff and MPs. The agreed subject was 'Racial Inequality: how to improve and influence the pastoral curriculum at schools and colleges in West Sussex, to ensure all young people have a better understanding of the issue and those experiencing discrimination get the support they need'. This led to a fascinating and very well-informed debate, generating many ideas from the young people, and supported by the wide range of experience present.

### **Youth Cabinet attendance at WSCC Cabinet**

- 8** On 24 November, the Youth Cabinet Chair addressed our own Cabinet with an update on its recent activities and future plans. This included a review of its campaigns on the Environment, Mental Health and Racial Inequality, together with reflections on the Pandemic. It was most gratifying to note a recognition from the young people that there is now much greater engagement from the County Council on subjects that matter to them. This has included discussions with individual Cabinet Members on topics in their portfolios, and I continue to meet with the Youth Cabinet Chair on a monthly basis. I would ask all members to be open to involvement in Youth Cabinet activities, and I feel strongly that this maturing relationship does great credit to our young people, and is good for our county.

### **Children's Services Operations and Improvement**

- 9** The following key activities within the service improvement agenda look towards the planned service re-design in 2021:
- The robust service response to COVID-19 continues, maximising face to face visits, and based on a safeguarding RAG-rating of all cases; increases in demand are being managed effectively within the service.
  - Work is continuing on the Early Help re-design, a review of the allowance scheme for Foster Carers and preparation for further proposed changes to Children's Services next year.
  - An intensive management assessment and development programme will shortly commence; this will support the delayering of posts which do not add value within the vision for the new service, in line with the Commissioner's recommendation to us in his report.
  - The service is working with 'The Care Leaders Fellowship' to provide coaching and training, aimed at ensuring we have ways of validating that the views of young people are embedded in all the work we do.
  - I have recently visited all three of the children's homes, now being redeveloped - Cissbury Lodge at Worthing, May House and Seaside at Shoreham, in order to inspect the progress of the work, and have been very excited by the prospect of creating these brand-new facilities.

## **Conclusion**

**10** I hope that all members will share my sense of enthusiasm for the hard work that is continuing within the service, and will pay tribute to the young people themselves, whose achievements I have highlighted on this occasion. Let us continue to keep in clear view the journey before us and draw inspiration from their example.

With my best wishes for your continued good health.

## **For information**

### **Jacquie Russell**

Cabinet Member for Children and Young People

**Contact Officer:** Lance John, Business Manager, 033 022 23456,  
lance.john@westsussex.gov.uk

## **Statement from the Chair of West Sussex Youth Cabinet**

**December 2020**

The Youth Cabinet had their annual debate with the Cabinet, Council and MPs this month on the topic of Racial Inequality: how to improve and influence the pastoral curriculum at schools and colleges in West Sussex, to ensure all young people have a better understanding of the issue and those experiencing discrimination get the support they need. The debate ran smoothly, and every Youth Cabinet member who contributed made valuable points. The discussion highlighted the need for conversations around these complicated issues and demonstrated just how much we could learn from one another. We're all looking forward to next year!

The next steps for the Youth Cabinet will be working with those members of either the Cabinet or external guests that offered invitations or opportunities to our young people. Hopefully, we can use the experience of this debate to make West Sussex a more inclusive and diverse place for everyone.

The debate was our main event this month. With Christmas approaching, we're in the planning stages for a lot of exciting new campaign sub-events and preparing for the Make Your Mark results on 1 December. Our Mental Health campaign is organising some webinars in January working with the Youth Emotional Support service (YES) team and schools to tackle stigma and encourage positivity. Our Tackling Racial Inequality team is creating school ambassadors with the help of a County Council officer to encourage schools to become more diverse and inclusive. Furthermore, our Knife Crime Campaign from last Cabinet term has finally had their posters approved, and will see them going out as soon as possible. The Environmental campaign is working with Wild West Sussex and the Marine Conservation Society on marine conservation in January, and a series of webinars of sustainability in February.

2021 is going to be as busy, if not more active than 2020 was, and I know I can speak for the whole Cabinet when I say we plan on making an unprecedented amount of progress for the youth of West Sussex.



---

## West Sussex County Council Reset Plan

### Background and context

- 1** Our experience of supporting communities through COVID-19 has helped the County Council consolidate and strengthen the progress that had already started. In the first wave of the pandemic, staff were redeployed, partnership working was accelerated, and we have transformed our digital capability, supporting a predominantly remote workforce. As we continue to deal with the ongoing pandemic, we are building on what have done in 2020 and reflecting it in the Reset Plan.
- 2** Although we have made significant progress in key service areas like Children's Services, Fire & Rescue as well as with our corporate governance, we must not forget where we were before the pandemic. We know we needed to change and the good governance project identified key areas for us to focus on, including a commitment to put residents at the heart of everything we do; to create strong and visible collective member and officer leadership; to work closely with partners; to invest in and value our staff; and to make the way we work as straightforward as possible.
- 3** We have demonstrated to ourselves and to others during Covid-19 what we are capable of and the uncompromising commitment of members and our workforce to the residents of West Sussex. We have shown through the co-operation across the health and social care sector and the formation of the community hubs, that we can work well with partners. Things are different already, but we need to keep changing to build on the progress we have made.
- 4** It is vital that the County Council develops an integrated business and financial planning cycle that is based on a good understanding of the local evidence base, the national and local policy context, a comprehensive understanding of the financial position (revenue and capital) and the service challenges in meeting the needs of residents, businesses and communities.
- 5** The Reset process brings together our policy, business, financial planning and risk management processes. It will be the vehicle for the County Council's decision making and planning to ensure we are making the very best use of the resources available, understanding the value for money we deliver and focussed on our priority outcomes. It will also ensure we understand the implications of the tough choices that will need to be made in the face of huge resource and demand challenges and also uncertainty.

### Principles

- 6** Given the financial challenge we face and the changing nature of demand on our services, we know we have to reset our priorities now, but we must do it in a way that is collaborative and inclusive. As such, we are developing the plan with staff, partners and members to ensure we go on the journey together and make the plan real and focused on the most important things we all need to do in West Sussex. We must do all of this by making the best use of the funding we have.
- 7** We have been working to a set of principles agreed at full Council in July, which underpin the approach we are taking.

**Table 1 - Principles**

<b>Principle</b>	<b>What we are aiming for</b>
1. Led and made in West Sussex reflecting residents, communities and businesses needs and building on our strengths	<ul style="list-style-type: none"> <li>• A plan with a sense of identity for West Sussex</li> <li>• A plan that is developed and owned by our staff, partners and elected Members</li> </ul>
2. Strong learning from our own and others' experiences including COVID-19	<ul style="list-style-type: none"> <li>• Pausing, listening and reflecting great work we know about</li> <li>• Reflecting what our communities need most from us</li> </ul>
3. Based in realistic optimism and a sustainable business plan (performance, resources and risks)	<ul style="list-style-type: none"> <li>• We have a sense of direction and are clear on what we are doing and how we will know we've been successful</li> </ul>
4. Held together consistently with a focus on agreed priorities	<ul style="list-style-type: none"> <li>• A plan that focuses on the outcomes we want to see for West Sussex and we can say which priority we deliver on and the role WSCC staff play to achieve them</li> </ul>
5. Providing clarity about what successful outcomes look like in 12 months' time	<ul style="list-style-type: none"> <li>• We have a clear set of measures that everyone understands and will tell us if we've been successful</li> </ul>
6. Aligned to the Council's budget	<ul style="list-style-type: none"> <li>• A plan that is affordable and can be delivered within the resources the Council has available.</li> </ul>

**Developing the Reset Plan**

**8** Our approach to developing this first iteration of the Reset Plan has been to involve staff, partners and elected members in the process, and use the research we have already done with residents (including during COVID-19) to reflect what we should focus on and why, and use our learning from the Good Governance Project and improvement activity already taking place across the organisation. This has meant that we have a plan that is being 'led and made in West Sussex' and can be built upon further. The following activities have been part of the process:

- **Workshops with WSCC staff and external partners** – workshops involving the top 100 senior managers in WSCC and more than 50 partners from across West Sussex have provided an opportunity to build a plan that is both reflective of what WSCC will do on its own and in partnership with others
- **Webchat with WSCC staff** – Becky Shaw hosted an online conversation with WSCC staff where staff were able to ask questions and suggest what they thought should be reflected in the plan
- **The Big Exchange** – WSCC staff were able to post ideas and suggestions on what they wanted to see in the plan using an online platform available to all staff
- **Community conversations** – led by the WSCC Communities team, 20 semi-structured interviews were conducted with voluntary and community sector

organisations and other local public bodies

- **COVID-19 resident research** – we have used the survey conducted after the first wave of the pandemic to gauge what is important to residents and what needs to be prioritised in the plan
- **Elected member engagement** - an all-Member session was hosted on 12 November 2020 sharing the first draft of the plan and capturing views on the content of the plan. This was reported to the Cabinet at its meeting on 24 November 2020 prior to this further report to the County Council
- **Scrutiny** - the Performance and Finance Scrutiny Committee on 3 December is being asked to help set some principles and methods for the scrutiny of the Plan, once it has been approved, and this will be built upon by the other Scrutiny Committees in January by reference to the sections of the plan relevant to their business.

### Reset Plan priorities and delivery outcomes

- 9 The process we have taken has enabled us to iterate the four priority outcomes underpinned by the theme of climate change agreed by full Council in July 2020. Through the engagement we have been able to shape the outcomes we want to see. These are set out in Table 2 below alongside the specific outcomes we want to achieve.

**Table 2 – Reset Plan priorities and outcomes**

Priority	Outcomes we want to achieve
1. Keeping people safe from vulnerable situations	<ul style="list-style-type: none"> <li>• Early help to prevent needs escalating</li> <li>• Support to people when they need it</li> <li>• Independence in later life</li> <li>• Working in partnership</li> </ul>
2. A sustainable and prosperous economy	<ul style="list-style-type: none"> <li>• Resetting and rebooting the local economy</li> <li>• Achieving social value in West Sussex</li> <li>• Sustainable growth by developing modern infrastructure</li> <li>• Supporting people to develop the skills they need for the future</li> <li>• A sustainable economy that tackles climate change</li> <li>• Working in partnership</li> </ul>
3. Helping people and communities to fulfil their potential	<ul style="list-style-type: none"> <li>• Access to excellent education and learning</li> <li>• Tackling inequality</li> <li>• Promoting and enabling independence</li> <li>• Safe, connected and cohesive communities</li> </ul>
4. Making the best use of resources	<ul style="list-style-type: none"> <li>• Working together as 'one council'</li> <li>• Getting the best from our people</li> <li>• Maximising our income and the productivity of our assets</li> <li>• Value for money</li> <li>• Working in partnership</li> </ul>

The draft of the plan **set out at Appendix 1** sets out activities we will undertake

to achieve these outcomes and deliver on the priorities.

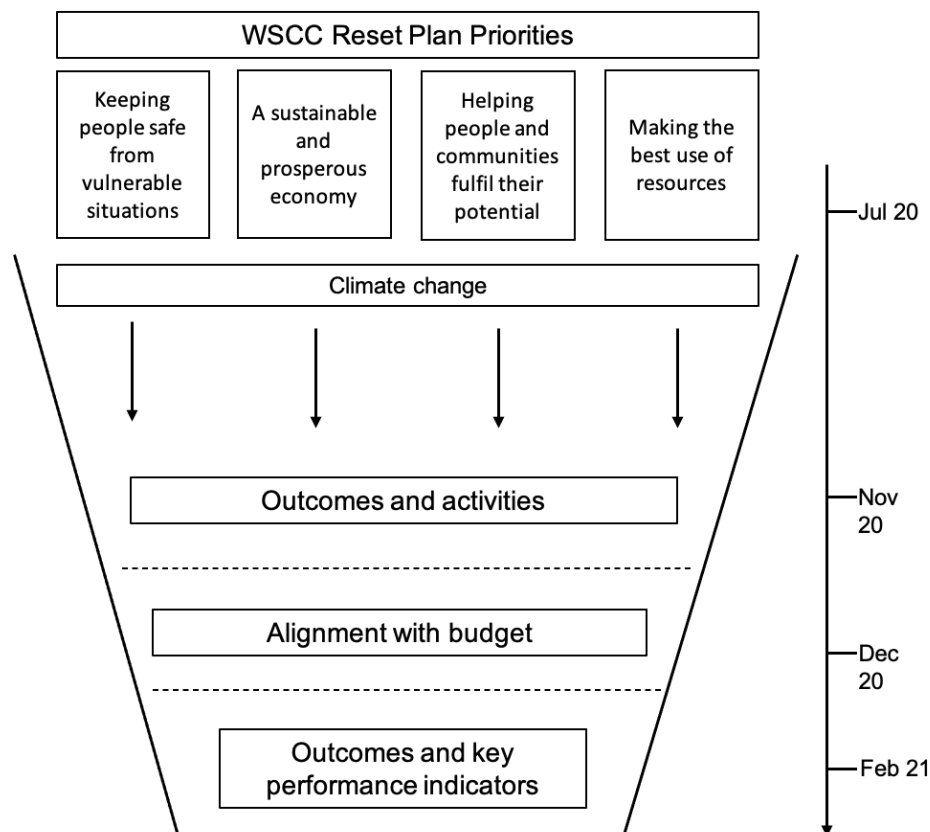
**Iterating the Reset Plan**

**10** Over the next two months we will continue iterating the plan. The next set of activities include:

- **All-member engagement** – using the feedback from the all-member workshop on 12 November to update the plan
- **Delivery planning** – planning the activities we are going to undertake in more detail, with timescales and alignment to outcomes and budget
- **Key performance indicators** – development of performance indicators to sit alongside the outcomes and priorities as measures of success
- **Equality impact assessment** – an assessment of how the public sector equality duty will be assured through the implementation of the plan for residents and communities in West Sussex
- **Scrutiny of the plan** – working with the scrutiny committees on methods for effective scrutiny of the delivery of the plan and its performance measures.

**11** Figure 1 below illustrates the process we are taking alongside the high level timescales.

**Figure 1 – the iterative approach to developing the plan**



**Recommended**

That the first iteration of the Reset Plan be noted.

**Paul Marshall**

Leader of the Council

**Contact Officer:** Becky Shaw, Chief Executive, 033 222 22620

**Appendices**

- Appendix 1 – Draft Reset Plan

**Background papers**

None

This page is intentionally left blank

---

## WSCC Reset Plan – Summary of Priorities, Outcomes and Activities

### Introduction

West Sussex needs to operate in a different context to that prior to the Covid-19 pandemic. Like the rest of the country the effects have already been significant and are far from over. Almost 700 people have died from Covid-19 across the county since January 2020. At the peak of the first wave, more than 133,000 people were furloughed from their jobs. Big employers like Gatwick Airport have seen a 61.3% drop in revenues and have already made 600 staff redundant. The rate of claims for Universal Credit tripled in some parts of the county between March and August 2020.

The longer term physical health, mental health, social and economic impacts are yet to be fully seen. With this new context comes revised action and West Sussex County Council (WSCC) has risen to the challenge.

We have worked alongside partners to put in place the support needed to our communities, including:

- Healthcare
- Social care
- Housing and emergency accommodation
- 'Community hubs' across the county to ensure people had access to food, prescriptions and other essentials when they needed it most.

We have also seen unexpected benefits including cleaner air, less noise, neighbourliness, and an appreciation of the environment our residents live in.

This new context means WSCC needs to build a new model of priorities for the next four years and beyond – one that focuses everything we are able to do on achieving good health and wellbeing for our residents.

In order to be fit for the future we must do two things.

**First**, we need to build on the improvement journey we had already started before the pandemic, in key services like Children's Services and Fire and Rescue. We must:

- Put residents at the heart of everything we do;
- Create strong and visible leadership;
- Work closely with partners;
- Invest in and value the staff that work for WSCC;

- Make the way we work as a Council as straightforward as possible for the communities we serve.

**Second**, we must strengthen our support to those who need it most but do so with less money. **WSCC will need to save more than £100m over the next four years**, of which almost half of this will need to be saved from April 2021. This means we will need to:

- Prioritise the most important things to do,
- Manage the demand on our services better,
- Make some tough choices so that our resources go to where they are needed most.

The new uncertain world that we are still getting used to living in requires a plan that takes all of the learning and progress we have made and focuses on the **most important things that our communities need**.

This reset plan acts a **framework for WSCC to operate** in a way that means we are clear on what we want to achieve and what we will do to achieve the priorities, but we are flexible to respond to whatever comes our way.

This plan and the way we have put it together **reflects the changing nature of our role** – a deliverer, convenor or enabler of whatever is needed to serve our communities.

We have spoken to community groups, undertaken research with residents to understand the effects of Covid-19 and what they need going forward, and involved WSCC staff and almost 50 of our local partners in the process to shape **four key priorities and outcomes**, underpinned by responding to the challenges of climate change.

**Priorities, outcomes and what we will do to achieve these**

**1. Priority: Keeping people safe from vulnerable situations**

Outcome	What WSCC will do to achieve the outcome	KPIs
Early help to prevent needs escalating	<ul style="list-style-type: none"> <li>• Children’s early help service – we will continue to take a ‘whole family’ approach to ensuring children are safe, with families supported by multi-agency ‘early help hubs’ to provide coordinated early support.</li> <li>• Fire and Rescue Service – through the Integrated Risk Management Plan, we will prevent fire wherever possible, through fire safety checks targeted at those who need it most and wider public awareness campaigns.</li> </ul>	To be added once budget has been finalised



Outcome	What WSCC will do to achieve the outcome	KPIs
Support to people when they need it	<ul style="list-style-type: none"> <li>• Children first improvement plan – we will keep children with their families wherever possible, to ensure quality of family life and reduce reliance on costly short term placements. Where this isn't possible, we will ensure we find a safe and supportive environment for children to live and thrive, for example through adoption, foster care and special guardianships.</li> <li>• West Sussex Local Offer – we will continue to deliver information, advice and guidance for children, families and young people with SEND up to 25 years old.</li> <li>• Adults and older people – we will provide early support in the community and close to home, including support to carers.</li> <li>• Fire and Rescue – we will continue to conduct 'safe and well' visits for people who need it most, including fitting smoke alarms and fire detection equipment free of charge.</li> <li>• Information sharing – we will build on and retain the improved data and information sharing arrangements seen during the Covid-19 pandemic, to identify and provide support to people as early as possible.</li> </ul>	To be added once budget has been finalised
Independence in later life	<ul style="list-style-type: none"> <li>• Residential and nursing care – we will use these settings for short term care (e.g. reablement) and less for longer term care, in order to reduce cost and provide better quality of life.</li> <li>• Supported accommodation – we will use schemes like extra care sheltered accommodation for longer term care.</li> <li>• Day services – we will develop and deliver a new model that uses fewer day centres but ensures the right day activities are provided.</li> <li>• Shared Lives scheme – we will increase number of people living in this family-based accommodation model.</li> <li>• Reablement – we will increase capacity and deliver a more efficient service to ensure people return home safely with the support they need after crisis (e.g. a hospital stay).</li> <li>• Dementia – in partnership with West Sussex CCG, districts and boroughs and the VCS, we will combine efforts to enable the right accommodation and support to live independently, including support to carers.</li> </ul>	To be added once budget has been finalised

Outcome	What WSCC will do to achieve the outcome	KPIs
	<ul style="list-style-type: none"> <li>Digital technology – using the latest assistive technology we will keep people safe in their own home for longer.</li> </ul>	

**2. Priority: A sustainable and prosperous economy**

Outcome	What WSCC will do to achieve the outcome	KPIs
Resetting and rebooting the local economy	<ul style="list-style-type: none"> <li>Economy Reset Plan (2020) – we will lobby, lead, enable, partner, support and/or deliver what we can to get the local economy back on its feet. In particular we will focus on supporting existing and new business start-ups; getting people back into employment from hard-hit sectors such as Aviation, Horticulture, Tourism and Health and Social Care; opportunities for better digital infrastructure and technology; while embedding a zero-carbon approach throughout.</li> </ul>	To be added once budget has been finalised
Achieving social value in West Sussex	<ul style="list-style-type: none"> <li>Social value framework 2019 – we will ensure our procurement processes that enabled £600m of WSCC to be spent each year are accessible to local suppliers, maximise the use of local providers in our supply chains and secure added economic, social and environmental benefits. For example, jobs and opportunities for local people and access education, training and support.</li> </ul>	To be added once budget has been finalised
Sustainable growth by developing modern infrastructure	<ul style="list-style-type: none"> <li>West Sussex Transport Plan (2011-26) – through this strategy for highways and transport infrastructure we will ensure people can move safely quickly to access education, training and employment opportunities, while encouraging people to walk, cycle and use public transport to lower the carbon footprint.</li> <li>Digital infrastructure – we will lobby for investment in the county to build digital infrastructure and access networks; and work with District and Borough Councils to adopt digital technologies, services and skills to benefit the economy, businesses and residents.</li> </ul>	To be added once budget has been finalised
Supporting people to develop the	<ul style="list-style-type: none"> <li>We will work with education providers and local businesses to support them in running appropriate and accessible learning and development opportunities to support the</li> </ul>	To be added once budget has been finalised

<b>Outcome</b>	<b>What WSCC will do to achieve the outcome</b>	<b>KPIs</b>
skills they need for the future	local economy in the medium and longer term, with a particular focus on post-18 education and training.	
A sustainable economy that adapts to climate change	<ul style="list-style-type: none"> <li>We will deliver on the Green Economy commitment in our Climate change strategy – in particular promoting green tourism, taking advantage of natural capital investment funding when available, encouraging and enabling sustainable business growth and supporting green innovation amongst business.</li> <li>We will position the county as a place for innovation in green energy</li> </ul>	To be added once budget has been finalised
Working in partnership	<ul style="list-style-type: none"> <li>West Sussex growth deals – we will continue to deliver on existing deals with Districts and Borough Councils, which aim to support town centre growth, unlock housing and employment sites and attract investment. We will seek to refresh deals that are due to expire after their 5-year term.</li> </ul>	To be added once budget has been finalised

### 3. Priority: Helping people and communities to fulfil their potential

<b>Outcome</b>	<b>What WSCC will do to achieve the outcome</b>	<b>KPIs</b>
Access to excellent education and learning	<ul style="list-style-type: none"> <li>School effectiveness strategy – we will continue to support our schools on their improvement journeys and build on the success of having 248 of 288 West Sussex schools currently rated by Ofsted as good or outstanding.</li> <li>Careers advice – we will continue to support the 500 young people not in education, employment or training and provide apprenticeships with WSCC where possible encourage others to do the same.</li> <li>Lifelong learning – we will work with education providers like Chichester College to support them in running accessible learning and development opportunities.</li> </ul>	To be added once budget has been finalised
Tackling inequality	<ul style="list-style-type: none"> <li>We will support the formation of 'local community networks' in parts of the county where health and socio-economic inequality exists in order to reduce reliance on costly acute health and social care services.</li> </ul>	To be added once budget has been finalised

Outcome	What WSCC will do to achieve the outcome	KPIs
Promoting and enabling independence	<ul style="list-style-type: none"> <li>• Public Health Wellbeing Programme – through our partnership with all seven district and borough councils, we will ensure people have a safe home, that public transport is accessible (linked to our Bus Strategy), affordable and efficient, and that walking and cycling are viable options for local journeys. We will support more social prescribing in line with our approach to prevention.</li> <li>• Disabled facilities grant – we will continue working with district and borough councils to provide funding to people who need additional support to maintain their independence.</li> <li>• Libraries – we will continue to deliver activities to support literacy and learning for children, families and older people, preventing isolation. We will work with local communities on how we can deliver these services innovatively.</li> </ul>	To be added once budget has been finalised
Safe, connected and cohesive communities	<ul style="list-style-type: none"> <li>• Fire and Rescue Service Integrated Risk Management Plan – at the heart of the plan is a prevention of fire and ensuring community safety. We will continue to deliver on this core commitment.</li> <li>• Voluntary and Community Sector – we will review current commissioned arrangements to ensure the limited funding WSCC can provide goes to where it is needed most in the sector to support safe and cohesive communities.</li> <li>• Tackling crime – we will work with partners such as the Police to reduce criminality and raise awareness amongst the public to prevent crime and keep our communities safe.</li> </ul>	To be added once budget has been finalised

**4. Priority: Making the best use of resources**

Outcome	What WSCC will do to achieve the outcome	KPIs
Working together as 'one council'	<ul style="list-style-type: none"> <li>• Good governance review – we will act on the findings of the review to remove silos and work across team boundaries and deliver the best for our residents, ensuring governance and the way we make decisions is fit for purpose.</li> </ul>	To be added once budget has been finalised

<b>Outcome</b>	<b>What WSCC will do to achieve the outcome</b>	<b>KPIs</b>
Getting the best from our people	<ul style="list-style-type: none"> <li>• People framework – we will focus on developing our staff in four areas – leadership and management; performance and development; wellbeing values and ways of working; talent and resources. We will underpin staff development with themes of equality, diversity and inclusion.</li> </ul>	To be added once budget has been finalised
Maximising our income and the productivity of our assets	<ul style="list-style-type: none"> <li>• We will maximise the use of our assets by disposing of surplus assets and looking creatively and how we might use our assets to support economic growth (e.g. sharing space in our buildings with start-ups). For retained assets, we will reduce our overall energy consumption to meet our ambition of being a net carbon zero organisation by 2030.</li> </ul>	To be added once budget has been finalised
Value for money	<ul style="list-style-type: none"> <li>• We will continue to benchmark the unit costs of our services and maximise every pound spent through our commissioned contracts, including achieving social value using our 2019 framework.</li> </ul>	To be added once budget has been finalised
Working in partnership	<ul style="list-style-type: none"> <li>• We will look to combine or share approaches and services to achieve greater efficiency, as we are already doing in, for example, our improvement partnership with Hampshire County Council in Children’s Services and Surrey County Council in Fire and Rescue Services.</li> </ul>	To be added once budget has been finalised

This page is intentionally left blank

---

## Motion on Hidden Disability

- 1** The Chairman of the County Council referred the notice of motion on Hidden Disability (see Appendix) submitted to the County Council on 6 November 2020, to the Cabinet Member for Adults and Health, Cllr Amanda Jupp. The motion calls on the Cabinet to officially recognise the Hidden Disability Sunflower Lanyard, to promote what it stands for, to help promote the Hidden Disabilities Sunflower to local businesses and encourage them to formally look at recognising it, to promote County Council offices as Hidden Disability friendly advertising the Sunflower on its buildings and to actively promote and encourage local district and borough councils and town and parish councils to recognise the scheme.
- 2** The Hidden Disabilities Sunflower was launched in 2016 and since then has been adopted by many airports, including Gatwick, by major retailers, small independent stores, by a growing number of visitor attractions and train operators. There are other schemes with a similar objective e.g. Gatwick Airport also uses a JAM card (Just a Minute) which allow those with learning disabilities, autism and communication barriers to tell others they need a little longer and Sussex Police use a Pegasus card for those with disabilities. Businesses and organisations register to join the scheme and members of the scheme are expected to train their staff to identify the Sunflower, to gain a deeper understanding of hidden disabilities and learn how to approach customers with a hidden disability. Training videos are provided once an organisation has purchased a starter pack or spent more than £500 on Hidden Disabilities Sunflower products. Organisations are then asked to make these products freely available to customers.
- 3** The Cabinet Member met Cllr Edwards on 20 November 2020 to discuss the motion. The Executive Director Adults and Health and the Operations Manager, Lifelong Services, were also in attendance.
- 4** Implications for West Sussex County Council are:
  - The Council has a responsibility to ensure all people with disabilities or who are vulnerable receive appropriate support, including those with hidden disabilities.
  - To prioritise a specific campaign or group could undermine the principle that all individuals and vulnerable groups receive fair and equitable support or services.
  - All staff in customer facing roles receive training to ensure they are able to provide appropriate support and help, including those assessing individual social care need. The training provided by the council can be reviewed to ensure issues relating to hidden disabilities are properly understood and taken into account.
  - Any person we are working with can highlight in a way of their choosing their needs and wishes, including through the use of a Hidden Sunflower, so staff would need to be alert to this and understand its purpose.
- 5** Through the discussion, it was noted that the County Council aims to be as inclusive as possible without prioritising any individuals or groups over others. It was explained that there would always be an acknowledgement of the existence of hidden disability whilst ensuring parity to all individual circumstances.

- 6** The Cabinet Member is supportive of the County Council using training opportunities to ensure staff identify, understand and respond to signs of hidden disability. More broadly the use of Equality Impact Assessments will help the Council understand the needs of individuals and communities when making strategic decisions about the development of services. Hidden disability can be identified for particular attention in such assessments.
- 7** The Cabinet Member agrees with elements of the motion but cannot support the motion in its entirety for the reasons set out above and therefore, reserves the right to propose an amendment to the motion prior to debate at County Council on 11 December 2020. The response to the motion was published via the Bulletin on 25 November 2020.

**Amanda Jupp**

Cabinet Member for Adults and Health

**Contact Officer:** Erica Keegan, Democratic Services Officer, 033 022 26050, [erica.keegan@westsussex.gov.uk](mailto:erica.keegan@westsussex.gov.uk)

**Background papers**

None



**Motion on Council Investments**

- 1** The Chairman of the County Council referred the notice of motion on Council investments (see Appendix), submitted by Cllr Millson to the County Council on 6 November 2020, to the Cabinet Member for Finance for consideration.
- 2** The motion called on the Cabinet Member to ensure the Council's investment advisers follow the United Nations Principles of Responsible Investment (UNPRI) for all of the Council's investments.
- 3** The Cabinet Member met Cllr Millson on 19 November to discuss the motion. In accordance with the [briefing note](#) (item 9(d)) submitted to County Council on 6 November, the Cabinet Member explained that he was supportive of the aim of the motion. He further explained that the requirement to ensure fund managers were signatories to the UNPRI was not currently included in the Treasury Management Strategy. He therefore confirmed he would ensure the Treasury Management Strategy Statement was updated to include this requirement when presented to full Council in February 2021. He also confirmed that the managers of the current pooled fund investments were signed up to the UNPRI. He would also ensure, with regard to any direct investments the council might make with corporates, that they also adhered to those principles.
- 4** The Cabinet Member recommends that Council supports the motion at its meeting on 11 December 2020. The response to the motion was published via the Bulletin on 25 November 2020.

**Jeremy Hunt**

Cabinet Member for Finance

**Contact Officer:** Suzannah Hill, Democratic Services Officer, 033 022 22551, [suzannah.hill@westsussex.gov.uk](mailto:suzannah.hill@westsussex.gov.uk)

**Background papers**

None

This page is intentionally left blank

---

## Motion on Milk at School Break Time

- 1** The Chairman of the County Council referred the notice of motion on milk at school break time submitted by Cllr Michael Jones to the County Council on 6 November 2020, to the Cabinet Member for Education and Skills for consideration.
- 2** The motion called on the Cabinet Member to work with the Cabinet to provide funding to enable the reversal of the decision to cease providing morning break time school milk for the over 5s for 2020/21 with effect from September 2020. It called on him to utilise the savings achieved over the past six months as a result of members not having to travel to meetings to meet the cost.
- 3** The Cabinet Member met Cllr Jones on 11 November 2020 to discuss the motion; the Director of Education and Skills also attended the meeting. During the discussion it was explained that the Government had reduced the Historic Commitments part of the funding stream for the Central Schools Services Block of the Dedicated Schools Grant (DSG) by 20% for the 2020/21 year. The provision of free milk at morning break to those pupils eligible for free school meals had been previously funded from this element of the Central School Services Block.
- 4** It was highlighted that in order to re-align expenditure to reflect the 20% reduction in this part of the DSG grant, in January and March 2020 reports on this matter were presented to the [Schools Forum](#), who have to be consulted on these matters. The reports proposed to reduce or cease funding a number of current budget provisions, collectively known as Combined Services, which had been used for the wider benefit of children and young people. One of the items that would cease being funded as part of these proposals was the provision of free milk at morning break to pupils who receive free school meals, which would save a budgeted £70,000 (with actual expenditure through take-up by schools of £40,000). Schools Forum approved the size of the 2020/21 Combined Services budget at the January 2020 meeting and agreed to the allocation of the reduced budget across the various services that had historically been paid for out of this funding at the March 2020 meeting.
- 5** The Cabinet Member reminded Cllr Jones that, as set out in the paper to Schools Forum, schools receive Pupil Premium Grant (PPG) which could be used in a range of different ways to support vulnerable children on their school roll. Part of this PPG could therefore be directed by schools to reinstating provision of free school milk at morning break. It was also highlighted that children in receipt of free school meals still receive a portion of milk on each school day as this is part of the lunchtime meal provision.
- 6** The Cabinet Member explained that although there had been reduced usage of the Member expenses budget, due to the reduction in travel and subsistence claims incurred as a result of the pandemic, it could not be guaranteed that this would continue to be the case. Should there be an easing of the current COVID restrictions, Member meetings, and the travel associated with these, may resume. As a consequence, it would therefore not be appropriate to utilise the Member expenses budget to fund provision of milk when this could not conceivably be sustained.
- 7** Provision of free milk at morning break to eligible pupils is not a statutory requirement. Children in receipt of free school meals are still provided with milk at

lunchtime and this is unaffected by the reductions to the Central Schools Services Block. The potential for the resumption of expenditure of the Member expenses budget needed to be allowed for.

- 8** For these reasons the Cabinet Member for Education and Skills is unable to support the motion and proposes to recommend that members do not support it at the County Council meeting on 11 December 2020. The response to the motion was published via the Bulletin on 25 November 2020.

**Nigel Jupp**

Cabinet Member for Education and Skills

**Contact Officer:** Wendy Saunders, Democratic Services Officer, 033 022 22553, wendy.saunders@westsussex.gov.uk

**Background papers**

None

---

## Motion on the Provision of Free School Meals in School Holidays

- 1** The Chairman of the County Council referred the notice of motion on the provision of free school meals in school holidays submitted by Cllr Michael Jones to the County Council on 6 November 2020, to the Cabinet for consideration.
- 2** The motion called on the Cabinet to provide free meals for children entitled to free school meals during future school holidays during the current pandemic
- 3** Cllr Jones attended the Cabinet meeting on 24 November 2020 to discuss the motion. During the discussion it was explained that the Government had, on 8 November 2020, announced extra targeted financial support for those in need over the winter period. The County Council is set to receive almost £2m (£1,989,591.80) from this COVID Winter Grant Scheme managed by the Department for Work and Pensions.
- 4** Designed to provide direct assistance to families with children, other vulnerable households and individuals the grant covers the period from early December 2020 until the end of March 2021. Plans are being developed, in partnership with Schools, to provide children and families in receipt of free school meals with financial support during the upcoming Christmas holiday and February half term.
- 5** Final details are being worked up to allow sufficient time to disseminate information to parents ahead of the end of term. Given that Christmas is a two-week holiday, the support will be in the form of vouchers, as was used during the summer holiday, giving families choice as to which supermarket they may wish to use. Each weekly voucher will be for £15 which is commensurate with the term time provision.
- 6** Included in the same government announcement was confirmation that the Holiday Activities and Food programme will be expanded to cover Easter, Summer and Christmas holidays in 2021. It will be available to children in every local authority in England and therefore enable provision of free school meals support for children across West Sussex during the next calendar year. The Cabinet will receive updates as requested. If additional support is required beyond this free school meals provision, families are encouraged to contact the Community Hub where telephone lines are open from 8 am to 8 pm, seven days a week supported by the [Community Hub](#) website page and a series of e-forms to provide digital access.
- 7** The Cabinet confirmed that Cllr Jones would receive a further written briefing on final details following the Cabinet meeting on 24 November 2020, and invited him to withdraw his motion on the basis that the Government is now providing funding for meals during school holidays.
- 8** For these reasons, Cabinet is unable to support the motion and proposes to recommend that members do not support it at the County Council meeting on 11 December 2020. The response to the motion was published via the Bulletin on 2 December 2020.

**Paul Marshall**

Leader of the Council

**Contact Officer:** Natalie Jones-Punch, Democratic Services Officer, 033 022 225098, [natalie.jones-punch@westsussex.gov.uk](mailto:natalie.jones-punch@westsussex.gov.uk)

**Background papers**

None

---

## Governance Committee: Report of the Independent Remuneration Panel

### Background and context

- 1 Councillors are able to receive allowances and expenses in recognition of the time they invest and for any additional responsibilities they carry.
- 2 The Member Allowances Regulations 2003 require all local authorities to have a Members' Allowance Scheme published as part of their Constitution. They also require an authority to maintain an Independent Remuneration Panel (IRP) which should review its scheme from time to time and make recommendations to the local authority about it. An IRP must do so around every four years.
- 3 The current County Council scheme was approved in 2017 following a full review of roles and responsibilities of members.

### Proposal details

- 4 The IRP has carried out a review of member allowances during 2020. It did not undertake a full evaluation of all roles as this took place in 2017. It interviewed a number of members in different roles and noted several areas for review – particularly the payments to senior advisers and advisers to cabinet members and to minority group leaders.
- 5 It also considered the impact of virtual working on members and decision-making process and the environmental impact of this.
- 6 The Panel's report, **set out at Appendix 1**, contains recommendations (a) to (s). **Appendix 2** sets out the impact of the recommendations on the current Members' Allowances Scheme.
- 7 The Committee was supportive of the recommendations made in relation to the use of virtual technology for meetings and action to encourage more sustainable travel (paragraphs 15 to 21). The Committee agreed that future informal meetings should usually be held virtually and that, when safe to do so, formal meetings should, if held physically, be hybrid, enabling remote attendance, to reduce the need for travel.
- 8 The Panel makes recommendations in relation to the roles of advisers to cabinet members (paragraphs 35 to 44) and mechanisms for ensuring that the appointments are more thoroughly tested to support the allowance. The Committee supports these proposed changes.
- 9 The Panel makes recommendations to change the allowance scheme for minority group leaders to bring it close to those adopted in comparator councils. It proposes an allowance of between £5,000 and £14,500, depending on the size of the group. The Committee, by majority, considered this to be appropriate and in line with other SRAs and also with comparator authorities. The starting point of £5,000 would be above that of an adviser to a cabinet member and the highest level of £14,500 would be between a Committee Chairman and a Cabinet Member. Cllr M Jones and Cllr Walsh did not support this. While they supported the simpler stepped approach, they argued that the starting point for the allowance should be higher.

### **Consultation, engagement and advice**

- 10** The IRP has consulted the Chairman and group leaders on its draft recommendations. A range of members in different roles were also interviewed as part of the review by the Panel.

### **Finance**

- 11** The proposals, if implemented, would be met within the current Member Allowances budget of £1.2m per annum. The Panel recommends that there should be no increase to any allowance from May 2021. Using the current number of members in each role, these recommended allowances result in an overall saving of £12,733 (1.0%).

### **Recommended**

That the Independent Remuneration Panel's report and recommendations, as set out at Appendix 1, be approved.

### **Janet Duncton**

Chairman of the Governance Committee

**Contact Officer:** Charles Gauntlett, 033 022 22524  
charles.gauntlett@westsussex.gov.uk

### **Appendices**

- Appendix 1 – Report of the Independent Remuneration Panel
- Appendix 2 – Impact of recommendations on the Members' Allowances Scheme

### **Background papers**

None



## **Report of the Independent Remuneration Panel and Recommendations for the Scheme of Allowances and Expenses from May 2021**

**November 2020**

### **Summary of Recommendations**

1. The Independent Remuneration Panel's recommendations are:
  - a. Continue with the use of remote working and virtual meetings where feasible and effective (paragraph 12) and encourage greater use of the Horsham videoconferencing facility (paragraph 15)
  - b. Lobby central Government to extend the power of councils to use remote working facilities for formal meetings (paragraph 13)
  - c. Reduce the petrol/diesel mileage rate immediately if HMRC adjust the 'official' rate (paragraph 19)
  - d. Set a mileage rate for electric and other non-fossil fuel vehicles in line with HMRC rates (presently 45p per mile) (paragraph 20)
  - e. Publicise other opportunities for members to reduce carbon-intensive travel (paragraph 21)
  - f. An SRA should not be paid to CLC Chairmen (paragraph 25)
  - g. From May 2021, the basic allowance and special responsibility allowances should be set as shown in the table (paragraph 26)
  - h. Allowances in May 2021 should be continued at the amounts set in October 2020 (with the exceptions noted below) following the application of the 2.75% indexing increase (paragraph 27)
  - i. Apply the recommended allowances from May 2021 following County Council elections (paragraph 29)
  - j. Continue with indexing of allowances to reference officer salaries and expenses to CPI (paragraph 30), but
  - k. Forego any indexing of allowances that would otherwise be applied in 2021/2022 (paragraph 31)
  - l. From May 2021, the basic allowance should be £12,202 (0.0% increase) (paragraph 32). Should the Council decide to apply indexing in 2021/2022 contrary to our recommendation, the increase should be limited to no more than 1.0% (paragraph 33)
  - m. Consolidate the present Adviser and Senior Adviser roles into one Adviser role, and set a special responsibility allowance of £4,397 (paragraph 40)
  - n. Adviser roles should be defined by specific, time-limited terms of reference and their eligibility for a special responsibility allowance should be assessed by the Director of Law and Assurance, with the allowance being paid subject to this assessment (paragraph 42)
  - o. Cabinet Members and the Leader should consider the possibility of appointing a member from a different political group to an Adviser role (paragraph 44)
  - p. The present allowance for group leaders should be replaced with one which has a more logical and progressive structure (paragraph 53)

- q. A suitable approach should be followed if the number of members in a group changes (paragraph 63)
- r. Special responsibility allowances for the County Chairman and Vice-Chairman should be adjusted downwards to bring them back into line with the Panel's methodology (paragraph 66)
- s. Payment of a special responsibility allowance while a member is on extended leave should be limited to a maximum of two months or until another member is appointed to the role (paragraph 70).

## **Introduction**

- 2. The last 'full' review of WSCC's Scheme of Allowances and Expenses was conducted by the Independent Remuneration Panel (IRP, the 'Panel') from late 2015 to late 2016, with a report and recommendations prepared for discussion at the Governance Committee in November 2016. That Committee put the Panel's report – with some amendments negotiated between political groups – to the Council meeting in December 2016 where it was approved.
- 3. The scheme has been running successfully since then. There have been two interim reviews conducted by the Panel which have confirmed the basic acceptability and success of the scheme and recommended minor refinements.
- 4. The Council is required to have the Independent Remuneration Panel review the scheme on a four-yearly cycle. Although disrupted by coronavirus pandemic measures, during 2020 the Panel has conducted a review of the scheme, with the intent that any recommendations for revision could be implemented at the time of the next Council elections in May 2021.
- 5. Given the importance and urgency of increased sustainability in all aspects of the Council's business, the Panel has specifically considered what might be done through the scheme of allowances and expenses to support this.

## **Review Method**

- 6. The Independent Remuneration Panel had intended to begin its review in February 2020, but this was delayed by the pandemic. Work began in May 2020.
- 7. Democratic Services reported in January 2020 that compliance with the scheme implemented in May 2017 is very good. Changes to roles are followed up with payroll by Democratic Services, to ensure that special responsibilities are accounted for. Travel expenses, which have to be claimed, are usually claimed correctly and in a timely manner. Since 2017, Democratic Services has received only around one query per annum from an elected member about the application of the scheme.
- 8. The Panel was asked to consider in its review two specific issues that have arisen:
  - The manner in which the group leaders' special responsibility allowance is adjusted when the number of members in the group changes
  - Whether a member in receipt of a special responsibility allowance should continue to receive this if they were to take (extended) parental leave or other special leave.

9. During June 2020, the Panel conducted a programme of interviews with 15 members – representative of all member roles, and with a mix of newer and more experienced councillors. We are grateful to all who participated. Input from the interviewees has been important in informing the Panel's recommendations.
10. The Panel has received updated information on allowances and expenses paid at comparator County Councils, and on officer salaries which are used as reference points for the recommended basic and special responsibility allowances.
11. The Panel shared its draft report with the Council Chairman and Group Leaders on 7 October 2020. It considered the feedback from these senior members and reconsidered several aspects of the report as a result:
  - The Panel considered a suggestion that County Local Committee chairmen should receive an SRA but did not support this (paragraph 25)
  - The Panel's consideration of the minority group leaders' allowance is referred to in paragraphs 54 to 62
  - The Panel agreed to amend the wording of the second bullet point in paragraph 63.

## **Sustainability**

12. The Panel notes that the response to the coronavirus pandemic has resulted in significant changes to the working methods of the Council. In particular, most if not all meetings have been conducted virtually. All members interviewed were generally positive about their experience of working remotely. Many expressed the view that the Council should seriously consider continuing with remote working where this is feasible and effective. The Panel endorses this and recommends that the Council continues the use of remote working, although the Panel is conscious of the value of personal face-to-face contact, especially in fostering effective working relationships.
13. We are conscious that the ability for the Council to undertake formal meetings remotely expires in 2021. We recommend that the Council lobbies central Government to extend these powers.
14. The Panel has undertaken the whole of its review, including the interview programme, remotely. Members of the Panel have had occasional difficulty with the Council's chosen virtual technologies – to the extent of sometimes not being able to participate in a meeting. The Panel strongly encourages the Council to consider and carefully test their remote technology on a variety of different platforms with varying configurations.
15. The Council has been saving some £6,000 per month in reduced travel expense claims since March 2020 during the coronavirus restrictions. At a time of considerable financial difficulty, even these small savings are valuable. Even if virtual formal meetings are not allowed by central government, the Council should maintain its use of remote technology for other meetings where possible. Use of the videoconferencing facilities in the Horsham building should be encouraged, as we understand this is still considerably under-used. We encourage Democratic Services to question expense claims that involve travel that could perhaps have been avoided by the use of remote technology.

16. It would be worthwhile for the Council to prepare good practice guidance for virtual meetings for distribution to chairs and to all members.
17. Not only has reduced travel saved the Council money, it has reduced the Council's carbon footprint. Overall, members have been driving (or at least claiming) some 13,000 fewer miles per month during the pandemic – equivalent to a saving of around 4 tons CO<sub>2</sub> equivalent per month. There has also been a significant saving of members' travelling time, saving some members around two to three hours per saved journey to County Hall. The Panel is of the view that the Council should try to maintain this level of carbon saving and should, in fact, implement travel policies that substantially increase them and lead by example to the Council's Sustainable Strategy.
18. The Panel notes that the Council has issued its Electric Vehicle Strategy 2019–2030, with a firm commitment to build the infrastructure to allow at least 70% of new cars on the road in 2030 to be electric. Although disappointingly not mentioned in the Strategy document, we feel strongly that members should set an example of the change that they are encouraging residents to make; we would hope that by 2030, at least 70% of members' vehicles will be electric or other non-fossil-fuelled vehicles.
19. Accordingly, the Panel wishes to signal clearly now that at its next review in 2024, it is likely to recommend significantly reducing the rate paid per mile for travel in petrol/diesel vehicles. If HMRC lead the way by reducing the 'official' mileage rate in the meantime, the Council scheme should mirror this immediately.
20. The Panel recommends inclusion of a mileage rate for electric and other non-fossil-fuelled vehicles in the expenses scheme, set at the HMRC rate which is presently 45p per mile.
21. The Panel recommends that the Council:
  - Publicises that councillors can obtain a free network card to allow electric vehicle charging (at a reduced rate) at County Hall and at other charging points operated by the same provider
  - Allows councillors to claim the cost of the local Easit railcard which is available to the County Council (bearing in mind that this is intended for travel on Council business)
  - Ensures relevant councillors are aware that they can travel on the U7 bus between Chichester and Bognor Regis free of charge.

### **Recommended Adjustments to Allowances**

22. The overall structure and 'hierarchy' of allowances is still fit for purpose and generally effective. There have been no changes to the 'job descriptions' of those roles which attract special responsibility allowances. Suggestions and concerns raised in interviews and by those officers who manage the scheme have been taken into account in our recommendations below.
23. The expenses scheme is effective and well-managed. The Panel sees no need to recommend changes to any aspects except those set out in the Sustainability section above.

24. A nationally negotiated pay award for Council employees has been agreed (2.75%) which has been applied, we understand, in October 2020 and backdated to April 2020. The Panel's method for assessing recommended allowances includes benchmarking against employee salaries. All allowance figures presented in this report are based on the reference salaries and allowances **after** application of the 2.75% increase.
25. The Panel was asked to consider whether a special responsibility allowance could be paid to members in the role of CLC Chairman. The Panel considered this question in its review in 2015/16 and decided that an SRA should not be paid. The Panel has reviewed and reconsidered this option and has decided again that an SRA should not be paid for the role of CLC Chair.
26. The Panel recommends that the basic allowance and special responsibility allowances should from May 2021 be as shown in the table below:

<b>Role</b>	<b>Allowance</b>	<b>Change from existing</b>
Basic Allowance	12,202	0.0%
As Leader	33,849	0.0%
County Chairman	20,162	(6.9%)
Deputy Leader	24,371	0.0%
Cabinet Member	21,663	0.0%
Committee Chairman	9,552	0.0%
County Vice-Chairman	8,450	(1.9%)
Adviser	4,397	n/a
Foster Panel	3,640	0.0%
Group Leader	variable	n/a

27. The Panel recommends that there should be no increase to any allowance from May 2021. The Panel believes this is appropriate in the present circumstances and taking into account the 2.75% increase applied during 2020. Using the expected number of members in each role, these recommended allowances result in an overall saving of £12,733 (1.0%).
28. The Panel's conclusions and recommendations on specific aspects of the scheme of allowances are set out in the sub-sections below.
29. We recommend that the adjustments recommended in this report are applied from May 2021 following the County Council elections.
30. The Panel recommends continuing with the present mechanisms of indexing for both allowances and expenses:
- Allowances are indexed in line with increases applied to reference officer salaries
  - Expense allowances are, where appropriate, adjusted in line with the Consumer Prices Index published by the Office of National Statistics.

31. However, given the present economic environment in which Council services are being increasingly severely restricted, and constituents are suffering with furlough, loss of business income and possible looming unemployment, we recommend that members forego any indexing increase which would otherwise be applied in 2021/2022. Although the resulting saving on Council budgets will be modest, we believe this action would have symbolic importance after the relatively substantial increase of 2.75% in 2020.

### **The Basic Allowance**

32. From May 2021, the recommended basic allowance is £12,202. This is the same level as in 2020.

33. Should the Council decide to apply indexation in 2021/2022, contrary to our recommendation in paragraph 31, the increase in basic allowance should be capped at 1.0%, which would give an allowance of £12,324.

34. This recommended basic allowance is consistent with that paid by comparator County Councils, for which the average is £12,668 (minimum £10,719, maximum £15,562).

### **Advisers and Senior Advisers**

35. The Panel has devoted considerable attention to these roles and the special responsibility allowances associated with them.

36. During our interview programme a number of interviewees expressed concern about the roles, how they are filled, how they are fulfilled, and about the allowances associated with them.

37. The Panel therefore spoke with four members who presently fulfil one of the advisor roles, a few members who have previously been Advisers or Deputies, and several Cabinet Members with experience of appointing advisers.

38. Democratic Services conducted an additional 'survey' across all of the advisers and senior advisers, to help the Panel understand what the role comprises in practice. We are grateful to all the Advisers and Senior Advisers who took part.

39. The Panel is aware that under the previous Leader these roles were used flexibly. We find it difficult to identify a clear dividing line between the two roles. We can see little value, and a significant potential for confusion and dissatisfaction, in continuing with the two roles.

40. Accordingly, from May 2021 we recommend consolidating the two present roles into one Adviser role. We recommend that the allowance for the 'new' Adviser role be set at about the midpoint of the two present allowances, with an amount of £4,397.

41. In reviewing the information gained from the interview programme and the adviser survey, the Panel came to the conclusion that while there are aspects of the role which merit payment of a special responsibility allowance, there are some other aspects of the role, as presently performed, which we consider do not merit the payment of a special responsibility allowance. Examples include acting as a point of contact with the relevant political group, activities which amount to

'shadowing' the Cabinet Member, or only attending internal or external meetings alongside the Cabinet Member.

42. We recommend that:

- Specific, time-limited terms of reference (ie not the generic role description) should be written for each individual Adviser (for example for a particular project) and each time a new Adviser role is being considered, with an annual review
- This should be written by the Cabinet Member in conjunction with Democratic Services and approved by the Leader. In the event that the Leader wishes to appoint an Adviser, the role terms of reference should be reviewed by another Cabinet Member, not including the Deputy Leader
- A special responsibility allowance will be paid to the role holder to the extent that the specific role terms of reference involve actually providing policy advice, resolving policy/service issues, with delegated responsibility for specific areas, and presenting and representing Council policy and answering questions at either WSCC or external meetings
- The Director of Law and Assurance should assess the degree to which the defined role fits the criteria above, using a simple 0% - 50% - 100% scale. Should the role holder, Cabinet Member or Leader be unhappy with the assessment, they can of course revise the terms of reference appropriately
- The special responsibility allowance will be paid if at least 50% of the role fits the criteria.

43. The Panel expects that appointment to an Adviser role will be made by competency-based interview.

44. Since we believe that the Adviser role is most valuably performed by an individual who has specific knowledge or skills relevant to the subject matter, we additionally recommend that the Cabinet Member and Leader should consider seriously the option of appointing a member(s) from another political party if that person is best qualified.

### **Committee Vice-Chairs**

45. The Panel was asked during the interview programme by a couple of interviewees to consider payment of a special responsibility allowance to Committee Vice-Chairs.

46. This suggestion was considered in prior IRP reviews, when the Panel decided not to recommend such payment. The Panel continues in its view that payment of a special responsibility allowance for Committee Vice-Chairs is not appropriate.

47. No comparator County Council pays a special responsibility allowance to Committee Vice-Chairs.

48. If for some reason the situation arises where the Vice-Chair is in fact conducting most of the Chair's business, then the Panel would consider that to be a performance management issue, with appropriate action to be taken by the group leader.

## Minority Group Leaders

49. The present special responsibility allowance for group leaders is a mix of a stepped allowance depending on size of the group plus a small *per capita* amount for each member. This scheme was proposed in 2016 at the last minute by a combination of political group leaders and the then County Chairman. The graph below shows how the allowance varies with group size.



50. The illogicality of this allowance is highlighted by the recent experience of one group leader, whose group reduced from 5 to 4 members, resulting in his allowance reducing by over £6,300.

51. The Panel recognises the importance of scrutiny and challenge of Council policy and performance by members of the minority political groups. This was a factor in the Panel's decision (see paragraph 44) to encourage the majority group to consider whether Advisers could be drawn from minority groups. The Panel acknowledges that the special responsibility allowance paid to minority group leaders is partly to recognise the importance of their group's scrutiny and challenge to ensure democratic accountability.

52. The Panel agrees with the principle that the responsibility and workload of a group leader changes with the size of her/his group. We acknowledge that in a small group, the leader is likely to be spread quite thin if she/he is to be effective in providing minority scrutiny. Equally, we acknowledge that the task of maintaining consistency across a larger group rapidly becomes more onerous as group numbers grow.

53. We recommend that from May 2021 the present group leaders' allowance is replaced with one which rationalises the *per capita* element and removes the underlying stepped allowance. We recommend an allowance of £5,000 is paid to the leader of a group of three members (including the leader), with an extra £500 for each additional member in the group, to a maximum of £14,500 (which would be achieved at 22 members). The graph below shows how the allowance varies with group size, and specific amounts for each size of group are shown in the table in Annex A.





54. In response to the first draft of this report, the leaders of two minority groups argued that the allowances for group leaders should be higher than those recommended.
55. They argued for a starting point of £9,552 for a group of three plus an additional £350 for each member above this up to a maximum of £14,500, and argued that:
- "... minority group leader posts are fundamental to the representational and democratic relevance and smooth working of the Council ..."
  - "... the fairest comparison would be to the SRA for Committee Chairman on the basis that the level of accountability ... is similar"
  - "These requirements are all there whatever the size of a group is and represent a heavy baseline workload. Additional members in a group do mean more work and effort in liaising and co-ordinating ..."
  - "... to reduce [the allowance] in the way proposed would actually undermine the ability of opposition groups to challenge and scrutinise the council ...".
  - "It is already becoming more difficult to attract younger candidates for election to the County Council ... and reducing this allowance will only exacerbate the problem."
56. To give due consideration to these representations, the Panel has researched the allowances granted to group leaders in comparator county councils and has met to discuss and consider the arguments. Comparator information has been included in Annex B, along with the conclusions drawn from this.
57. The Panel agrees that minority groups are important to the operation of representative local government and the scrutiny they provide is a crucial part of this. By contrast with some county councils which pay allowances only to the largest minority group, the Panel believes that in WSCC all minority groups above a minimum size are important to the democratic operation of the council. The role of minority group leader in coordinating and directing their group's contributions merits payment of a special responsibility allowance. Accordingly, the Panel continues to recommend that an allowance is paid to the leader of each minority group with three or more members.
58. Since 2015, the Panel has used a structured method to compare responsibility, accountability and workload between roles that attract a special responsibility allowance. This method has been proven through the overall success of the allowances recommended and then accepted by vote in Council. This method places the level of responsibility, accountability and workload of the leader of a

small minority group slightly above that of a 'new' Adviser role. The level of responsibility, accountability and workload of the leader of a large minority group is placed roughly halfway between that of a Committee Chairman and a Cabinet Member. Thus, the recommended starting point of £5,000 for a group of three members compares with the recommended £4,397 for an Adviser. Similarly, the recommended maximum minority group leaders' allowance of £14,500 compares with that of a Committee Chairman (£9,552) and a Cabinet Member (£21,663).

59. It should be noted that both the recommended starting point of £5,000 and the maximum of £14,500 are significantly generous when compared with other county councils' allowances.
60. The Panel does not understand why changing the minority group leaders' allowance as recommended will "undermine the ability of opposition groups to challenge and scrutinise the council" as all members we have spoken with indicate that financial reward is not why they undertake the role; instead they do it because of the importance of the contribution they can make as a councillor.
61. The Panel acknowledges the continuing difficulty of attracting council members of working age, which has been a topic of discussion among Panel members on a number of occasions. The Panel continues in its view, as originally expressed in its 2016 report, that there is little that the Scheme of Allowances can do itself to address this issue. Increasing the minority group leaders' allowances as requested would have, we believe, minimal impact on this issue.
62. Having considered the representations made by the two minority group leaders, the Panel continues to believe that its recommended allowance for minority group leaders (paragraph 53 above) is appropriate.
63. The Panel recommends the following approach when the number of members in a group changes:
- If a member joins or leaves a group, the group leader's allowance should be amended appropriately at the first opportunity
  - If a member ceases to be a member and a by-election is arranged within a reasonable time of the leaving date (in the opinion of the Director of Law and Assurance), then the group leader's allowance should continue unchanged until the result of the by-election is known, at which stage it should be reduced appropriately if necessary. The Panel considers it to be inappropriate to pay the allowance over a long period of time
  - If a member ceases to be a member and it is not possible or not appropriate to arrange a by-election within a reasonable time, then the group leader's allowance should be reduced appropriately at the first opportunity.

### **County Chairman and Vice-Chairman**

64. The Panel believes that the special responsibility allowance paid to the County Chairman, and to a lesser extent the County Vice-Chairman, is anomalously high. This was a result of the scheme proposed in 2016 at the last minute by political group leaders and the then County Chairman which amended the recommended group leaders' allowance and increased the Chairman's and Vice-Chairman's allowances. The Panel believes this change should now be reversed, bringing

these allowances back into line with the structured and logical mechanism used by the Panel to set the level of recommended special responsibility allowances.

65. The present allowance for the County Chairman (£21,663) is considerably higher than the allowance paid in any comparator County Council (where the average is £15,058 and the highest £19,127). While the Panel acknowledges that the Chairman's role in WSCC is broader than elsewhere, we consider the present differential unjustified.
66. Accordingly, the Panel recommends that from May 2021 the County Chairman's allowance should be £20,162 and the Vice-Chairman's £8,450.

### **Periods of Extended Leave**

67. The Panel was asked to consider what should be done in the event that a member who is in receipt of a special responsibility allowance takes an extended period of leave. This might occur in a planned fashion or might be necessary at short notice. Equally, a short, planned period of leave might need to be extended due to unforeseen circumstances.
68. Ultimately, if a member is unable to fulfil a role, then someone else will need to be appointed to carry out the duties. In this case, the replacement member would be right to expect to receive the relevant special responsibility allowance.
69. The Panel believes that the basic principle should be that if another member takes up the duties of the role, they should be paid the allowance from the time at which they begin to perform the role **and** that the Council should not pay an allowance to two members simultaneously for the same role.
70. Based on this principle, the Panel recommends that the following paragraph is added to the Member Allowance Scheme:

If a member notifies the Council that they are taking an extended period of leave of more than two months, then the entitlement to a special responsibility allowance will cease at the two-month point. If a member takes leave of an uncertain duration that eventually becomes a period longer than two months, then any special responsibility allowance will cease at the two-month point. If at any time another 'replacement' member is appointed to the role, then the special responsibility allowance for the original member will cease at the time that the replacement member begins to perform the role.

### **Annex A – Minority Group Leaders’ Allowance**

71. Specific allowance amounts for each size of group are shown in the table below.  
These are shown graphically in paragraph 53.

<b>Number of Members</b>	<b>Allowance</b>
3	£5,000
4	£5,500
5	£6,000
6	£6,500
7	£7,000
8	£7,500
9	£8,000
10	£8,500
11	£9,000
12	£9,500
13	£10,000
14	£10,500
15	£11,000
16	£11,500
17	£12,000
18	£12,500
19	£13,000
20	£13,500
21	£14,000
22	£14,500
23	£14,500
24	£14,500
25	£14,500
34	£14,500

(34 is the largest possible minority group)

## Annex B – Allowances for Group Leaders in Comparator Counties

72. This table shows information from the most recent Scheme of Allowances from a number of comparator County Councils.

County	Minority Leaders Allowances	WSCC Equivalent
<b>Buckinghamshire</b>	£17,000 to be shared among group leaders, probably not including the majority group leader(?) in proportion to the size of their group.	LD £ 9,067 L £ 4,533 IC £ 2,267 I £ 1,133
<b>East Sussex</b>	£12,554 to leader of the largest minority group. £3,262 to deputy leader of the largest minority group. £5,026 to leader of the second largest minority group.	LD £ 12,554 L £ 5,026 IC £ nil I £ nil
<b>Essex</b>	30% of the SRA for the Leader of the Council to the leader of the largest minority group. To be split equally if two equally sized groups. Leader's SRA = £54,000.	LD £ 10,155 L £ nil IC £ nil I £ nil
<b>Hampshire</b>	£12,708 to leader of LD group (presumably the largest minority group). £5,612 to each of 6 LD spokespersons (aligned to committees).	LD £ 12,708 L £ nil IC £ nil I £ nil
<b>Hertfordshire</b>	(3.5 * basic allowance * no. group members / no. councillors) to: - leader of majority group - leader of main minority group, with minimum of 75% of basic allowance - leaders of each smaller minority group, with minimum of 50% of basic allowance. 50% of basic allowance to each spokesperson from a minority group. Basic allowance = £10,382.	LD £ 9,151 L £ 6,101 IC £ 6,101 I £ 6,101
<b>Kent</b>	Minimum group size = 5. £7,999.44 for each minority group leader plus £633.23 for each additional group member which may be allocated among the group (not clear if leader can retain themselves).	LD £ 12,432 L £ nil IC £ nil I £ nil
<b>Oxfordshire</b>	£8,810.81 to leader of the largest minority group.	LD £8,811 L £ nil IC £ nil I £ nil

County	Minority Leaders Allowances	WSCC Equivalent
<b>Suffolk</b>	Minimum group size = 5. 5% of basic allowance * no. of group members to leader of the largest minority group. 75% of group leader's SRA to deputy leader of the largest minority group. 30% of basic allowance to up to 6 spokespeople from the largest minority group. 5% of basic allowance * no. of group members to leader of the second largest minority group. 75% of the group leader's SRA to the deputy leader of the second largest minority group. Basic allowance = £10,688.79.	LD    £ 4,881 L        £ nil IC       £ nil I        £ nil
<b>Surrey</b>	£12,024 to be shared among minority group leaders in proportion to the size of their groups. £170.34 per capita "political group allowance" to each group leader to be used for office holders.	LD    £ 7,776 L       £ 3,887 IC     £ 1,943 I       £ 972

**WSCC Equivalent** shows Group Leaders' allowances in WSCC if the county's scheme were implemented here.

LD = Liberal Democrats = 8 members; L = Labour = 4 members;

IC = Independent Conservatives = 2 members; I = Independent = 1 member

73. The positions in comparator counties on minority group leaders' allowances are varied. The extremes are:

- Substantial flat rate amount to the leader of only the largest minority party, apparently regardless of the size of the group
- Significant flat rate amount to the leader of any minority group no matter how small, plus a per capita amount as well.

74. No county pays more than about £13,000, and most pay nothing or only small amounts to the leaders of smaller minority groups. A few pay a small amount to members of minority parties who are spokespeople on particular portfolios.

75. Two specify a minimum group size (of 5 members).

76. The Panel draws the following conclusions from this information:

- Roughly half of comparators pay an SRA to leaders of all minority groups; the other half to only the largest or two largest
- Setting a minimum group size is not unprecedented, and it might exclude from the SRA the smallest groups (like the two independent groups at present)

- The maximum of £14,500 proposed in this report is significantly greater than any comparator council
- A linear increase with group size is sensible – comparators that pay flat rates regardless of size can seem illogical (especially for very small groups)
- The minimum of £5,000 for the leader of a group of three or more members proposed in this report is very generous when compared to the comparator councils.

**Dr Neil Beer (Chairman)**

**Mr Steve Cooper**

**Mr John Donaldson**

**Mrs Charlotte Pexton**

**Mr Kevin Scutt**

This page is intentionally left blank



## Members' Allowances Scheme

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

The following scheme is made under the provisions of the Local Authorities (Members' Allowances) Regulations 2003 (as amended).

### Definitions

In this scheme the following definitions apply:

'**member**' means an elected member of West Sussex County Council;

'**co-opted member**' means a non-Council member co-opted as a member of a West Sussex County Council Committee

'**year**' means the 12 months ending with 31 March.

Section	Section	Page
1	<a href="#">Basic Allowance</a>	
2	<a href="#">Special Responsibility Allowance</a>	
3	<a href="#">Travelling Allowance</a>	
4	<a href="#">Subsistence Allowance</a>	
5	<a href="#">Carer's Allowance</a>	
6	<a href="#">Amendments to the Scheme</a>	
7	<a href="#">Payment of Allowances</a>	
8	<b><i>Parental and Special Leave</i></b>	
9	<a href="#">Renunciation</a>	
<a href="#">Schedule 1</a>	Appointments which qualify for special responsibility allowance and the amounts payable for each such special responsibility	
<a href="#">Schedule 2</a>	Duties which qualify for travelling allowances and rates	
<a href="#">Schedule 3</a>	Subsistence rates	
<a href="#">Schedule 4</a>	List of outside bodies, attendance at which qualifies for payment of allowances	

## **Basic, Special Responsibility, Travelling, Subsistence and Carer's Allowances**

### **Basic Allowance**

Every member will be entitled to a basic allowance of £12,202 per annum, effective from 1 April 2020.

### **Special Responsibility Allowances**

- (a) For each year a special responsibility allowance will be paid to those members who hold one of the special responsibilities specified in [Schedule 1](#) to this scheme.
- (b) The amount of each such allowance will be the amount specified against that special responsibility in [Schedule 1](#).
- (c) No more than one special responsibility allowance will be paid to a member and no more than 35 posts within the structure will receive a special responsibility allowance.

### **Travelling**

Members and co-opted members are entitled to receive travelling allowances for the duties set out in [Schedule 2](#).

### **Subsistence**

#### **Conferences and Meetings**

- (a)
  - (i) Subsistence allowance for attendance at conferences, seminars and meetings shall be paid where appropriate in accordance with [Schedule 3](#). Subsistence allowances shall also be paid to members when travelling abroad as a member of another body where its business relates to the functions of the County Council and where that body's own allowances scheme does not cover the cost of subsistence. All such attendances should be classified in advance as an 'approved duty' by the relevant Cabinet Member or committee.
  - (ii) In approving such duties, the relevant Cabinet Member or committee will carefully consider the need to limit the number of members attending a particular conference or meeting.
  - (iii) Otherwise, subsistence allowances shall not be payable for County Council duties, members being expected to meet any such expenses from their basic allowances.

#### **Official Visits**

- (b) The County Council may defray travelling and other expenses of members on official visits inside or outside the United Kingdom, approved in advance by the relevant Cabinet Member or committee, but where a Cabinet Member or committee does so approve an official

or courtesy visit this must in the case of a Cabinet Member be published in The Bulletin or, in the case of a committee, be clearly stated in its minutes.

### **Carer's Allowance**

The County Council will pay a carer's allowance to assist members with the care of family members as a consequence of their work as councillors, within the following categories:

- (a) Childcare Support – an annual maximum of £3,621 based on actual claims, paid up to a maximum hourly rate of £9.30 (which should be linked to the 'real' living wage) on the production of a receipt or other evidence of actual spend;
- (b) Dependant Carer's Support – an annual maximum of £7,654 based on actual claims, paid up to a maximum hourly rate of £20.53 (which is linked to the County Council's maximum usual hourly payment to home support carer workers for weekday daytime care) on the production of a receipt or other evidence of actual spend.

The Director of Finance and Support Services has discretion to waive the annual limit in individual cases, taking into account the level of support that a dependent needs and the number of dependents for whom a member has responsibility. Members of the claimant's own household will not be paid.

### **Amendments to the Scheme**

- (a) Amendments to the scheme may be made at any time in accordance with Regulation 10(3) of the Local Authorities (Members' Allowances) Regulations 2003.
- (b) The rates of basic and special responsibility allowance will be automatically increased annually for inflation on 1 April each year based on the percentage increase awarded to West Sussex County Council staff as agreed by the National Joint Council. The mileage rate for travel expenses for private motor vehicle, motorcycle or bicycle use will be the published HMRC rate. Carer's allowance annual total rates and the rates for subsistence allowance will be automatically increased annually for inflation on 1 April each year in line with the Consumer Prices Index. The hourly rates for the carer's allowances will be increased annually in line with increases to the rates referred to in paragraph 5. These indexes will be reviewed at least once in the life of each County Council, that is every four years.
- (c) The scheme will be reviewed before the start of each financial year.

### **Payment of Allowances**

- (a) Basic and special responsibility allowances will be paid in instalments of one-twelfth of the amount specified in the scheme on the penultimate Friday of each month. Travel expenses and any subsistence allowance claims for duties in paragraph 4, will be paid at the end of the following month, subject to receipt of a claim form by the third day of that month.

- (b) Claims for carer's allowances, travelling and any subsistence allowances, together with receipts, shall be submitted to the Director of Finance and Support Services within two months of the duty for which the allowance has been claimed. Receipts for petrol are not mandatory but allow the Council to reclaim VAT on members' mileage.
- (c) If a member becomes or ceases to be eligible for a basic or special responsibility allowance during the course of a year, the entitlement will be adjusted by reference to the number of days for which entitlement existed relative to the number of days in that year.
- (d) If a member is suspended or partially suspended for a period of time from his or her duties as a member of the County Council or is in any other way not entitled to receive an allowance, basic allowance, special responsibility allowance and travelling and subsistence allowances can be withheld and, where any payment of allowance has already been made, the County Council may require that such part of the allowance as relates to any such period be repaid. Carer's allowance may not be withheld.
- (e) If a member is also a member of another authority, that member may not receive travelling, subsistence or carer's allowance from more than one authority in respect of the same approved duty.

#### **Parental and Special Leave**

- (a) ***If a member notifies the Council that they are taking Parental or Special Leave in accordance with the Council's Parental Leave or Special Leave policies, the member remains entitled to the basic allowance.***
- (b) ***If a member notifies the Council that they are taking an extended period of leave of more than two months, then the entitlement to a special responsibility allowance will cease at the two-month point. If a member takes leave of an uncertain duration that eventually becomes a period longer than two months, then any special responsibility allowance will cease at the two-month point. If at any time another 'replacement' member is appointed to the role, then the special responsibility allowance for the original member will cease at the time that the replacement member begins to perform the role.***

#### **Renunciation**

A member may by notice in writing given to the Director of Law and Assurance elect to forego any part of his/her entitlement to an allowance under this scheme.

### Schedule 1

Special responsibility allowances will be paid as follows, effective from 1 April 2020:

#### Special Responsibility Allowances

<b>Appointment</b>	<b>Allowance per member £ per annum</b>
Chairman of the County Council	<b>20,162</b> <del>21,663</del>
Leader of the Council	33,849
Vice-Chairman of the County Council	<b>8,450</b> , <del>8,616</del>
Cabinet Member (and Deputy Leader)	24,371
Cabinet Member for Adults and Health	21,663
Cabinet Member for Children and Young People	21,663
Cabinet Member for Economy and Corporate Resources	21,663
Cabinet Member for Education and Skills	21,663
Cabinet Member for Environment	21,663
Cabinet Member for Finance	21,663
Cabinet Member for Fire & Rescue and Communities	21,663
Cabinet Member for Highways and Infrastructure	21,663
<b>Leaders of Minority Parties with at least three members**</b>	<b>£5,000</b>
<del>Leaders of Large Minority Parties with at least 15 members*</del>	<del>12,995</del>
<del>Leaders of Medium Minority Parties (five to 14 members)*</del>	<del>10,640</del>
<del>Leaders of Small Minority Parties (three to four members)*</del>	<del>4,236</del>
Chairman of the Performance and Finance Scrutiny Committee	9,552
Chairman of the Children and Young People's Services Scrutiny Committee	9,552
Chairman of the Environment and Communities Scrutiny Committee	9,552
Chairman of the Fire & Rescue Service Scrutiny Committee	9,552
Chairman of the Health and Adult Social Care Scrutiny Committee	9,552
Chairman of the Planning and Rights of Way Committee	9,552
Chairman of the Regulation, Audit and Accounts Committee	9,552
Senior Adviser to a Cabinet Member	5,658
Adviser to a Cabinet Member*	<b>£4,397</b> <del>3,640</del>
Member of the Fostering Panel	3,640

\* Minority leader allowances are supplemented as per the table overleaf **Advisers will only receive the SRA if the terms of reference for their role is judged by the Director of Law and Assurance to be at least 50% independent of the Cabinet Member, as agreed by the Cabinet Member when the Adviser is appointed.**

\*\* Allowances for minority group leaders will be in accordance with the following arrangements detailed in the table.

1. ~~An allowance for the leader of a group of three or more members.~~
2. ~~A basic allowance based upon the size of the group as set out above and in the table below.~~
3. ~~An additional allowance of £200 per member (excluding the group leader).~~
4. ~~A cap of £14,300 for any minority group leader.~~

<b>Group size</b>	<b>Basic SRA</b>	<b>Additional allowance per member</b>
3 to 4 members	4,236	£200
5 to 14 members	10,640	£200
15 members or over	12,995	£200 but capped at £14,300

<b>Number of Members</b>	<b>Allowance</b>
<b>3</b>	<b>£5,000</b>
<b>4</b>	<b>£5,500</b>
<b>5</b>	<b>£6,000</b>
<b>6</b>	<b>£6,500</b>
<b>7</b>	<b>£7,000</b>
<b>8</b>	<b>£7,500</b>
<b>9</b>	<b>£8,000</b>
<b>10</b>	<b>£8,500</b>
<b>11</b>	<b>£9,000</b>
<b>12</b>	<b>£9,500</b>
<b>13</b>	<b>£10,000</b>
<b>14</b>	<b>£10,500</b>
<b>15</b>	<b>£11,000</b>
<b>16</b>	<b>£11,500</b>
<b>17</b>	<b>£12,000</b>
<b>18</b>	<b>£12,500</b>
<b>19</b>	<b>£13,000</b>

<b>Number of Members</b>	<b>Allowance</b>
<b>20</b>	<b>£13,500</b>
<b>21</b>	<b>£14,000</b>
<b>22</b>	<b>£14,500</b>
<b>23</b>	<b>£14,500</b>
<b>24</b>	<b>£14,500</b>
<b>25</b>	<b>£14,500</b>
<b>34</b>	<b>£14,500</b>

- ***If a member joins or leaves a group, the group leader's allowance should be amended appropriately at the first opportunity.***
- ***If a member ceases to be a member and a by-election is held within around six weeks of the leaving date, the group leader's allowance should continue unchanged until the result of the by-election is known, at which stage it should be reduced appropriately if necessary.***
- ***If a member ceases to be a member and it is not possible or not appropriate to arrange a by-election within around six weeks, then the group leader's allowance should be reduced appropriately at the first opportunity.***

## Schedule 2

Members are able to claim travel expenses as set out in this schedule. Common exclusions are also clarified.

Definition of strategic duties/meetings: Business affecting the County Council more widely than your local division.

<b>Included in the travel expenses scheme</b>	<b>Excluded from the travel expenses scheme</b>
<p>1. Attendance at any strategic meeting of which you are a member including:</p> <ul style="list-style-type: none"> <li>• County Council</li> <li>• Cabinet</li> <li>• Committees (including County Local Committees)</li> <li>• Panels, Boards and Groups</li> </ul>	<p>Local member duties carried out within your own division – this is covered by the basic allowance.</p>
<p>2. Attendance at any of the above meetings where you are not a member of that meeting, provided that the meeting's Chairman has agreed that you may contribute due to local knowledge or special interest in the matter (in accordance with Standing Order 3.21)</p>	<p>Watching a meeting from the public gallery for interest. This is covered by the Basic Allowance.</p>
<p>3. Strategic duties carried out by members in fulfilment of their special responsibilities, comprising:</p> <ul style="list-style-type: none"> <li>• the Chairman;</li> <li>• Vice-Chairman;</li> <li>• Leader;</li> <li>• Deputy Leader;</li> <li>• Cabinet Members;</li> <li>• Committee Chairmen (or Vice-Chairmen on their behalf);</li> <li>• Senior Advisers to Cabinet Members;</li> <li>• Advisers to Cabinet Members; and</li> <li>• Minority Group Leaders</li> </ul>	<p>Aside from the County Chairman and Vice-Chairman, who are the civic heads of the Council, members cannot claim for any events of a civic or social nature – this is covered by the Basic Allowance. Such events include fairs, dinners, ceremonies, church services and carol services.</p>
<p>4. Attending relevant excursions, tours or site visits in connection with your role in 1 or 3 above.</p>	<p>Local tours or site visits arranged as the local member. This is covered by the Basic Allowance.</p>
<p>5. Attending meetings of parish, town, district or borough councils if you are invited in your capacity as a local county councillor.</p>	<p>Any other local residents' meeting is covered by the Basic Allowance. This includes resident's associations and neighbourhood panels and forums.</p>



<b>Included in the travel expenses scheme</b>	<b>Excluded from the travel expenses scheme</b>
<p>6. Travelling to a major County Council hub building to avoid an officer having to travel to meet you locally, with prior agreement of the officer. This includes taking IT equipment to the nearest appropriate hub building for replacement or repair.</p>	
<p>7. Attending as a County Council-appointed member of an outside body listed in Schedule 4.</p>	<p>Attendance as local member at local groups not listed in Schedule 4. These are covered by the Basic Allowance.</p>
<p>8. Political group meetings held specifically for the purpose of, or in connection with, the discharge of the functions of the County Council provided that:</p> <p>(a) The approval not extending to more than two political group meetings between each successive meeting of the County Council; and</p> <p>(b) Each Group Secretary being required to certify that any such group meeting has been principally concerned with County Council business and to provide records of attendance to the Director of Law and Assurance.</p>	<p>Any other party political activities and any group meetings not in connection with official County Council business are not covered by the scheme. This includes attendance at party political conferences.</p>
<p>9. Attending internal training sessions and seminars and, when approved by an appropriate Cabinet Member, committee or Group Leader, external courses and conferences and observing internal meetings for development purposes.</p>	<p>Attending external courses or conferences without the prior approval of the appropriate Cabinet Member, Committee or Group Leader.</p>
<p>10. Ad hoc meetings of members which have not been authorised by a Cabinet Member or a committee, provided that it meets each of the following requirements:</p> <p>(a) the meeting has been convened by the Director of Law and Assurance after consultation with the relevant Cabinet Member or chairman or vice-chairman of the relevant committee;</p> <p>(b) the meeting involves members of more than one political party; and</p>	

Included in the travel expenses scheme	Excluded from the travel expenses scheme
(c) the holding of the meeting is reported to the next meeting of the relevant committee or in The Bulletin.	

Travel expenses will be paid from home address or business to the Council building or other venue in fulfilment of approved duties listed within the scheme. Your home address or business must be treated as being within West Sussex. Members are expected to use the most economic and reasonable form of transport.

Travelling allowances for approved duties performed away from a member's usual place of residence are payable as follows:

(1) Public Transport

- (a) The rate for travel by public transport shall be the amount of the second-class fare, cheap fare or such lesser amount as shall have been actually expended by the member on the journey. (Note: first class fare is payable only where the agreement of the Chief Executive, in consultation with the Cabinet Member for Finance, has been obtained in advance of the duty being undertaken. Such agreement will normally be forthcoming only where first class travel is desirable for operational purposes e.g. briefings.)
- (b) **Members may use the U7 bus between Chichester and Bognor Regis free of charge by showing their Council identity badge.**

(2) Rail Supplements

The rate specified in the preceding paragraph may be increased by supplementary allowances not exceeding expenditure actually incurred:

- (a) reservation of seats and deposit or portorage of luggage; and
- (b) on sleeping accommodation engaged by the member for an overnight journey, subject however to reduction by one-third of any subsistence allowance payable to him/her for that night.

Members who regularly use rail travel for approved duties may claim back the cost of an appropriate railcard from the County Council, **including the Easit Card**, provided that it will provide savings to the Council of at least the cost of the railcard during the year.

(3) Air

The rate for travel by air, provided the saving in time is so substantial as to justify such means of travel, shall be an amount not exceeding:

- (a) the ordinary fare or any available cheap fare for travel by regular air service; or

- (b) (b) where no such service is available, or in case of urgency, the fare actually paid by the member.

(4) Taxi

The rate for travel by taxi-cab:

- (a) in cases of urgency or where no public transport is reasonably available, shall be the actual fare and any reasonable gratuity paid; and
- (b) in any other case shall be the amount of the fare for travel by an appropriate public service vehicle.

(5) Hire Car

The rate for travel by a hired motor vehicle other than a taxi-cab shall be an amount not exceeding the actual cost of the hiring.

(6) Private Car, etc.

- (a) The rate for travel by a member's own private **petrol or diesel** motor vehicle (including travel by motor cycle), or one belonging to a member of his/her family or otherwise provided for his/her use, in circumstances which involve a substantial saving in his/her time or where it is in the interests of the body, or is otherwise reasonable that he/she should so travel rather than by public transport, shall be 45p per mile up to 10,000 miles and 25p thereafter, or 24p for a motorcycle.
- (b) ***The rate for travel by a member's own private electric or other non-carbon motor vehicle, or one belonging to a member of his/her family or otherwise provided for his/her use, in circumstances which involve a substantial saving in his/her time or where it is in the interests of the body, or is otherwise reasonable that he/she should so travel rather than by public transport, shall be 45p per mile up to 10,000 miles and 25p thereafter. A free electricity charging network card to allow electric vehicle charging at a reduced rate at County Hall and other charging points is available to members.***

(7) Supplement for Passengers, Tolls, etc.

The above rate may be increased:

- (a) by 5.0p per mile for each passenger to whom a travelling allowance would otherwise be payable.
- (b) by the amount of any expenditure incurred on tolls, ferries or parking fees (including overnight garaging).

(8) Private bicycle

The rate for travel by a member's own private bicycle shall be 20p per mile.

- (9) The County Council reserves the right, so far as in its opinion is practicable, to make arrangements for the issue to its members of tickets, or of vouchers, warrants or similar documents for exchange by such members for tickets, to cover journeys in respect of which payments by way of travelling allowance would otherwise fail to be made.

### Schedule 3

Subsistence allowances will be paid for or towards expenditure actually incurred as follows:

- (1) For an absence, not involving an absence overnight, from the member's usual place of residence:

<b>Type of allowance</b>	<b>Amount</b>
<b>Breakfast allowance</b> (more than 4 hours away from normal place of residence before 11.00 a.m.)	£6.65
<b>Lunch allowance</b> (more than 4 hours away from normal place of residence including the lunch time between 12 noon and 2.00 p.m.)	£9.15
<b>Evening meal allowance</b> (more than 4 hours away from normal place of residence ending after 7.00 p.m.)	£11.34
An <b>evening meal allowance where a meal is taken as part of an absence overnight</b> from the usual place of residence in the performance of an approved duty.	up to £28.13

- (2) For main meals (full breakfast, lunch or dinner) taken on trains during a period for which there is an entitlement to day subsistence:

<b>Time</b>	<b>Amount</b>
More than 4 hours and up to 8 hours	Actual cost of one meal
More than 8 hours and up to 12 hours	Actual cost of two meals
More than 12 hours	Actual cost of three meals

Where the cost of meals taken on trains is reimbursed, the period of absence for which the claim for day subsistence allowance is made should be reduced by four hours for each meal taken.

- (3) In the case of an absence overnight from the usual place of residence the rate to cover the cost of accommodation shall be £107.91.

Provided that the Director of Finance and Support Services may approve higher subsistence allowances for members for an absence overnight from the usual place of residence, where appropriate, provided approval is sought in advance.

The rate to cover the cost of accommodation under this paragraph shall be deemed to cover a continuous period of absence of 24 hours.

- (4) An amount payable by way of subsistence allowance shall be reduced by an appropriate sum in respect of any meal provided for the claimant by an authority or body, free of charge, during the period to which the allowance relates.

#### Schedule 4

Adur and Worthing Business Partnership  
Bognor Regis Regeneration Board  
Brantridge Special School, Haywards Heath, Governing Body  
Chichester Harbour Conservancy  
Chichester in Partnership  
Coastal West Sussex Partnership Board  
Coast to Coast Local Enterprise Partnership Board  
County Councils Network  
Cowdray Heritage Trust  
Duke of Edinburgh's Award County Committee  
Environment Agency: Southern Regional Flood and Coastal Committee  
Gatwick Airport Consultative Committee  
Gatwick Community Trust  
Gatwick Diamond Initiative Ltd  
Gatwick Greenspace Partnership  
Gatwick Noise Management Board  
Goodwood Aerodrome Consultative Committee  
Goodwood Motor Circuit Consultative Committee  
Health and Wellbeing Boards/Partnerships  
High Weald Area of Outstanding Natural Beauty Joint Advisory Committee  
Ingfield Manor School Governing Body  
Inter Authority Fire and Rescue Group  
Leader Local Action Group: Central Sussex  
Leader Local Action Group: Sussex Downs and Coastal Plain  
Littlehampton Harbour Board  
Local Government Association:

- Coastal Special Interest Group
- Fire Commission
- Rural Commission

Local Government Pension Scheme ACCESS Joint Committee  
Manor Peninsula Partnership  
Muntham House School Governing Body  
Parking & Traffic Regulations Outside London Adjudication Joint Committee  
Port of Shoreham Liaison Committee  
Queen Victoria Hospital NHS Trust Governing Body, East Grinstead  
Rural Services Network  
Shoreham Airport Consultative Committee  
Shoreham Harbour Leaders Board  
South Downs National Park Authority  
South East Employers  
South East England Regional Improvement Partnership  
South East Reserve Forces and Cadet Association  
Southwick Community Centre Board of Trustees  
Surrey and Sussex Healthcare NHS Trust  
Sussex Arts Academy  
Sussex Community NHS Trust  
Sussex Inshore Fisheries and Conservation Authority Committee  
Sussex Partnership NHS Foundation Trust Council of Governors  
Sussex Police and Crime Panel  
Sussex University Annual Forum  
The Goodwood Education Trust

Transport for the South East  
Waves Ahead Strategic Partnership – Adur and Worthing  
Western Sussex Hospitals NHS Foundation Trust Council of Governors  
West Sussex Alternative Provision College (The Links College) Management  
Committee  
West Sussex Fairtrade Committee  
West Sussex Forum for Accessible Transport  
West Sussex Standing Advisory Council on Religious Education (SACRE)  
Wey and Arun Canal Trust



## **Governance Committee: Minor Change to Scrutiny Arrangements**

### **Proposal**

- 1** The Council is asked to approve a minor change to the arrangements for scrutiny.
- 2** Scrutiny of the Drug and Alcohol Action Team is currently undertaken by the Environment and Communities Scrutiny Committee. However, scrutiny of all other aspects of the Adults and Health portfolio is undertaken by the Health and Adults Social Care Scrutiny Committee.
- 3** In order to streamline scrutiny of the decision-making process, it is therefore recommended that scrutiny of the Drug and Alcohol Action Team should move to the Health and Adult Social Care Scrutiny Committee and that the Constitution be updated accordingly.

### **Recommended**

That the Constitution be amended to provide that scrutiny of the Drug and Alcohol Action Team is by the Health and Adult Social Care Scrutiny Committee rather than the Environment and Communities Scrutiny Committee.

### **Janet Duncton**

Chairman of the Governance Committee

**Contact Officer:** Charles Gauntlett, Senior Advisor, 033 022 22524

### **Background papers**

None

This page is intentionally left blank

---

## **Standards Committee: Member Officer Relations Protocol**

### **Background and context**

- 1** The Code of Conduct in the constitution includes a long-established protocol setting out the expectations for conduct between members and officers in a range of contexts. It also covers aspects of member rights and responsibilities such as access to information and advice from officers, including to political groups.

### **Proposal details**

- 2** The Council has been reviewing aspects of how it functions, some touching upon the culture within the Council including aspects of conduct and relations. The behaviour of members in their roles and in relations with officers falls within the remit of the Standards Committee as part of its oversight of the Code of Conduct.
- 3** The Protocol on Member Officer Relations has long been the reference point for defining the expectations of behaviour between officers and members for the effective management of Council business. It has not been substantively revised since the adoption of the current Code of Conduct several years ago.
- 4** A proposed revision of the protocol has been prepared and has been approved by the Standards Committee. It is **attached as Appendix 1**. It seeks to maintain all of the aims of the current protocol whilst ensuring that it is better aligned with the Council's values and, as part of the wider good governance project, with a new 'dignity and respect at work' policy which is under preparation.
- 5** Additional member comments since the meeting of the Committee have also been invited and incorporated into the attached text. The Council is asked to approve the text for inclusion in the Code of Conduct.

### **Recommended**

That the revised protocol, as set out at Appendix 1, be approved for inclusion in the Code of Conduct section of the Constitution.

### **Janet Duncton**

Chairman of the Standards Committee

**Contact Officer:** Tony Kershaw, 033 022 22662,  
tony.kershaw@westsussex.gov.uk

### **Appendices**

Appendix 1 - Draft Member Officer Relations Protocol

### **Background papers**

None

This page is intentionally left blank

## **Member Officer Relations Protocol**

A guide to how officers and elected members should behave towards each other for the effective delivery of Council business and to ensure they uphold principles of mutual respect and trust in the interests of the Council and those it serves.

### **Good Working Relationships - Mutual Respect and Trust**

1. For the effective conduct of County Council business there must be mutual respect, trust and courtesy between members and officers. They must work together constructively in accordance with the values of the Council.
2. Members and officers should at all times:
  - Treat each other with respect and dignity
  - Promote equality and diversity by not discriminating against any person
  - Avoid any language or behaviour which is likely to cause offence or be seen as bullying, harassing or intimidating
  - Avoid any conduct which could bring the Council into disrepute
  - Avoid using any role or position unfairly.
3. Members must respect the impartiality of officers and should not compromise it, e.g. by asking that an officer change their professional or technical advice although they may question or challenge advice given. Officers should understand and respect the rights and responsibilities members as elected representatives of their community and show them respect and support in carrying out their role.
4. Members should be aware of the collective responsibility of officers and should not act in any way which may undermine the trust and confidence between officers and members or prejudice the ability of officers to work collectively in the interests of the Council.
5. Members and officers should give timely responses to each other's queries and show courtesy in communications.

### **What members can expect - information and advice – giving instructions**

6. Members have the right to information and material held by the Council which is relevant to Council business, to the member's role, responsibilities or division. Members have a right to ask officers for information or advice to assist the proper discharge of their responsibilities and responses should be timely. A summary of the rights to information is attached in the Appendix.
7. Members should always have regard to any advice from officers that any decision or proposed action may be unlawful, financially improper or contrary to the interests or values of the Council. An officer should give clear reasons for any such advice. Members have an obligation under their Code of Conduct to have regard, when reaching decisions, to any advice provided by the Monitoring Officer (the Director of Law and Assurance) or the Chief Financial Officer (the Director of Finance and Support Services).
8. Members should not instruct officers other than:
  - when formally discharging a responsibility set out in the Constitution

- through the formal decision-making or committee process
- where officers have been specifically allocated to give support

Members should not attempt to manage or control operational matters or the line management of any officer. If an issue arises the member should raise it with the relevant senior officer in the service.

9. A member should not apply pressure on an officer either to do anything that they are not empowered to do or to undertake work outside normal duties or normal working hours, or to make inappropriate use of Council property or services. If an officer is at any time in any doubt about the propriety of any request made they should seek advice from their line manager.
10. Members may not initiate or certify financial transactions or enter into a contract in writing or orally on behalf of the County Council or direct any officer to do so. Members should not give any assurances to any person outside the Council or make any public statement which may be interpreted as making a formal commitment on any matter where a formal decision has yet to be made.

### **The responsibilities of officers towards members**

11. Officers manage and provide the County Council's services and take decisions in accordance with the framework of responsibilities delegated to them. This includes the management of employees, resources and operational matters. Officers should not act as if, or suggest that, members have responsibility for operational matters.
12. Officers have a duty to implement decisions of the County Council, the Cabinet and committees which have been properly approved in accordance with the Constitution. Officers should assist and advise all members but have no duty to advise or assist members in any role other than that of member.
13. Officers have a duty to be impartial. They must not allow their professional judgement and advice to be influenced by their personal views.
14. Officers must be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications of any matter for members of the Council and the community they serve, or of interest to the media. Officers must be prepared to advise a member who needs to be informed about any council business to assist the member's communication with residents or the media, provided the advice is technical or factual.
15. Officers should not seek to influence any member to make a decision in their favour or raise personal matters to do with their job. The Council has procedures to enable any officer to raise a matter of personal concern through various routes including the whistleblowing policy if the matter needs to be raised in confidence.
16. Senior officers should have or should put in place arrangements for contact by members with more junior officers to allow effective communication on specific areas of council business. Senior officers should ensure that their colleagues are aware of such expectations and arrangements.

### **Cabinet Members and Officers**

17. Cabinet members must take decisions in accordance with the Constitution and will not otherwise direct officers. Senior officers will take guidance from cabinet members on the direction to take on a particular issue, but senior officers, rather than members are responsible for instructing more junior officers.
18. Senior officers taking decisions under their delegated powers should inform the relevant cabinet member of their intentions in advance when the matter to which the decision relates is likely to be sensitive or contentious. Officers may decide not to exercise their delegated powers and ask the cabinet member to make a formal decision in such circumstances.
19. In formulating recommendations, officers should help members achieve their objectives, consistent with their technical or professional advice. In difficult or sensitive cases officers will ensure that full discussion with cabinet members has taken place before recommendations are finalised. Cabinet members will advise officers what will or will not be supported but will not direct officers in the framing of recommendations and should always give reasons for not accepting the recommendations of officers.
20. A cabinet member intending to make a decision about a matter in his or her portfolio should ensure that other members and senior officers who need to know of the matter are informed, particularly on issues of joint responsibility or mutual interest, and in appropriate cases should brief the whole Cabinet.

### **Committee Members and Officers**

21. Chairmen and vice-chairmen of committees shall maintain regular contact with the officers providing the principal support to their committee both in Democratic Services and in other relevant service directorates. In consultation with chairmen, those officers must ensure that those who need to know of matters being considered or planned for future consideration are so informed and helped with briefings and advice in preparation for committee meetings.
22. A committee, or its chairman acting on its behalf, may require officers, including specific officers, to attend meetings. Members should not normally expect or require junior officers to attend unless agreed by the relevant senior officer. All requests should be made to senior officers in the first instance. When making requests for officer attendance or for advice or briefings, committee members shall have regard to the workload and commitments of officers and other calls on their time.
23. Officers should be prepared to explain to a committee any decision they have taken under delegated powers or any other actions taken or planned to be taken in relation to business before the committee.
24. In giving advice to the committee, officers should not be asked to give political views and should not make comments upon the line taken by Cabinet or a cabinet member or other decision maker unless giving legal, technical or other professional advice about the matter.
25. Members should not question officers or behave in any way which could be reasonably be interpreted as harassment or disrespectful. Members should not question the capability or competence of officers at meetings. Committee

members, in reviewing the policies and performance of the County Council and its services, shall not appraise the personal performance of officers.

26. Members of a committee may only take decisions within the remit of that committee and should not otherwise instruct officers to act. A resolution may be passed at a committee which authorises a named officer to take action between meetings in consultation with the chairman. In these circumstances it is the officer, not the chairman, who takes the action and is responsible for it. A chairman has no power to take decisions on behalf of a committee.

### **Keeping members informed on local issues**

27. To enable them to carry out their local representation role effectively, members need to be fully informed about matters affecting their electoral division before others and always before the Council makes public announcements. Senior officers must ensure that all officers are aware of the requirement to keep local members informed. Members are in many cases the first point of contact, especially where local people, stakeholders or community groups are concerned about an issue or need to know what is going on or want a problem dealt with.

28. This requirement is particularly important in the following cases:

Changes to services provided directly or indirectly such as:

- opening hours/admission arrangements
- changes to the type of service provided
- introduction of or changes to fees and charges
- service closures, partial, temporary or permanent
- highways works or local scheme proposals
- changes to 'catchment' areas or service areas
- changes to financial support or assistance to a local group or business
- communications with parish, town, district or borough councils.

Where the County Council is taking decisions on:

- planning applications
- local land it holds
- traffic management.

Controversial issues such as:

- planning applications or advice to such applications
- where a local campaign is developing
- a response to press or media enquiry about a local issue
- where the local MP has become involved
- formal complaints about County Council services locally
- concerns about the performance of a County Council service locally, especially where externally assessed.

29. A member may reasonably request sight of any communication by or with the Council on a matter of local interest, provided this is not personal information or may breach data protection principles. Correspondence with other councils or MPs should be made available as should any internal communications about the matter. If a member has a reasonable interest in the progress of any



matter the officer involved should keep the member informed about or copied into correspondence.

30. Whenever a public meeting is organised by the County Council to consider a local issue, all the members representing the divisions affected should be invited to attend the meeting as a matter of course. Invitations to other events, such as opening ceremonies shall be in accordance with the protocol for such events.
31. If a local member intends to arrange a public or other meeting about council business, he or she should inform the relevant senior officer. Provided the meeting has not been arranged on a party political basis and the subject matter concerns some aspect of the County Council's work:
  - an officer may attend but is not obliged to do so; and
  - the meeting may be held in County Council premises.
32. No such meetings should be arranged or held in the immediate run-up to County Council or other elections. Officers and members should be familiar with guidance on meetings and publicity at such times.
33. While support for members' divisional work is legitimate, care should be taken to minimise involvement in member surgeries or in case work for residents.

#### **Political Groups and political matters - role of officers**

34. Officers should never be asked to attend and should not attend division or constituency political party meetings.
35. It is acknowledged that some County Council staff (e.g. those providing dedicated support to Cabinet Members) may receive and handle messages for members on topics unrelated to the business of the County Council. Support should be given to assist diary management but care should be taken to avoid officers or other resources being used for private or party political purposes.
36. Most elected members belong to political groups and will wish to be able to receive advice in confidence, without the presence of members of other political groups. Senior officers may properly be asked to advise group discussions on matters concerning County Council business.
37. Officers have the right to refuse such requests and should not attend a meeting of a political group where some of those attending are not members of the County Council. An officer accepting an invitation to the meeting of one political group shall not decline an invitation to advise another group about the same matter. The duration of an officer's attendance at a political group meeting will be at the discretion of the group, but an officer may leave at any time if he or she feels it is no longer appropriate to be there.
38. Officer advice will not extend beyond providing factual information or professional advice in relation to matters of County Council business. Officers must not be involved in advising on matters of party or group business, and therefore should not be present at meetings or parts of meetings when such matters are to be discussed. Examples of cases where officers may be legitimately asked to attend a group meeting are:

- on significant policy changes or proposals by the government or the County Council or the implications of new legislation
  - matters affecting the County Council's budget or budget plans
  - where technical advice previously given needs to be explained
  - to give procedural or technical advice on a matter scheduled for consideration at a meeting of the County Council.
39. Political group meetings are not empowered to take decisions on behalf of the County Council, and conclusions reached at such meetings do not amount to formal decisions by the Council. The presence of an officer confers no formal status on such meetings. Members should take care to ensure that they do not convey the impression at group meetings that minds have been made up or that final decisions have been taken on council business.
40. Where officers provide factual information and advice to a political group in relation to a matter of County Council business, this is not a substitute for providing all the necessary information and advice when the matter in question is formally considered by the relevant part of the County Council.
41. Officers will respect the confidentiality of any political group discussions at which they are present and, unless requested to do so by the group, will not relay the content of such discussions to another political group or to any other members. This shall not prevent an officer providing feedback to other senior officers on a need-to-know basis.
42. Members must not do anything which compromises or is likely to compromise any officer's impartiality. An officer should be given the opportunity of verifying comments and advice attributed to them in any written record of a political group meeting.
43. Members should not refer in public or at meetings of the County Council to advice or information given by officers to a political group meeting.
44. At political group meetings where some of those present are not members of the County Council, care must be taken not to divulge confidential information relating to County Council business. Such persons are not bound by the members' Code of Conduct. They do not have the same rights to County Council information as do such members.
45. Any particular cases of difficulty or uncertainty in relation to this part of the protocol should be raised with the Director of Law and Assurance and the relevant group leader.

### **Familiarity and Personal Relationships**

46. Informal and collaborative working between members and officers is to be encouraged. Close personal familiarity between individual members and officers can damage the principle of mutual respect. Familiarity could cause embarrassment to other members and/or other officers and give rise to suspicions of favouritism or conflicts of interest and must be avoided.

47. It is not enough to avoid actual impropriety. Members and officers should always be open about their relationships to avoid any reason for suspicion and any appearance of improper conduct. Members should advise their group leader of such relationships. Officers should advise their line manager of such relationships. Where a close personal relationship exists, those concerned should avoid a situation where any conflict of interests or impropriety could be perceived. Specifically, a member should not sit on a body or participate in any decision which directly affects the officer on a personal basis.

### **Dealing with problems or issues between officers and members**

48. If any member feels that they have not been treated with due respect and courtesy by an officer or that an officer has acted not in accordance with this protocol, they may raise the matter with the individual's line manager, head of service, director, executive director or the Chief Executive as appropriate. The Director of Law and Assurance can be asked by the officer or member to advise on the rights responsibilities and expectations referred to in this protocol.
49. It is preferable however for the member first to raise their concern direct with the officer concerned, to explain their position and to seek to resolve the issue informally. A referral to a more senior officer should also lead to an informal resolution wherever possible. Such problems should not be raised as formal complaints and escalated unnecessarily. Any more formal actions will be processed within the relevant employment procedures. The member and the officer will be kept informed of progress with the complaint and the action to be taken. Members do not have any power to discipline any officer.
50. Where any officer feels that a member has acted in breach of this Protocol, or has not shown due respect and courtesy, they should raise the matter with their line manager, head of service, director, executive director or the Chief Executive or Director of Law and Assurance as appropriate.
51. The officer should, in the first instance, discuss the matter with the member concerned and seek to resolve the problem informally. The officer can ask their line manager or other senior officer to assist with an informal resolution. If this is not successful the senior officer consulted may approach the Chief Executive or Director of Law and Assurance or, if appropriate, the member's Group Leader with a view to resolve the issue informally. The member concerned should be informed of any such referral or complaint and should be advised of any recommended action resulting. If it is felt that the member Code of Conduct may have been breached then the procedures relating to the Code should be used.
52. In any action to seek to resolve any dispute or matter of concern between an officer and a member they should continue to treat each other with respect and dignity and any action shall be taken fairly and with the full involvement of the officer and the member concerned.

### **Appendix: Members' Rights to Information**

All members have a right of access to all material in the possession of the County Council if it is established that access is required on a 'need to know' basis - meaning that, in order to discharge any specific responsibility or role of a member, it is necessary to have access to a particular document or piece of information and that (in the case of draft or incomplete documents) this need cannot await the planned later publication or availability.

All members will have specific rights to information which forms part of the business of the County Council and, in particular, documents relating to meetings of the County Council including reports, agendas and minutes of committees and other meetings and in accordance with the timescales prescribed and subject to exceptions which relate to confidential information or material which is covered by a statutory exemption or commercial sensitivity of a third party. Members may be supplied with such documents on condition of maintaining confidentiality where this does not give rise to a breach of personal data principles or contractual duty.

Members have the right of access to any document relating to the business of a public meeting and also the business of any private meeting, subject to the same exemptions as above and, only in the case of a private meeting, once it has ended.

Members of a committee have the right of access to any documents relating to the business of that committee, whether discussed at a public or private meeting and will also be able to see documents covered by exemptions or rules of confidentiality provided the material is the subject of the committee's work programme.

The list of exempt information is detailed in the Constitution (Standing Order 4.28) and guidance on decision-making. The list takes account of the presumption of a right of public access to all material set out in the Freedom of Information Act 2000, but this is subject to specific exemptions concerning personal data (confidential to any individual person) or commercially sensitive or confidential information or any information whose disclosure may prejudice legal or similar enforcement procedures or, exceptionally, prejudice the conduct of the County Council's proceedings.

The law on data protection allows personal data to be disclosed to elected members without having to obtain the consent of the data subject, where disclosure is necessary for the member to carry out their official duties. As a major part of a member's role is to represent the interests of the local community, there will be situations where a members should have access to some personal information held by the County Council but there will be restrictions on what they may have and what they can do with it. If in doubt, the officer or member should contact Legal Services or the Director of Law and Assurance for advice.

Members are required by the Code of Conduct not to breach confidentiality. Therefore, the fact that an issue is confidential does not in itself prevent the sharing of it with the local member, but the confidentiality and need to avoid further distribution must be made clear to the member.

Exceptions to the right to information held by the Council:

- Where the issue is about the provision of a service to an individual, unless the individual or person with rights in respect of the individual has expressly asked for the involvement of the local member and has agreed that personal information can

- be shared, or where the information is already public, in the press or media;
- Where it involves the personal circumstances of a member of staff;
- Politically sensitive issues such as communication with Members of Parliament, the Government, Local Government Association etc. on provisional or early draft proposals; and
- Matters under early discussion with Cabinet Members.

This page is intentionally left blank

---

## **Standards Committee: Annual Report 2019/20**

### **Introduction**

- 1** This report outlines the activities of the Committee from May 2019 to April 2020 and records issues the Committee considers important for the future. In summary, the work of the Standards Committee is:
  - Promoting and maintaining high standards of conduct.
  - Casework conducted through Sub-Committees
  - Ensuring that appropriate training is organised for members.
  - Overseeing Council policies on complaints handling and whistle blowing.

### **Promoting and maintaining high standards of conduct**

- 2** The promotion of high standards of conduct was principally demonstrated through the comprehensive training provided for members and the casework undertaken. Following the County Council elections in May 2017, a comprehensive induction programme included sessions on standards and the code of conduct, including an initial introduction for new members on 16 May 2017, then workshop training for all members during June 2017, undertaken by the Monitoring Officer and Deputy Monitoring Officer. Only one member was unable to attend a workshop and this member attended a meeting with the Monitoring Officer to undergo the training.
- 3** All members newly elected in May 2017 submitted their register of interests forms by 24 May 2017. All members have been reminded to keep their register of interests up to date and many updates have been recorded over the last year. Advice was given by the Monitoring Officer and Democratic Services staff to assist members in making complete and correct entries. The most recent reminder to all members was issued in October 2020.

### **Independent Persons**

- 4** The role of the independent persons is to assist the County Council in ensuring and maintaining a high level of integrity in the conduct of the elected members of the council and in how they discharge the council's business, through the implementation of the Member Code of Conduct and the constitutional arrangements supporting it. A major part of the role is to advise the Standards Committee's sub-committees in casework.
- 5** Mr John Donaldson and Mr Steve Cooper have undertaken the role of Independent Person over the last year, including involvement in individual casework and commenting on government consultations being considered by the Committee.

### **Casework**

- 6** In the period 1 May 2019 to 31 April 2020 three cases were considered. An Assessment Sub-Committee took place on 7 February 2020, comprising Cllr Barnard, Cllr Patel and Cllr Smytherman. The matters concerned were determined as being of not sufficient importance to warrant further investigation and the matters were closed.

- 7** It is clear that familiarity with the Code helps members feel more confident in their role. Early discussion with the Monitoring Officer about potentially problematic situations is both encouraged and useful. The low number of cases is an indication of the effectiveness of the training and guidance given and of members' positive approach to standards of conduct.

### **Ethical Governance, Whistle Blowing and Complaints Handling**

- 8** The Committee receives reports on any cases under the County Council's Whistleblowing Policy. The reports are helpful in indicating whether any measures are needed to address underlying problems. There have been three cases in the last year.
- 9** The Committee also receives regular reports about complaints handling across the authority. Generally there is a positive culture within the organisation about complaints and levels of complaints were broadly stable.

### **Conclusion**

- 10** It is clear that maintaining good standards of conduct is taken seriously in the County Council. The Standards Committee believes that this can only serve to improve public confidence.

### **Recommended**

That the report be noted.

### **Janet Duncton**

Chairman of the Standards Committee

**Contact Officer:** Charles Gauntlett, Senior Advisor, 033 022 22524

### **Background papers**

None



---

**Report of Urgent Action: Regulation 19**

- 1** Under regulation 19 of the The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 the County Council is required to receive a report from the Leader on any decisions taken under regulation 11. These are key decisions which were not in the Forward Plan and which needed to be taken with less than five clear days' notice. Such urgent decisions can only be taken with the agreement of the relevant Scrutiny Committee Chairman or, in his or her absence, the Chairman of the County Council. Key decisions taken with less than five clear days' notice which are in the Forward Plan are reported via the Executive Decision Database.
- 2** Such action is avoided wherever possible as it circumvents the normal mechanism for publication of decisions and ensuring that members have the opportunity to comment before decisions are taken.
- 3** However, on occasion this is not possible and the County Council is asked to note the following decisions which have been taken by the Director of Law and Assurance with the agreement of the relevant decision-maker and Scrutiny Committee chairman.

**Change of status for The Forest School, Horsham and St Andrews CE High School for Boys, Worthing to co-educational schools - Determination of Statutory Notices**

- 4** Demand for places at single-sex boys' schools in West Sussex has been declining in recent years and this is evidenced by a reduction in the overall number of families applying for boys schools as first preferences. Reduced pupil numbers impacts upon the finances available to schools and thereby on how the school can deliver the opportunities required to both staff and pupils. To address these issues the governing bodies of The Forest School, Horsham and St Andrew's CE High School for Boys, Worthing feel that conversion to become co-educational schools will not only enable increased pupil numbers but also increase opportunities for girls and provide a wider range of curriculum benefits for boys through co-educational subjects.
- 5** The Director of Education & Skills agreed to consult on the proposed significant change of character to alter The Forest School, Horsham from a single sex boys' school to a co-educational school from September 2021 entry. At the same time, the Governing Body of St Andrew's CE High School for Boys, Worthing, an aided church school, consulted on changing from a single sex boys' school to a co-educational school from September 2021 entry. The proposed changes would mean the schools will no longer admit only boys as Year 7 pupils from September 2021 and each year of entry thereafter would be co-educational.
- 6** The initial consultations took place during June 2020 and, following a review of the comments received, the Cabinet Member for Education and Skills took a [decision](#) (ES05(20/21) refers) to agree the publication of statutory notices to implement both changes with effect from September 2021. Statutory Notices were issued in August 2020 and members of the public and interested parties had the opportunity to make further representations regarding the proposed changes during a four-week period. During this time one email was received in relation to the proposals for The Forest School, Horsham but this was not substantial or

significant in content to amend, alter or delay the decision. There were no representations received for St Andrews CE High School for Boys.

- 7** Notice of the intention to take the decision to determine the Statutory Notices was published in the Forward Plan on 8 July 2020. It was removed from the Forward Plan on 10 September 2020 as it was determined that a further decision would not be necessary. However, communication from the Office of the Schools Adjudicator indicated a further decision was required to enable action by that office.
- 8** Due to the need for the matter to be determined by 3 November 2020, the Director of Law and Assurance, with the agreement of the Cabinet Member for Education and Skills and the Chairman of the Children and Young People's Services Scrutiny Committee, has therefore used his delegated powers under Standing Order 5.23 to agree the conversion of The Forest School, Horsham to become a co-educational school and the conversion of St Andrew's CE High School for Boys, Worthing to become a co-educational school with effect from September 2021.

#### **Financial Support to the Care Sector - Infection Control Grant, Round 2, 20% Allocation**

- 9** On 17 September 2020 the Government announced a second support package for adult social care providers backed by a further £546m infection control fund. The specified purpose of the grant is to provide continued support to adult social care providers, including those with whom the Council does not have a contract, to reduce the rate of COVID-19 transmission in and between care homes and support wider workforce resilience to enable improved infection control. The West Sussex allocation of this money is £10.958m. The expectation from the Government is that 80% of the money be passported directly to registered care home providers and other CQC regulated community care providers.
- 10** A previous decision ([OKD40\(20/21\)](#) refers) allocated 80% of the Infection Control Grant Funding be paid to care homes and other CQC regulated community care providers, in line with government guidance, subject to the Government grant conditions, and the providers' acceptance of the terms and conditions of the Council's grant agreement with them.
- 11** The allocation of the remaining 20% of the Infection Control Funding is the subject of this further decision. The Director of Law and Assurance, with the agreement of the Executive Director Adults and Health and the Chairman of the Health and Adults Social Care Scrutiny Committee, has used his delegated powers under Standing Order 5.23 to approve the payments of the remaining 20% of the Infection Control Funding, subject to providers' acceptance of the terms and conditions of the Council's grant agreement with them.

#### **Paul Marshall**

Leader

**Contact Officer:** Helen Kenny, Head of Democratic Services, 033 022 22532, [helen.kenny@westsussex.gov.uk](mailto:helen.kenny@westsussex.gov.uk)

---

## Cabinet Report: Delivering the West Sussex Plan 2017-22

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



### Best Start in Life

#### Cabinet Member for Children and Young People – Jacquie Russell

- The **Exceptional People in Care awards event** to recognise the achievements and successes of young people in care and care leavers has taken place with a virtual ceremony this year. The event was organised by the [Children in Care Council](#), a group of young people aged 10 to 16 who are looked after by the County Council. There were over 300 nominees and the award categories ranged from the Big Heart Award to the Best Supporting Adult of the Year.

#### Cabinet Member for Education and Skills – Nigel Jupp

- A [guidance document](#) (PDF, 470KB) has been produced and shared with schools to support school governors who may be considering exploring the option of collaborating with another school. The **Guidance for governing boards - partnership working and forming a federation** outlines the range of different models and the necessary steps required to set these up. The guide aims to help governors in assessing whether they could benefit from sharing resources, which may include staff, and working collaboratively with another school to assist in driving improved opportunities for their pupils.



### A Prosperous Place

#### Leader – Paul Marshall

- The Leader and Cabinet continue to raise concerns with MPs and the Government regarding the **financial pressures that the County Council is facing** due to the COVID-19 pandemic, and the impact that this is likely to have on the Council's ability to contribute to the economic and social recovery of West Sussex as well as to the climate change agenda. In October, the Leader and Cabinet Member for Finance wrote to the Secretary of State setting out the financial challenges faced and the impact this is having on setting the budget for 2021, and Cabinet highlighted at a recent meeting with MPs, the pressure and possible impact on services to residents. The Council is working with organisations such as SE7 and the County Councils Network to promote a collective voice for West Sussex on this challenging issue.

### **Cabinet Member for Highways and Infrastructure – Roger Elkins**

- The Government recently [announced](#) the results of tranche 2 of the Emergency Active Travel Fund to create **safe space for cycling and walking** and West Sussex received £2.35m against an indicative allocation of £3.1m. Priorities for this funding will be determined by the Cabinet Member with support from the Walking and Cycling Executive Task and Finish Group.
- Plans to **grit the highways network** this year are the same as last year; 1,690km of key highway routes will be gritted. More efficient route planning (21 routes have been reduced to 19) has reduced the cost of the service by approximately £80,000. There is a stockpile of 8,200 tonnes of rock salt and 800 community salt bins are stocked and available. Operations for 20/21 are set out in the [Winter Service Plan](#).

### **Cabinet Member for Economy and Corporate Resources – Bob Lanzer**

- A [#ShopSussex](#) initiative has been launched by Experience West Sussex, with support from the County Council, to help local tourism. The initiative offers a wealth of online gift ideas and the chance to buy vouchers for unusual local experiences to be enjoyed when COVID-19 National Restrictions allow. [Experience West Sussex](#) is responding to calls from businesses for meaningful, practical support and [#ShopSussex](#) is free for businesses to use this year.
- The County Council continues to make **more services accessible for those who wish to interact with the County Council digitally** and has seen a further increase in communications uptake via digital channels during the COVID-19 pandemic. Comparing figures in October this year with the same month last year, online applications for Blue Badges had increased to 76% of all applications compared to 47%. There had been a decrease in highways enquiries during the COVID-19 period due to travel restrictions. However, 43% of highways enquiries were logged online compared with 33% in October 2019, 80% of potholes were reported online compared with 63% and 97% of highways claims were received and processed digitally since [eform](#) was introduced in October 2019.



## **A Strong, Safe and Sustainable Place**

### **Cabinet Member for Fire & Rescue and Communities – Duncan Crow**

- [West Sussex County Council's Community Hub](#) remains in operation providing support, as a result of the pandemic, seven days a week from 8 am to 8 pm. West Sussex residents will continue to be supported on matters including immediate need for food/essential supplies, signposting to a variety of organisations for longer-term support, discharge from hospital, individuals advised to isolate and those that have been adversely affected financially by COVID-19.

- [West Sussex Community Fire Safety Officers and Safe and Well Officers](#) are working with the Community Hub and colleagues in the Library Service to deliver same-day **emergency food parcels** countywide to provide speedy support to vulnerable residents in need.
- The Cabinet Member has attended the [West Sussex Fire and Rescue Service's Annual Awards event](#), held online this year due to COVID-19. The ceremony celebrated those staff who achieved their 40 years' service and 20 years' service medals and certificates. Twelve commendation awards were also presented including Team of the Year, Shining Star Award and Lifetime Achievement Award. For the first time the fire service presented two new awards for exceptional service during COVID-19.

### **Cabinet Member for Environment – Deborah Urquhart**

- In partnership with the County Council, Arun District Council recently [decided to implement](#) a **food waste trial** from spring 2021, with the aim of increasing recycling and reducing waste. Around 1,150 properties will have a weekly collection of food waste and an opt-in absorbent hygiene products collection. Households in the trial will receive a food waste caddy for their kitchen, a lockable, outside food waste bin and a 240-litre wheeled bin (if they do not already have one) for black bag waste.
- The Leader and the Cabinet Member for Environment recently visited two woodlands near Hassocks for an overview of the Woodland Trust's [Lost Woods of the Low Weald and Downs](#) project. The aim is to restore and reconnect ancient woodland sites, working with local landowners and engaging the wider community, and £340,000 funding has been received from the National Lottery Heritage Fund. Most of the project area is in West Sussex and covers about 150 square miles extending from Pulborough to the edge of Lewes.



## **Independence for Later Life**

### **Cabinet Member for Adults and Health – Amanda Jupp**

- **A Creating Healthy and Sustainable Places Framework** for the West Sussex is being developed by the County Council, prioritising local health and sustainability needs to deliver the best planning outcomes for West Sussex residents. [A public consultation](#) started on 16 November and will run for eight weeks until 11 January. Results will be reviewed at the [West Sussex Health and Wellbeing Board](#) meeting on 28 January.
- The County Council has been working alongside health colleagues to successfully navigate [hospital discharge](#) pathways under the pressure of COVID-19. There have been over 5,000 patient referrals since March 2020 with the average wait for discharge from hospital decreasing from 15 days pre-pandemic to four to five days. Patients are discharged as soon as they can be, whilst being provided with the correct support to recover, re-enable and prevent further admission back into an acute setting.



## A Council that works for the Community

### Cabinet Member for Finance - Jeremy Hunt

- Following a delay due to COVID-19 constraints, [a scheme to support homeless families needing temporary accommodation](#) to whom the Council owes a duty to facilitate accommodation, is now progressing. The scheme will see a small stock of surplus residential properties, owned by the County Council, leased to the YMCA. The YMCA will bring the properties up to a lettable standard, with assistance from grants through Homes England, and manage them as part of their wider accommodation portfolio, collecting rents and carrying out repairs and maintenance as required. The housing association will also support the tenants in managing their tenancy and on their next steps to finding permanent housing, thus facilitating their independence. This will also facilitate a turnover of the properties, thereby assisting other households needing temporary accommodation. This scheme not only has the benefit of providing good quality temporary accommodation in the county but will also reduce the cost of alternative provision.

**Contact:** Helen Kenny 033 022 22532

### Background papers

None