

To all Members of the County Council

A virtual ordinary meeting of the County Council will be held at **10.30 am** on **Friday, 19 March 2021**.

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 9 - 22)

The Council is asked to confirm the minutes of the ordinary meeting of the County Council held on 12 February 2021.

4. **Address by a Cabinet Member** (Pages 23 - 26)

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.

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

5. **Petition** (Pages 27 - 30)

The Council is asked to debate the following petition in accordance with Standing Order 3.43(a). A statement by the petitioners (Appendix 1) and a briefing note by the Executive Director Children, Young People and Learning (Appendix 2) are attached.

Halt the planned cuts to West Sussex Children and Family Centres

'We call on West Sussex County Council to halt the planned cuts to its Early Help service and reverse the proposed closures of the Children's and Family Centres and Find it Out advice centres across the county.'

(5 minutes is allocated for the Lead Petitioner, 5 minutes for the Cabinet Member's response followed by an opportunity for a members' debate of no more than 30 minutes with each member allowed to speak for a maximum of 3 minutes. At the end of the debate and before any proposition is put, the Lead Petitioner and Cabinet Member will each be given 3 minutes for a closing statement.)

6. **Pay Policy Statement 2021/22** (Pages 31 - 42)

Following deferral at the last meeting due to lack of time, the Council is asked to approve the Pay Policy Statement 2021/22, in the light of a report from the Governance Committee.

7. **Governance Committee: Appointment of co-opted Independent member of Regulation, Audit and Accounts Committee and change to Joint Scrutiny Arrangements** (Pages 43 - 50)

Following deferral at the last meeting due to lack of time, the Council is asked to consider a proposal for the inclusion in the constitution of the Regulation, Audit and Accounts Committee of an independent member and a minor change to the joint scrutiny arrangements, in the light of a report by the Governance Committee.

8. **Question Time** (Pages 51 - 66)

Questions to the Leader and Cabinet Members on matters contained within the Cabinet report, written questions and any other questions relevant to their portfolios. As this item was deferred at the last meeting due to lack of time, the written questions submitted for the meeting of the Council on 12 February are also attached at Appendix 1. Members may also ask questions of the Leader on anything that is currently relevant to the County Council. The report covers relevant Council business or developments in respect of portfolios arising since the meeting of the Council on 11 December 2020. A supplementary report may be published.

(2 hours is allocated for Question Time)

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

9. **Report of Urgent Action: Regulation 19** (Pages 67 - 70)

Following deferral at the last meeting due to lack of time, the Council is asked to note urgent action taken under regulation 11 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

10. **Soft Sand Review: adoption of changes to the West Sussex Joint Minerals Local Plan** (Pages 71 - 118)

The Council is asked to consider and approve the Soft Sand Review: Adoption of changes to the West Sussex Joint Minerals Local Plan, in the light of a report by the Cabinet Member for Environment.

11. **West Sussex County Council Armed Forces Strategy** (Pages 119 - 126)

The Council is asked to endorse the draft Armed Forces Strategy for approval by the Leader after the Council meeting, in the light of a report by the Armed Forces Champion.

12. **Council meetings - contingency arrangements for pandemic restrictions** (Pages 127 - 132)

The Council is asked to consider proposed contingency arrangements for holding Council and committee meetings if the regulations allowing virtual meetings are not extended or replaced with similar provisions, in the light of a report by the Director of Law and Assurance.

13. **Notices of Motion**

(a) **Motion on Pension Investments** (Pages 133 - 136)

To consider and debate the following motion, submitted by Cllr Michael Jones, which was considered by the Governance Committee following referral at the meeting of the County Council on 6 November 2020.

'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.'

and the report of the Governance Committee.

(b) **Motion on Emergency Services**

To consider and debate the following motion, submitted by Cllr Crow, notice of which was given on 25 February 2021.

'This Council supports the campaign to build the UK's first 'Emergency Services Cenotaph', dedicated to all who have served and volunteered in the NHS and all the emergency services, including Fire and Rescue - whom we are very proud to have as part of West Sussex County Council.

Additionally, this Council records its support for the UK's annual national 'Emergency Services Day' which is held on 9 September and which is supported by Her Majesty Queen Elizabeth II; and that this Council places on record its sincere appreciation for the two million people who work and volunteer in the NHS and emergency services, especially throughout the Covid-19 pandemic when the demands placed upon our emergency services have significantly increased.

In recognition of Emergency Services Day, this Council asks the Chairman to agree to fly the official flag of the 'Emergency Services Day' at County Hall on 9 September each year.'

(c) **Motion on Mental Health**

To consider and debate the following motion, submitted by Cllr Oxlade, notice of which was given on 26 February 2021.

'Although the coronavirus pandemic has impacted everyone in West Sussex, not everyone will have been experienced its consequences in the same way. The effects of social distancing, lockdown, the loss of loved ones to the virus and stress-inducing media reports has had a huge impact on the mental health and wellbeing of a large number of our residents and will continue to have lasting effects long after lockdown is over. West Sussex County Council has a vital role to play in ensuring that residents of West Sussex experiencing mental health issues have access to the support they need. This Council therefore asks the Cabinet to:

- (1) Ensure that access to mental health services will remain a priority both whilst lockdown restrictions remain in place and beyond; and
- (2) Consider the potential impact on the mental health of residents when taking decisions for the foreseeable future.'

(d) **Motion on Bus Lanes**

Following deferral at the last meeting due to lack of time, to consider and debate the following motion, submitted by Cllr Michael Jones, notice of which was given on 26 January 2021.

'This Council considers that licensed Hackney Carriages and private hire taxis offer a means of getting around the county for those who either do not have access to their own vehicle or need to get to places that are not already served by other forms of public transport. This Council considers that licensed Hackney Carriages and private hire taxis carrying more than one passenger results in a reduction of carbon emissions, which contributes towards this Council's ambition to tackle climate change. This Council also believes that this would also assist in reducing traffic congestion at peak times, so would have a substantial impact on reducing pollution in general.

This Council therefore calls on the Cabinet Member for Highways and Infrastructure to:

- (1) Facilitate a 12-month pilot scheme to enable licensed hackney carriages and private hire taxis to utilise the bus lanes in Crawley (excluding the Fastway network of guided bus lanes);
- (2) Report back to the Environment and Communities Scrutiny Committee ahead of the end of the pilot scheme on the benefits or otherwise ahead of a decision whether to make it a permanent arrangement; and
- (3) Explore opportunities when future new developments and infrastructure improvements are programmed and designed to expand the bus lane network around the county to facilitate the reliability and punctuality of the public transport network and contribute towards the reduction of carbon emissions.'

(e) **Motion on Romance Fraud**

Following deferral at the last meeting due to lack of time, to consider the following motion, submitted by Cllr Michael Jones, notice of which was given on 26 January 2021.

'This Council recognises that romance fraud has been a growing problem since the start of the coronavirus pandemic, with many people experiencing loneliness potentially being targeted.

Romance fraud is the engineering of a supposed friendship or relationship for fraudulent, financial gain. Criminals invest significant amounts of time into socially engineering their victims – knowing that as they gain the victim's trust, their chances of extracting considerable funds from them simultaneously increase.

This Council notes that Sussex Police indicated in October 2020 that nearly £3m had been lost by victims of romance

fraud in 128 incidents, with a total of 195 reports of romance fraud being received from January to September 2020. It is concerned to note that this was a 56% rise on the previous year from the same period and that there are estimates that this could be only a fraction of the true extent of the crime, with many victims either too embarrassed to report it, or simply unaware that they have been deceived. Moreover, in 2020 the Times newspaper described Sussex as 'the nation's dating fraud capital'.

This Council welcomes the work undertaken so far by the Council's Community Safety Team to promote awareness and educate on the risks of romance fraud to residents of West Sussex, but calls on the Cabinet Member for Fire & Rescue and Communities to continue to commit to supporting the 'Get Safe Online' initiative as well as putting stronger energy, capacity and resource into efforts to support the Sussex Police campaign to provide a seamless solution, through continuing to reach potentially vulnerable residents via virtual means while restrictions on movement remain in place during 2021.'

(f) **Motion on Unitary Council Status**

To consider and debate the following motion, submitted by Cllr Goldsmith, notice of which was given on 1 March 2021.

'At the last Council meeting there was a 4.99% increase to the Council Tax for the coming financial year which was agreed. This was a further 1% increase on last year's Council Tax increase of 3.99%. For some who are struggling financially due to the economic impact of Covid this increase will represent a further unwelcome financial burden and greater pressure on the Foodbanks and Charities who are supporting people who are no longer 'just getting by'.

Last month government borrowing reached a stratospheric high of £34.1 billion with the economy in recession. At some time we will need to start paying off this debt through further taxes which will undoubtedly mean we will all have to tighten our belts including the County Council. There is a strong prospect that in future years the residents of West Sussex will be receiving less in the way of services when demand is growing while paying more.

This Council believes that one way to counter this prospect is to actively seek a change from a two-tier authority to a single unitary authority. Instead of one County Council and seven district councils there would be one single County Authority. The merging of departments and streamlining of services will undoubtedly mean greater savings which should be channelled into services. The other very tangible benefits would be a much simpler service for residents to navigate as it will be one authority delivering a full range of services

across the county.

This Council therefore resolves:

- (1) To support the Unitary Model in favour of the current two tier model; and
- (2) To ask the new Administration's Governance Committee formed in May 2021 to actively and urgently seek agreement from the Department for Communities and Local Government to proceed.'

County Council concludes

Items not commenced by 4.15 p.m. will fall away.

Director of Law and Assurance
10 March 2021

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West Sussex County Council – Ordinary Meeting

12 February 2021

At the virtual Ordinary Meeting of the County Council held at 10.30 am on Friday, 12 February 2021, the members present being:

Cllr Duncton (Chairman)

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

70 Death of Cllr George Barton

70.1 The Chairman reported the death of a current member of the Council, Cllr George Barton, who had represented the Sompting & North Lancing division since 2017.

70.2 Members held a minute's silence.

71 Apologies for Absence

71.1 Apologies were received from Cllr Fitzjohn and Cllr Simmons. Cllr Smith was absent.

71.2 Cllr Bridges gave her apologies and left at 12.15 p.m. Apologies for the afternoon session were received from Cllr Barnard. Cllr Hall arrived at 2.27 p.m. for the afternoon session. Cllr Goldsmith gave her apologies and left at 4.40 p.m.

72 Members' Interests

72.1 Members declared interests as set out at Appendix 1.

73 Minutes

73.1 It was agreed that the minutes of the Ordinary Meeting of the County Council held on 11 December 2020 (pages 7 to 32) be approved as a correct record.

74 Committee Appointments

74.1 There were no appointments to consider.

75 Independent Remuneration Panel

75.1 The Council was informed that Mr Steve Cooper, Mr Kevin Scutt and Mrs Charlotte Pexton had been first appointed to the Panel in February, October and December 2017, respectively, for a four-year term.

75.2 The Council was invited to appoint them for a second term, to run to February 2025 for Mr Cooper, October 2025 for Mr Scutt and December 2025 for Mrs Pexton.

75.3 Resolved –

That Mr Steve Cooper, Mr Kevin Scutt and Mrs Charlotte Pexton be appointed to the Independent Remuneration Panel for a second term to run to February 2025 for Mr Cooper, October 2025 for Mr Scutt and December 2025 for Mrs Pexton.

76 Address on Children First Improvement Plan

76.1 Members received an address by the Cabinet Member for Children and Young People on the Council's Children First Improvement Plan, together with a report (pages 33 to 36).

77 Address on the Fire & Rescue Service Covid-19 Inspection

77.1 Members received an address by the Cabinet Member for Fire & Rescue and Communities on the Fire & Rescue Service Covid-19 inspection.

77.2 In response to a question from Cllr Smytherman, the Cabinet Member agreed to provide him with information relating to the disposal of surplus buildings within the Fire and Rescue Service, specifically any monies from receipts.

78 Address on letter from Secretary of State for Housing Communities and Local Government

78.1 Members received an address by the Leader on a letter from the Secretary of State for Housing Communities and Local Government which states that his Department will no longer seek any formal oversight of the Council’s progress on its improvement journey for governance.

79 WSCC Reset Plan 2021/22 to 2024/25

79.1 The Council considered the West Sussex County Council Reset Plan 2021/22 to 2024/25, in the light of a report by the Leader (pages 37 to 68).

79.2 Resolved –

That the WSCC Reset Plan (2021/22 to 2024/25), as set out at Appendix 1 to the report, be approved.

80 Revenue Budget 2021/22 and Capital Programme 2021/22 to 2025/26

80.1 The Cabinet Member for Finance moved the report on the Revenue Budget 2021/22, Capital Programme 2021/22 to 2025/26 and Treasury Management Strategy Statement 2021/22 (budget pack pages 1 to 176).

80.1 An amendment was moved by Cllr Walsh and seconded by Cllr Lord as set out below.

Proposed changes to the Revenue Budget

Growth

Ongoing changes to the revenue budget	2021/22	2022/23
Transitional Funding to enable the Children and Family Centres, Youth and Find It Out centres to remain open to support families and young people coming out of the pandemic	0.550	0.400
Transitional Funding to enable the Shaw day services to remain open for current users post pandemic until such time as	0.375	0.000

Ongoing changes to the revenue budget	2021/22	2022/23
satisfactory alternative provision has been put in place for the service users		
Resource 2 additional posts within the highways team to facilitate work in more walking and cycling within communities, one post in the cycling team and the other in the Rights of Way team	0.080	0.000
Formally ring-fence the £300k in the highways budget allocated to Rights of Way maintenance and supplement this sum with a further £100k	0.100	0.000
Funding to deliver additional mental health support provision for children and young people by funding an additional mental health support team for two academic years and increasing the number of emotional literacy support assistants to ensure there is one in every school	0.429	-0.034
Total	1.534	0.366

Reduction

Ongoing changes to the revenue budget	2021/22	2022/23
Increased discretionary fees and charges by 3%	0.600	0.000
40% reduction to the Communications budget spread over two years	0.300	0.200
Intelligence & Performance (6% reduction to budget)	0.080	0.000
HR & Organisational change (3% reduction to budget spread over two years)	0.080	0.080
Policy Team (21% reduction to budget)	0.060	0.000
Executive PAs (24% reduction spread over two years)	0.100	0.050
Finance (3% reduction to budget)	0.160	0.000
Customer experience (8% reduction to budget spread over two years)	0.080	0.040
Apply a 25% reduction to the Special Responsibility allowances for members	0.088	0.000

Ongoing changes to the revenue budget	2021/22	2022/23
Total	1.548	0.370
Budget Surplus	0.014	0.004

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

(a) For the amendment – 13

Cllr Buckland, Cllr N Dennis, Cllr M Jones, Cllr Lord, Cllr Millson, Cllr O’Kelly, Cllr Oppler, Cllr Oxlade, Cllr Purchase, Cllr Quinn, Cllr Smytherman, Cllr Sudan and Cllr Walsh.

(b) Against the amendment - 45

Cllr Acraman, Cllr Atkins, Cllr Baldwin, Cllr Barling, Cllr Barrett-Miles, Cllr Bennett, Cllr Boram, Cllr Bradbury, Cllr Bradford, Cllr Burgess, Cllr Burrett, Cllr Catchpole, Cllr Cloake, Cllr Crow, Cllr J Dennis, Cllr Duncton, 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 Markwell, Cllr Marshall, Cllr McDonald, Cllr Mitchell, Cllr Montyn, Cllr R Oakley, Cllr S Oakley, Cllr Patel, Cllr Pendleton, Cllr Purnell, Cllr Russell, Cllr Sparkes, Cllr Turner, Cllr Urquhart, Cllr Waight, Cllr Whittington and Cllr Wickremaratchi.

(c) Abstentions – 4

Cllr Arculus, Cllr Brunsdon, Cllr Lea and Cllr Magill.

80.2 The amendment was lost.

80.3 An amendment was moved by Cllr M Jones and seconded by Cllr Oxlade as set out below.

Revenue - Changes to Revenue Budget

Growth

Growth:	2021/22 £m	2022/23 £m	2023/24 £m
Reverse the proposed closures of children and family centres, youth and find it out centres	0.550	0.400	0.000
Reverse the Public Health Grant savings	0.370	0.088	0.000

Growth:	2021/22 £m	2022/23 £m	2023/24 £m
Reverse the CIF grant budget cut and officer resource	0.175	0.000	0.000
Reverse proposed increased top slice of the Early Years DSG	0.225	0.225	0.000
Total Growth	1.320	0.713	0.000

Reduction

Reduction:	2021/22 £m	2022/23 £m	2023/24 £m
Reduce the Special Responsibility Allowances payable to members who hold specific roles by 25%	0.088	ongoing	ongoing
50% reduction in the Communications budget	0.660	ongoing	ongoing
50% reduction in the Lieutenancy budget	0.031	ongoing	ongoing
50% reduction in the Policy budget	0.141	ongoing	ongoing
10% across the board senior management post reduction (Executive Directors/Directors/Heads of Service)	0.400	ongoing	ongoing
Reduction Support Services budget	0	0.193	ongoing
Revenue impact from not borrowing to fund the construction of the proposed Retail Park on the Broadbridge Heath depot site	0	0.150	-0.227
Savings on capital borrowing as a result of selling the Broadbridge Heath depot site and using the capital receipts to finance the capital programme	0	0.080	0.080
Revenue benefits from re-purposing some of the Chichester estate (Northleigh/the Grange) to	0.000	0.090	0.090

Reduction:	2021/22 £m	2022/23 £m	2023/24 £m
deliver housing using permitted development rights			
Savings on capital borrowing as a result of selling existing council assets and using capital receipts to finance the capital programme	0.000	0.200	0.120
Total Reduction	1.320	0.713	0.063
Total ongoing changes to the revenue budget	0.000	0.000	0.063

Capital:

Reduction in Capital Programme:	2021/22 £m	2022/23 £m	2023/24 £m
Cancellation of the proposed Broadbridge Heath Retail Park	0.740	7.500	7.605
Total	0.740	7.500	7.605

Estimated Changes to Capital Receipts	2021/22 £m	2022/23 £m	2023/24 £m
Sell of surplus assets	0.000	5.000	3.000
Capital receipts as a result of cancelling the development of the proposed retail park and the sale of the Broadbridge Heath depot site	4.000	0.000	0.000
Capital receipts as a result of re-purposing some of the Chichester estate (Northleigh/ the Grange) to deliver housing using permitted development rights	0.000	4.500	0.000
Total	4.000	9.500	3.000

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

(a) For the amendment – 15

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

(b) Against the amendment – 46

Cllr Acraman, Cllr Atkins, Cllr Baldwin, Cllr Barling, Cllr Barrett-Miles, Cllr Bennett, Cllr Boram, Cllr Bradbury, Cllr Bradford, Cllr Burgess, Cllr Burrett, Cllr Catchpole, Cllr Cloake, Cllr Crow, Cllr J Dennis, Cllr Duncton, 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 R Oakley, Cllr S Oakley, Cllr Patel, Cllr Pendleton, Cllr Purnell, Cllr Russell, Cllr Sparkes, Cllr Turner, Cllr Urquhart, Cllr Waight, Cllr Whittington and Cllr Wickremaratchi.

(c) Abstentions – 1

Cllr Arculus.

80.5 The amendment was lost.

80.6 The recommendations were put to a recorded vote under Standing Order 3.36.

(a) For the recommendations – 48

Cllr Acraman, Cllr Arculus, Cllr Atkins, Cllr Baldwin, Cllr Barling, Cllr Barrett-Miles, Cllr Bennett, Cllr Boram, Cllr Bradbury, Cllr Bradford, Cllr Burgess, Cllr Burrett, Cllr Catchpole, Cllr Cloake, Cllr Crow, Cllr J Dennis, Cllr Duncton, 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 Lea, Cllr Magill, Cllr Markwell, Cllr Marshall, Cllr McDonald, Cllr Mitchell, Cllr Montyn, Cllr R Oakley, Cllr S Oakley, Cllr Patel, Cllr Pendleton, Cllr Purnell, Cllr Russell, Cllr Sparkes, Cllr Turner, Cllr Urquhart, Cllr Waight, Cllr Whittington and Cllr Wickremaratchi.

(b) Against the recommendations – 10

Cllr Buckland, Cllr N Dennis, Cllr Lord, Cllr Millson, Cllr O’Kelly, Cllr Oppler, Cllr Purchase, Cllr Smytherman, Cllr Sudan and Cllr Walsh.

(c) Abstentions – 4

Cllr Brunsdon, Cllr M Jones, Cllr Oxlade and Cllr Quinn.

80.1 The recommendations were carried.

80.2 Resolved –

That, taking account of the priorities contained in the West Sussex Reset Plan, the Medium Term Financial Strategy and the Provisional Local Government Finance Settlement and noting the Director of Finance and Support Services’ assessment of the robustness of

estimates and adequacy of reserves (Section 6), the following items be approved:

- (1) Net revenue expenditure in 2021/22 of £624.833m (as set out in paragraph 4.1 of the report and Appendix 1);
- (2) An increase in council tax in 2021/22 of 4.99% comprising 3.00% for Adults' Social Care and 1.99% to support other General Fund services;
- (3) The following amounts be approved for the financial year 2021/22 in accordance with Section 42A of the Local Government Finance Act 1992:
 - (a) That the council tax requirement for 2021/22 is £509.476m.
 - (b) The council tax base for the year 2021/22 is the aggregate amount calculated of Band D equivalents by the billing authorities to which the County Council issues precepts totalling 337,276.40.
 - (c) The amount of council tax being the council tax requirement at 3(a) above divided by the council tax base at 3(b) above, shall be £1,510.56 to the nearest penny for Band D.
 - (d) The amount of council tax payable for dwellings listed in a particular valuation band, calculated in accordance with the proportion set out in Section 5(1) of the Act, shall be as follows:

Band	Amount	Band	Amount
A	£1,007.04	E	£1,846.24
B	£1,174.88	F	£2,181.92
C	£1,342.72	G	£2,517.60
D	£1,510.56	H	£3,021.12

- (e) That the district and borough councils be requested to make payments totalling £509.476m to West Sussex County Council of sums due under precepts calculated in proportion to their council tax Band D equivalents as set out in section 7 of the report.
- (4) The delegation to the Director of Finance and Support Services of authority to make changes to the report on net revenue expenditure or to the precepts required:

- as a result of a change in the council tax base notified by the district and borough councils;
- arising from updated information from the district and borough councils to the council tax collection funds and business rates forecast and collection funds; or
- arising from any funding announcements from central government.

All such changes of funding (positive or negative) to be applied through the appropriate reserve.

- (5) The following further provisions:
- (a) The Capital Strategy for the period 2021/22 to 2025/26, as set out in Annex 2(a) to the report.
 - (b) The Flexible Use of Capital Receipts Strategy as set out within the Capital Strategy, Annex 2(a), section 8 of the report.
 - (c) The Treasury Management Strategy Statement 2021/22, as set out in Annex 2(b) to the report.
 - (d) The Prudential Indicators, as set out in Annex 2(c) to the report.

81 Pay Policy Statement 2021/22

81.1 The item on the Pay Policy Statement 2021/21 was deferred to the next meeting due to lack of time.

82 Motion on Bus Lanes

82.1 The motion on bus lanes was deferred to the next meeting due to lack of time.

83 Motion on Romance Fraud

83.1 The motion on romance fraud was deferred to the next meeting due to lack of time.

84 Governance Committee: Appointment of co-opted Independent member of Regulation, Audit and Accounts Committee and change to Joint Scrutiny Arrangements

84.1 The proposals for the inclusion in the constitution of the Regulation, Audit and Accounts Committee of an independent member and for a minor change to the joint scrutiny arrangements were deferred to the next meeting due to lack of time.

85 Report of Urgent Action

- 85.1 The report of urgent action taken under regulation 11 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 was deferred to the next meeting due to lack of time.

86 Question Time

- 86.1 The report of the Cabinet on matters relevant to their portfolios and written questions and answers pursuant to Standing Order 2.38 were deferred to the next meeting due to lack of time.

Chairman

The Council rose at 4.59 pm

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Interests

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

Item	Member	Nature of Interest
Item 5(a) – Cabinet Member address by Cabinet Member for Children and Young People	Cllr Bridges	Member of Adur District Council
Item 6 – Reset Plan	Cllr Baldwin	Member of Horsham District Council
Item 6 – Reset Plan	Cllr M Jones	Member of Crawley Borough Council
Item 6 – Reset Plan	Cllr Lanzer	Member of Crawley Borough Council
Item 6 – Reset Plan	Cllr Oxlade	Works with Crawley Free Shop and Crawley Open House
Item 7 – Budget	Cllr Atkins	Member of Worthing Borough Council
Item 7 – Budget	Cllr Baldwin	Member of Horsham District Council
Item 7 – Budget	Cllr Boram	Member of Adur District Council
Item 7 – Budget	Cllr Bridges	Member of Adur District Council and Lancing Parish Council
Item 7 – Budget	Cllr Buckland	Member of Arun District Council and Littlehampton Town Council
Item 7 – Budget	Cllr Burgess	Member of Crawley Borough Council
Item 7 – Budget	Cllr Burrett	Member of Crawley Borough Council
Item 7 – Budget	Cllr Duncton	Member of Chichester District Council
Item 7 – Budget	Cllr Elkins	Member of Arun District Council
Item 7 – Budget	Cllr Goldsmith	Member of Save our South Coast Alliance
Item 7 – Budget	Cllr M Jones	Member of Crawley Borough Council
Item 7 – Budget	Cllr N Jupp	Member of Horsham District Council
Item 7 – Budget	Cllr Lanzer	Member of Crawley Borough Council
Item 7 – Budget	Cllr Oppler	Member of Arun District Council

Item	Member	Nature of Interest
Item 7 – Budget	Cllr Sparkes	Cabinet Member for Resources at Worthing Borough Council
Item 7 – Budget	Cllr Sudan	Member of Crawley Borough Council
Item 9(a) – Notice of Motion on Taxis in Bus Lanes	Cllr M Jones	Member of Licencing Committee, Crawley Borough Council
Item 12 – Question Time (written question on schools)	Cllr Atkins	Local Authority Governor of Durrington First and Junior Federated Schools
Item 12 – Question Time	Cllr Cloake	Foster carer
Item 12 – Question Time	Cllr Goldsmith	Member of Save our South Coast Alliance
Item 12 – Question Time	Cllr Lanzer	Member of Crawley Borough Council

West Sussex County Council's Children First Service Improvement Programme: Progress Report – March 2021

Introduction

- 1** I am providing a further update to all members to coincide with the County Council meeting on 19 March 2021. As this is the last full Council of the current administration, I thought it would be appropriate to pause to reflect on all the achievements of the service over the past year. Indeed, when I became Cabinet Member for Children and Young People in October 2019, I could scarcely have believed how far the service would come in the intervening period. That this has been achieved is a great credit to the service leadership, its staff, its partners, the children and families themselves – and to you the members of the Council, who have given such unwavering support to bring us through a challenging period, and to put our young people back where they belong – at the centre of our deliberations. We still have a very long way to go, but we now have a clear pathway to a more promising future.

The Children's Commissioner

- 2** The good feelings I have about the service improvement journey to date were echoed in the words of John Coughlan, the Children's Commissioner, when he addressed all members of the County Council on 22 February. Mr Coughlan was unsparing in his identification of the shortcomings he originally found in 2019, and rightly so; but equally his constructive challenge and support during 2020, and his inspirational chairmanship of our Children's Improvement Board, have provided strong impetus for genuine change and I salute him for this. Alongside, the expertise of Hampshire County Council as our partner in practice has given invaluable support in facing up to and tackling our service quality issues.
- 3** We are absolutely clear what further objectives our authority needs to achieve during 2021 in order to restore its pride and retain permanent independent control of the service. This is a sound position to be in and provides a firm base from which to move forward. The Commissioner has set out the judgement criteria he will use to assess our progress and I can confirm that these criteria have also been built into our own performance management processes and will be reported into the Improvement Board. The Commissioner will formally review our progress in July, with a final decision on the future of the service expected not later than January 2022.

Ofsted & the Department for Education (DfE)

- 4** Although the Ofsted inspection process continues to be disrupted by the pandemic, our strong performance during the Focused Visit in October demonstrates that we are able to evidence a clear trajectory of improvement at pace. The Ofsted Focused Visit in October gave encouraging messages and we are now preparing for a resumption of the quarterly Monitoring Visits, starting at the end of May 2021. So far as the DfE is concerned, the fact that the Minister was willing to suspend the Children's Trust process for 12 months, is a remarkable and unprecedented achievement, since a Trust is the default solution for authorities in our position.

Improving Governance

- 5** The Council has transformed its governance structures and processes in respect of children's services since I became Cabinet Member. This included establishing the

Executive Directorate for Children, Young People and Learning and cementing the statutory Lead Member and Director roles for Children's Services. Bringing together education with social care functions has been a major achievement, leading operationally to a genuinely symbiotic relationship between social workers and schools, which has paid dividends during the pandemic. The internal Scrutiny function has been greatly strengthened and I am grateful to both of our Chairmen, David Barling and latterly Stephen Hillier, for giving so much of their time and energy to this purpose. We have improved our partnership mechanisms through the Children First Board (a Sub-Group of the Health and Wellbeing Board); the Safeguarding Children Partnership has been reconfigured to modern standards and the Corporate Parenting Panel (CPP) goes from strength to strength. My thanks go to the CPP members for the dedication they have shown to their role. I would also particularly like to mention Councillor Oxlade and really appreciate the support and enthusiasm he brings as Vice-Chairman of the Panel. I am grateful to the Leader of the Council, to our Chief Executive, Becky Shaw, and of course to Lucy Butler, the Executive Director Children, Young People and Learning and her team, for their strong support throughout. It has been a pleasure to work closely with them all.

Meeting the Challenge of Covid-19

- 6** That so much has been achieved during a nationwide pandemic, when lockdown created so many additional challenges for vulnerable families and children and for our staff, has been nothing short of miraculous. All the evidence shows that children have been kept safe, with face-to-face contact as the default approach; staff have received the correct equipment, guidance, and support; performance has remained strong, with fluctuating demand being well handled. The strength of our relationship with schools has really shone through but we remain committed to improving the effectiveness of all of our partnership working. The vaccination programme for the frontline workforce is proceeding at pace and has been welcomed by our staff across the service. Everyone associated with the service should be really proud of these achievements.

Towards a New Service

- 7** Much of what has been achieved would not have been possible unless outstanding service leadership was in place. Our Executive Director, Lucy Butler, has, in a remarkably short time, created a capable, highly qualified and experienced management team to drive change through. I have always stressed that we are proceeding upon a long journey, which started from a low base and that transformative change takes time to embed and become the lived experience of the service. Therefore, I am very excited about the many improvements that we expect to deliver during the remainder of 2021. One of the first of these is that we will soon be starting to open new, state-of-the-art children's homes, of which this authority can be truly proud and I hope that when circumstances allow, other members will be able to visit them.

Designing the New Service

- 8** Each part of the service has been carefully examined as part of the redesign project, with staff closely involved. One of the key design features is that bringing a new Early Help service into much closer alignment with Social Care will address one of the greatest weaknesses that the service experienced in the past. This fresh, integrated approach will be supported by the Family Safeguarding model of practice, which will be progressively adopted within the service and become fully

functional in the early part of 2022. The new model aims to secure a better future for children by working to keep families together, using specialist skills to address the known causes of family breakdown. For the first time the service will have the tools and techniques to manage demand effectively, instead of merely responding to it. This will help a whole generation of children to find a better footing in life, safely within a nurturing family environment; it will also lead to a more effective use of scarce resources, both for this Council, and for our many partners.

A Rewarding Place to Work

- 9** All these changes can deliver a better service only through a workforce that is highly motivated, well-organised and properly equipped and rewarded. I am pleased to say that all of these elements are now coming into place. Following extensive preparatory work in which staff are closely involved, in July a new simplified staffing structure, alongside a competitive remuneration package (the Social Work Offer) will be rolled out. Our staff have stayed with us throughout these uncertain times and fully deserve the financial and professional development opportunities that they will now receive. A further benefit will be that everyone in the service will have much greater clarity about roles, responsibilities and sources of support, promising greater all-round efficiency.

The Voice & Involvement of Young People

- 10** One of my greatest pleasures as Cabinet Member has been to welcome our young people into discussions about service provision, knowing that decision makers are really listening and responding to what they have to tell us. The contribution of our Youth Cabinet has been exemplary, and it has been good to have young people representing their peers at meetings of the Scrutiny Committee, the Corporate Parenting Panel, and the Children First Board. I can see that the service is preparing to become fully child-centred in every aspect of its work and there can be no more worthwhile aspiration than that.

Summary

- 11** Whatever the future holds in store, I am confident that the children and young people of West Sussex will be well-served by the improvements we are implementing over the next year, and that it will lead to a better start in life for them. In the meantime, I thank all members for their help and support over the last year and look forward to continuing our good work for the children and families in our county.

For information

Jacque Russell

Cabinet Member for Children and Young People

Contact Officer: Lance John, Business Manager, 033 022 23456,
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Statement from the Chair of West Sussex Youth Cabinet

March 2021

Moving into March, the Youth Cabinet is as busy as ever. All of our campaigns are running at full speed, and plenty of new projects are starting up.

Our highly anticipated political engagement webinars invited people of all ages to participate in three nights of youth-led political education surrounding political understanding, ideologies and discourse. These webinars are only one of many facets the political campaign has alongside our weekly podcasts and soon a social media roll-out. With all aspects of the campaign gaining popularity, we're hoping to continue expanding the dialogue.

Following a review of the November debate, the youth cabinet is working with officers to produce a new series of podcasts and video resources to instigate and stimulate conversations around racial equality. The episodes will aim to discuss topical questions and matters to further our fight for equality.

The mental health campaign will be next to host a webinar. On 10 March, a 'Free Your Mind' session will discuss the stigma surrounding mental health. This is a step forward in the plan to revitalise the 'Free Your Mind' charity. We're hoping to utilise the insight we gained from a recent mental health consultation with multiple council and health service members.

Our environmental campaign is continuing to work with external organisations. Marine conservation, preserving pollinators and exploring green jobs are just some of their recent involvements.

The free university campaign has just completed its exploratory stage, capturing over 2,000 young people's attention. We hope to move forward by educating young people on their higher education options, both in choice and finance. Similarly, our domestic violence and homelessness campaigns are near completing their research. Rishi, our lead for domestic violence, will be speaking at an event to emphasise the need for victim support.

In other news, we are working with education liaisons to reform the pastoral curriculum. This follows our debate in November, but it will cover sexual education, prospects for the future, diversity and emotional intelligence.

Our most notable news is the national award we have been nominated for. The National Crimebeat Award recognised our 'Tackling knife crime' campaign, so in mid-March, we are presenting as a finalist in the hopes to gain such a phenomenal commendation.

As always, the youth cabinet will continue buzzing away. In the mind that this is the last update of this administration, we want to say thank you to every person who listened, endorsed or supported our work. Your assistance has been influential to many of our achievements.

Thank you, the West Sussex Youth Cabinet.

Petition: Halt the planned cuts to West Sussex Children and Family Centres

Statement by Petitioners

Between 2010 & 2019 570 Children and Family Centres have closed. A ten-year review of The Marmot Report states a need: to improve availability and quality of early year's services, including Children's Centres, in all regions of England.

A 2020 research paper studying deprived Glasgow families, showed that attending their family centre positively impacted on social inclusion and social support for all parents.

We represent the ten thousand signatories appalled by the decision to close Family Centres and Find It Out Centres. WSCC should halt the planned cuts to its Early Help service and reverse the closures of 32 out of 43 Children's and Family Centres and 12 Find it Out advice centres across the county.

Councillors have responded by saying these aren't cuts and consultation will determine if these closures will actually take place. Yet, we see that the budget (recently agreed in March) makes no scope for running the buildings, nor with the same quantity of staff. Surely this is setting up the consultation to fail?

These closures are not in the best interests of children and families across West Sussex, particularly as we emerge from a global pandemic where social isolation has caused mental health issues within parents and children. They are driven by senseless financial cuts as councils around the country continue to deal with the loss of 60p in every £1 of funding since 2010, inflicted on them by the national Conservative Government. Areas that will entirely lose all their centres include Lancing, Fishersgate, Worthing, Sompting, Midhurst, Petworth, Storrington, Billingshurst, East Grinstead and Burgess Hill.

The Find It Out Centres are the only walk-in confidential youth advice centres offered for 13–25-year-olds in West Sussex.

The core purpose of Children's Centres is to improve outcomes for young children and their families and reduce inequalities between families in greatest need and their peers in:

- child development and school readiness
- parenting aspirations and parenting skills
- child and family health and life chances

Research shows that these centres are essential to the wellbeing of many parents and their children. Specifically:

- Children and family centres significantly impact the physical health of many families and have positive social impacts on communities, especially those living in disadvantage.
- They have positive outcomes for many families identified as experiencing more complex problems.
- They predict better social and behavioural outcomes for children, including better pro-social behaviour.
- They also predict improved mental health outcomes for children and parents using the centres.
- Centres show positive effects on family functioning.

This is clearly a cost cutting measure by a cash strapped council, looking to sell or offload its tax-payers buildings. WSCC's understanding of what children and families need is so poor that Ofsted rated their other children and family services as inadequate.

These cuts will create more community social problems and will end up costing the council more money in the long run, via the NHS, Mental Health Services and Social Services.

Catherine Arnold
Lead Petitioner

Petition: Halt the planned cuts to West Sussex Children and Family Centres

Briefing Note

- 1** People will have the chance to give their views on proposed changes to a service supporting vulnerable children and families. The Cabinet on 23 February 2021 approved a consultation looking at options to redesign West Sussex County Council's Early Help Service. A 10-week public consultation will start on 8 March 2021 and people will be able to take part in virtual engagement sessions, with dates to be announced shortly.
- 2** Early Help staff support children and families who are facing any number of challenging circumstances, working to ensure every child has a safe environment in which to thrive. The proposals put forward aim to meet a growing demand on these services by focusing support where it is needed most, including closer working with schools.
- 3** If agreed following consultation, Early Help Services would remain in 11 Children & Family Centres across West Sussex, a reduction from the current 43 centres. Some of the centres Early Help could withdraw from are located in buildings such as libraries, schools, village halls and churches which will remain open and will continue to be used by community groups.
- 4** Under the proposals we would cease group work and relocate the Find It Out offer to the remaining 11 Children & Family Centres. This would ensure a full-time drop-in service for young people remains available in each district and borough. This will complement the range of youth services the council run, which includes Youth Emotional Support (YES), mental health in schools and support for children affected by domestic abuse.
- 5** Jacquie Russell, Cabinet Member for Children and Young People, said: "Our commitment to putting children and families first is at the heart of these proposals, which are to improve our Early Help Service and enhance the support we can give to those who need it most."

"We know that our Children & Family Centres are not widely used by the families that need Early Help. Since the first lockdown all children and family centres have been closed but requests for help have been at a record high, indicating that despite the lack of access to buildings we are still able to reach the families that need us. Discussions are ongoing with partners and other organisations that normally operate from the centres we are looking at to explore how families will continue to access these services."

"We understand the concerns people have about the potential changes to centres and I would encourage everyone to share their views about these proposals when the consultation opens."

- 6** The proposed changes will deliver savings already identified in the Council's financial plan. A [report on the proposals](#), was discussed at the Children and Young People's Scrutiny Committee on 7 January 2021.
- 7** More information on the proposals, including video explanations and details of how people can take part in the consultation when it opens, can be found on the [Early Help Redesign project webpage](#).

Lucy Butler

Executive Director Children, Young People and Learning

Pay Policy Statement 2021/22

Background and context

- 1 The Localism Act requires each local authority to produce a Pay Policy Statement (the 'statement') explaining its approach to the pay of its 'chief officers' and its 'lowest paid' employees and the relationship between the two. The statement has to be published and accessible to the public. The statement must be approved annually before 31 March each year prior to the financial year to which it relates.

Proposal details

- 2 **Appendix 1 to this report**, the Pay Policy Statement 2020/21, sets out the pay determination arrangements for staff. Only minor changes to the Pay Policy Statement are proposed since it was last amended in June 2020 and these are summarised below. The changes are highlighted in italic and strike-through text in Appendix 1:
 - (a) Throughout the document references to Human Resources and Organisational Change have been changed to Human Resources and Organisational Development to reflect a change in the name of the department.
 - (b) Paragraph 6.2: Text amendment to clarify that the Chief Executive is an employee of East Sussex County Council.
 - (c) Paragraph 6.3: Text updated to reflect the next date a pay review is due for employees on SMG grades at tiers 2 and 3 and a change in wording to provide flexibility in how performance is assessed should the appraisal scheme change.
 - (d) Paragraph 10.1 and 11.1: text had originally been amended to reflect the requirements of the Public Sector Exit Pay Regulations 2020 (covering the implications of a limit of £95,000 on severance payments). Since the meeting of the Governance Committee, the Government has announced that those Regulations are to be rescinded but it is not yet known what will replace them. Authority is therefore sought for the Director of Law and Assurance and the Director of Human Resources and Organisational Development to settle the text for this part of the Policy in consultation with the Chairman, to meet the requirements of the new rules once published. A future report for confirmation of any change will be taken to the next available meeting of the Governance Committee.
- 3 The pay multiples between the highest paid salary and the median earnings and between the highest paid salary and the lowest paid staff are **set out at Appendix 2**. With effect from 6 January 2020 the County Council's Chief Executive is also the Chief Executive of East Sussex County Council with the two roles being carried out together and salary costs shared. With these arrangements in place the highest paid salary in the County Council is not for the post of Chief Executive, as has been the case in previous years. The reference figure used for the pay multiples as at 31 March 2020 is that of the highest paid West Sussex County Council employee.

- 4** In accordance with the requirements of the Public Sector Exit Pay Regulations 2020 the approval of the County Council is required in any case where it is proposed that a request to relax the cap on exit payments be sought. In any such case a meeting of the Council shall be called. This may need to be an extraordinary meeting should the Chairman be in agreement. It may also be necessary for the meeting to consider the exclusion of press and public if this is required to comply with personal data obligations or as may otherwise be advised in any particular case. The Council will be provided with a report to explain the basis for the approval being sought.

Recommended

- (1) That the proposed revisions to the Pay Policy Statement, as set out in Appendix 1, be approved; and
- (2) That authority be given to the Directors of Law and Assurance and of HR and Organisational Development, in consultation with the Chairman, to finalise the wording of paragraphs 10.1 and 11.1 once the revised Regulations on any public sector pay cap have been published’.

Janet Duncton

Chairman of the Governance Committee

Contact Officer: Colin Chadwick, Head of HR Specialist Services, 0330 2223283, colin.chadwick@westsussex.gov.uk

Appendices

- Appendix 1: Pay Policy Statement
- Appendix 2: Pay multiples

Background papers

None

West Sussex County Council Pay Policy Statement

For financial year 1 April 2020~~1~~ - 31 March 2021~~2~~
As approved by the County Council on TBC.

1. Aim of the Pay Policy

- 1.1 The County Council's pay policy aims to ensure value for money whilst enabling the County Council to deliver high quality services to the residents of West Sussex.
- 1.2 The County Council seeks to set pay rates that are competitive but will determine pay at an appropriate level in accordance with relevant legislation, overall affordability, and other relevant factors in recruiting and retaining its workforce.

2. Governance Arrangements

- 2.1 The Governance Committee determines the terms and conditions of employment for all staff.
- 2.2 The Scheme of Delegation provides for the Director of Human Resources and Organisational **Development** Change to manage, review and apply the County Council's Human Resources strategy and policies and to apply, with the Chief Executive, the appropriate pay and conditions for the appointment of staff. The responsibilities of members are as described in this Statement.
- 2.3 The Chief Executive is required to keep the Governance Committee informed of any matters of significance relating to staff terms and conditions.

3. Scope of the Pay Policy Statement

- 3.1 This pay policy statement meets the statutory duty to provide the County Council with a description of the policy on staff remuneration for annual approval. It provides information on remuneration arrangements for staff directly employed by the County Council, excluding staff in schools.
- 3.2 The County Council defines its lowest paid employees as those staff paid on the first spinal column point of the County Council's pay grades for National Joint Council (NJC) for Local Government Services staff.
- 3.3 The relationship between the remuneration of the lowest paid employees and that of the Council's senior officers is as described in this statement and by reference to published data requirements.

4. Grading, or Fixed Pay Point, Structure

- 4.1 For the officer on Strategic Management Grade (SMG) Tier 1 (i.e. the Chief Executive/Head of Paid Service) a single fixed pay point and grading is determined by the Leader *and* Cabinet Member for Finance, with advice from the Director of Human Resources and Organisational **Development** Change, with reference to benchmarking remuneration arrangements, including Hay

evaluation scores, of relevant comparator organisations. This arrangement applies where the post holder is an employee of the County Council.

- 4.2 For the period covered by this Statement the payment for the services of the Head of Paid Service (the Chief Executive) will be by way of a payment to East Sussex County Council, which will be the employer of the person appointed to the post and who also holds the equivalent post at East Sussex. That Council will determine the salary in consultation with this Council's Leader and Cabinet Member for Finance. This Council will be responsible for paying half of the salary and associated on-costs of the post.
- 4.3 For staff on Strategic Management Grades (SMG), Tiers 2 and 3 (i.e. Executive Directors and Directors), a single fixed pay point and grading is determined by the Chief Executive and the Director of Human Resources and Organisational **Development Change** (other than in the case of the Director of Human Resources and Organisational **Development Change** – in which case it will be the Chief Executive alone), using (a) the local SMG job assessment method and (b) reference to benchmarking remuneration arrangements, including Hay evaluation scores, of relevant comparators where available. This method applies a number of weighted criteria and internal and external benchmarking.
- 4.4 For staff on Strategic Management Grade (SMG) Tier 4 (i.e. Heads of Service or equivalent posts that report in to a SMG Tier 1, 2 or 3 post) a single fixed pay point within SMG Tier 4 Hay pay range is determined using (a) the HAY job evaluation scheme (b) reference to benchmarking remuneration arrangements of relevant comparators (c) the levels of skills and experience of the role holder.
- 4.5 For staff on Hay Grades the County Council uses the Hay job evaluation scheme to allocate jobs to the appropriate Hay pay grade.
- 4.6 For staff on NJC pay grades the County Council uses the NJC formal job evaluation procedures to allocate roles to the appropriate council pay grade.
- 4.7 For staff appointed on Uniformed Fire Fighters, Teachers (Centrally Employed), Soulbury and Youth Worker terms and conditions, grading is established using national frameworks.
- 4.8 Salaries for staff who have transferred into the authority under Transfer of Undertakings (Protection of Employment) Regulations (TUPE) or Cabinet Office Statement of Practice (COSOP) arrangements are those applicable at time of transfer and, by agreement, may also be determined in accordance with the local pay framework described above.
- 4.9 NJC and Hay pay grades are published on the County Council's website.

5. Pay Progression

- 5.1 Staff on NJC and Hay grades are eligible for annual incremental increases to base pay until they reach the top of the grade for their role. There is no further base pay progression once the employee reaches the maximum of the grade, with the exception of a small number of staff who retain an entitlement to an additional long service increment, in accordance with the rules of a scheme which is no longer current.

- 5.2 Incremental progression is subject to 'satisfactory' performance and this will be defined within the Council's Performance Management Policy/Procedure.
- 5.3 Pay progression for Uniformed Fire and Rescue Service, Teachers (Centrally Employed), Soulbury and Youth and Community Worker roles is based on assessment against national standards and/or terms and conditions of service.
- 5.4 Pay progression for newly qualified social workers is determined by the Continuous Professional Development (CPD) and Pay Progression Policy. Progression is subject to satisfactory completion of an Assessed and Supported Year in Employment (ASYE).
- 5.5 Pay progression can also be achieved where an agreed career grade scheme is in place. Employees must satisfy specified criteria.
- 5.6 In exceptional circumstances staff increments may be accelerated within an employee's grade at the discretion of the Director in consultation with the Director of Human Resources and Organisational **Development** Change on the grounds of special merit or ability.
- 5.7 The pay progression arrangements for staff who have transferred into the authority with protected terms and conditions are those applicable at time of transfer.

6. Local Pay Awards

- 6.1 There is no automatic annual cost of living increase for staff on SMG or Hay grading arrangements.
- 6.2 Pay awards for Strategic Management Grade, Tier 1 are determined locally through an agreement with East Sussex County Council **whilst the postholder is employed by that Council**. Any pay increase will be subject to reference to benchmarking remuneration arrangements of relevant comparators. Any pay award will follow consultation with the officer concerned.
- 6.3 Pay awards for staff on Strategic Management Grades, Tiers 2 and 3 are determined locally by the Chief Executive and Director of Human Resources and Organisational **Development** Change (other than in the case of the Director of Human Resources and Organisational **Development** Change – in which case it will be the Chief Executive alone). Pay reviews are undertaken every 2 years with the next review due April 2022. Any pay increase will be subject to ~~(a) good or exceptional~~ **satisfactory** performance in an appraisal and performance based on delivery of corporate objectives and/or ~~(b) reference to benchmarking remuneration arrangements of relevant comparators~~. Any pay award will follow consultation with the staff concerned.
- 6.4 The pay awards for staff on Strategic Management Grades, Tier 4, are determined locally and are approved by the Chief Executive in consultation with the Director of Human Resources and Organisational **Development** Change. Any pay award will follow consultation with the staff concerned.
- 6.5 The pay awards for staff on Hay pay grades are determined locally and are approved by the Chief Executive in consultation with the Director of Human

Resources and Organisational **Development Change**; and following consultation with the staff concerned and UNISON.

- 6.6 The total sum available for any pay increase for staff is decided annually by the Cabinet Member for Finance on the recommendation of the Chief Executive, in consultation with the Director of Finance and Support Services, (S151 Officer) and Director of Human Resources and Organisational **Development Change**. This is based on consideration of appropriate market and other relevant information, including the performance of the County Council and affordability.
- 6.7 In exceptional circumstances; and as approved by the Leaders of East Sussex and West Sussex County Councils in the case of SMG Tier 1; and as approved by the Chief Executive in the case of SMG Tier 2 to 4 and Hay grades - an unconsolidated additional payment may be made to recognise exceptional performance.

7. Market Supplements

- 7.1 The County Council may pay a market supplement, in addition to base salary, in order to recruit or retain staff with special skills, experience or knowledge.
- 7.2 Market supplements are applied, reviewed and withdrawn in accordance with the County Council's market supplement policy which is published on the County Council's website.

8. Remuneration on Appointment and Promotion

- 8.1 It is the County Council's policy to appoint at the minimum of the relevant pay range – where a pay range as opposed to a single spot pay point **applies** exists, unless:
- the individual is deemed to be immediately capable of performing the role at the optimum level required for the post;
 - the market value for the individual's experience and/or skills demands a higher entry point;
 - appointment above the minimum of the grade is required to ensure pay parity with other employees performing the role, with similar skills and experience; or
 - nationally determined arrangements apply to remuneration on recruitment and promotion.
- 8.2 The Governance Committee has delegated the authority to determine standard terms and conditions for staff and to delegate to appropriate roles the determinations of salaries on appointments as set out in this Statement.

9. Other elements of the Remuneration Package

10.1 Allowances and Enhancements

The County Council pays allowances to staff for additional responsibilities and duties as required to deliver services. The Allowances and Enhancements Policy is published on the County Council's Website.

Allowances for Uniformed Firefighters, Teachers (centrally employed by the County Council), Soulbury and Youth and Community Workers are determined in accordance with national arrangements, and as amended locally.

Staff who have transferred into the authority are covered by the applicable terms in place at time of transfer and as amended locally.

The Director of Law and Assurance is the Returning Officer for County Council elections and is eligible to receive election fees for carrying out these duties.

9.2 **Annual Leave**

Annual leave entitlements vary according to the terms and conditions of employment. Annual Leave entitlements are published on the County Council's website.

9.3 **Pension Scheme**

Membership is determined by the relevant conditions of service and is subject to the rules of the scheme. The County Council operates the following pension schemes: Local Government Pension Scheme (LGPS), the Teachers' Pension Scheme (TPS) the Teachers' Pension Scheme 2015, the Fire Fighters Pension Scheme (now closed to new entrants) (FPS), the New Fire Fighters Pension Scheme (NFPS) (now closed to new entrants), the Firefighters' Pension Scheme 2015, the NHS Pension Scheme and the 2015 NHS Pension Scheme.

9.4 **Abatement of Pension**

Staff who are employed or re-employed by the County Council and who are in receipt of pension either under the Local Government Pension Scheme (LGPS), or the Fire Fighters Pension Scheme (FPS and NFPS) are subject to the rules on abatement of pension for the relevant scheme. The Abatement of Pension Policy is published on the County Council's website.

9.5 Staff in receipt of an NHS or Teachers' pension are subject to the relevant Pension Scheme Regulations on abatement.

10. Termination of Employment

10.1 **Severance**

~~The County Council has determined that a vote by the Council on severance payments above a defined threshold is not required. This is due to the fact that the Governance Committee determines all pay policies including those affecting severance payments. In accordance with arrangements agreed by the Committee a panel of members will be consulted in relation to any proposal for a severance payment to a senior officer over £100,000.~~ ***Should a severance payment be proposed that exceeds any threshold prescribed by Regulations, the County Council shall act in accordance with the requirements of those Regulations. Until such time any severance payment shall be in accordance with statutory guidance, the Council's pay policy and Scheme of Delegation, including relevant cabinet member approval.***

10.2 Redundancy

The County Council's policy on redundancy, redundancy payments and re-employment is determined by the Governance Committee and is available on the County Council's website.

Staff who have transferred into the authority are covered by the applicable terms in place at time of transfer.

11. Settlements of employment-related claims

11.1 In exceptional circumstances, and specifically so as to settle a claim or potential dispute, the Director of Law and Assurance can agree payment of a termination settlement sum in consultation with the Director of Human Resources and Organisational ~~Change~~ **Development**, **subject to any requirements of the regulations referred to in paragraph 10.1 and the Council's Scheme of Delegation.**

12. Pay Protection

12.1 The County Council's pay protection policy is approved by the Governance Committee. The policy provides a mechanism for assisting employees to adjust to a reduction in pay as a result of organisational change, job evaluation or redeployment as a result of ill health or disability.

12.2 Staff who have transferred into the authority with protected terms and conditions are covered by the applicable terms in place at time of transfer.

13. Remuneration of staff on a Contract for Services, or engaged via a third-party Agency

13.1 The County Council intends that individuals engaged via a Contract for Services are remunerated at a rate consistent with pay of directly employed staff performing a comparable role. However, the County Council may reflect market factors in remuneration levels, whilst ensuring value for money.

14. Employment Tax

14.1 The Council encourages the direct employment of staff and pays them via the payroll system in order to ensure that appropriate deductions for income tax and national insurance contributions are made. However, in exceptional circumstances individuals may be engaged through a Contract for Services in accordance with the relevant legislation.

15. Publication of information on the remuneration of staff; or individuals engaged via Contracts for Service

15.1 The County Council publishes information relating to the remuneration of staff over a level defined by Government guidance in the Annual Report and Accounts and on the West Sussex Data Store on the County Council's website. In addition, the County Council publishes the pay ratio between the highest paid salary and the lowest salary and this information is available on the

County Council's website. ~~For the purposes of the period covered by this Statement the reference salary will be the payment made to the Chief Executive during the period in which the post holder was directly employed by the County Council.~~

- 15.2 Gender pay reporting will be published annually in accordance with legislative requirements.
- 15.2 The County Council will ensure that all of its arrangements for managing personal data in relation to staff contractual, payment and performance arrangements are managed in accordance with all Data Protection legislation and the County Council's current Data Protection Policies. The County Council is committed to ensuring the security and maintaining the confidentiality of all personal staff data.

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Pay Multiples

Date	Highest Paid	Median Pay	Median Pay: Pay Ratio (to highest paid)	Lowest Pay	Lowest Pay: Pay Ratio (to highest paid)
31/03/20	£150,000	£26,095	1:5.75	£17,364	1:8.24
31/03/19	£190,000	£24,750	1:7.68	£16,394	1:11.59
31/03/18	£190,000	£23,850	1:7.97	£15,014	1:12.65
31/03/17	£190,000	£24,095	1:7.89	£14,514	1:13.09
31/03/16	£153,717	£23,763	1:6.46	£13,614	1:11.29
31/03/15	£152,666	£23,580	1:6.47	Not reported	Not reported
31/03/14	£119,366	£19,696	1:6.06	Not reported	Not reported

Notes:

- (1) Pay multiples:
 - (a) As specified in the Local Government Transparency Code 2015, the 'pay multiple' compares the taxable earnings of the highest paid employee to the median full time equivalent taxable earnings of all employees (excluding staff based in schools) at the specified date.
 - (b) 'Lowest pay' is the full-time equivalent lowest taxable earnings of all employees (excluding schools) at the specified date.
- (2) The variation in the median pay level for all other staff between 2014 and 2015 is due to the way the median has been calculated. The calculation has taken into account guidance available at the time of publishing.
- (3) The salary of the highest paid employee is used for the purposes of the pay multiples. With effect from 6 January 2020 the County Council's Chief Executive has also been the Chief Executive of East Sussex County Council with salary costs shared between authorities. Consequently, the highest paid salary in the County Council is not for the post of Chief Executive, as has been the case in previous years.

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Governance Committee: Appointment of co-opted Independent member of Regulation, Audit and Accounts Committee and change to Joint Scrutiny Arrangements

Appointment of co-opted Independent member of Regulation, Audit and Accounts Committee

Background and context

- 1** The Regulation, Audit and Accounts Committee's (RAAC's) constitution currently provides for a committee of seven members, including a minority group chairman. The political makeup of the committee reflects the proportionality on the County Council, in line with the Local Government and Housing Act 1989.
- 2** A review of local authority audit arrangements was carried out in 2020 by Sir Tony Redmond, entitled 'Local Authority Financial Reporting and External Audit, an independent review'. The outcome of the review was reported to RAAC in September 2020, including the recommendation that independent members should be appointed to local authority audit committees. The Review reported on current arrangements:

'Whilst the vast majority of local authorities interviewed were supportive of the principle of appointing independent members, only about 40% of Audit Committees currently have done so. The reported experience of having independent members on Audit Committees was mixed. In some cases, they provided useful challenge, but some authorities reported that the effectiveness of independent members was hampered by their lack of sector specific knowledge. A particular challenge for authorities is attracting independent members with the relevant technical experience. This challenge can sometimes be greater depending on an authority's geographical location. Some PCCs have found that the introduction of Joint Audit Committees, which are seen as more prestigious, has made Audit Committee membership more attractive to appropriately qualified independent members, but there is still not an abundance of suitable applicants for vacant positions.

- 3** RAAC was enthusiastic about appointing a non-voting co-opted independent member with audit skills to assist the committee in its approach to audit and other areas of its responsibility.

Proposal details

- 4** It is recommended that RAAC be enabled to appoint its own non-voting, co-opted independent member, in line with the general provision for committees in Standing Order 2.19 and the Local Government Act 1972 section 102. The proposed change to the Committee's constitution is **set out at Appendix 1**. Travel expenses will be payable.
- 5** The expectation is that the position would be non-voting in line with the Local Government and Housing Act 1989 and that the appointee should be non-political (i.e. not a member of a political party) to reinforces the independent nature of the audit function.
- 6** The proposed appointment and terms of office set out at Appendix 1 are based on similar arrangements for independent members of the Independent Remuneration Panel and for the Pension Advisory Board.

7 The job description **set out at Appendix 2** is based on that of similar positions in other councils. It is proposed that the arrangements for recruitment and advertising be delegated to the Director of Law and Assurance and Director of Finance and Support Services, ending with a member appointment with the following steps:

- (i) February 2021 – Finalise job description and settle remuneration.
- (ii) March 2021 – Advertise the post.
- (iii) April 2021 – Shortlisting by Directors and interview by the Chairman and Vice-Chairman of RAAC.

Recommended

- (1) That the changes to the constitution of the Regulation, Audit and Accounts Committee, as set out at Appendix 1, be approved; and
- (2) That the Director of Law and Assurance and the Director of Finance and Support Services be given delegated authority to make arrangements to finalise the job description, advertise and take all other steps necessary to recruit to the role, for which travel expenses will be payable;

Minor change to Joint Scrutiny Arrangements

Background and context

8 Arun District Council has given notice that it will be adopting the committee system of governance from May 2021 removing separate scrutiny committees. The County Council's Constitution is affected in one minor way.

Proposal details

9 The current wording of the Joint Scrutiny Steering Group in Part 3, Appendix 19 of the Constitution states that the members from borough and district councils will be their chairmen of overview and scrutiny committees. It is proposed to amend this wording as follows with effect from 1 May 2021:

'The Chairmen of the West Sussex County Council Scrutiny Committees and the Chairmen of the Overview and Scrutiny Committees of the West Sussex borough and district councils, ***or in the case of a Council operating the committee system, the chairman of a committee.***'

10 This is proposed on the basis that committees at Arun will still undertake scrutiny of council services and should have equal opportunity of taking part in joint scrutiny projects in future.

11 At the same time as considering the impact of the changes to the Joint Scrutiny Steering Group membership, the portfolios of scrutiny committees were also reviewed. One change is recommended.

Recommended

- (3) That the changes to the constitution of the Joint Scrutiny Steering Group, with effect from 1 May 2021, as set out in paragraph 9 above.

Janet Duncton

Chairman of Governance Committee

Contact Officer: Charles Gauntlett, Senior Adviser, 033 022 22524
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Appendices

- Appendix 1 – Changes to the constitution of the Regulation, Audit and Accounts Committee
- Appendix 2 – Job description for the independent cop-opted member of the Regulation, Audit and Accounts Committee

Background papers

None

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Change to the constitution of the Regulation, Audit and Accounts Committee

Changes shown in bold, italic text

Extract from Part 3, Appendix 5 of the Constitution

Regulation, Audit and Accounts Committee

Constitution

Seven members of the County Council ***and one non-voting co-opted independent member***. Quorum is three ***members of the Council***. The Chairman will be a minority group member in accordance with Standing Order 2.13.

Note: The purpose of the audit function of the Committee is to provide independent assurance of the adequacy of risk management framework and the associated control environment, independent scrutiny of the County Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment, and to oversee the financial reporting process.

The non-voting co-opted independent member should have experience of audit and financial management, preferably with knowledge of local authorities and will be appointed by the Committee on the recommendation of the Chairman and Vice-Chairman of the Committee. The term of office is four years, renewable twice with the agreement of the Committee.

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Job Description for Co-opted Independent Member of West Sussex County Council's Regulation, Audit and Accounts Committee

Applicants for the position should have experience of audit or finance work and preferably experience of local authorities.

The purpose of the audit function of the Committee is to provide independent assurance of the adequacy of risk management framework and the associated control environment, independent scrutiny of the County Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment, and to oversee the financial reporting process.

Role Profile

1. Participate in meetings of the Committee, normally four meetings per year, normally on a Monday morning from 10.30 am to 1 pm.
2. Support the Committee by offering constructive challenge on reports being considered by the Committee, and support others to do the same.
3. challenge and provide expertise related to finance, accounts or audit and corporate governance.
4. Keep informed of issues facing the Council and local authorities generally.
5. Help the Committee to review and monitor its own effectiveness.
6. Participate in training events related to the work of the committee.

Person Specification

1. Experience either:
 - (a) as an accountant or auditor or working with statutory accounts, preferably at a senior level; or
 - (b) significant experience as an Audit Committee member or non-executive director in a large or complex organisation.
2. Understanding of finance or accounts, preferably in a public sector environment.
3. Ability to be objective and impartial, and to exercise good judgement.
4. Ability to digest and understand complex financial information.
5. Ability to analyse evidence and ask the right questions to hold the organisation to account.
6. Ability to influence others to provide appropriate challenge.
7. Effective interpersonal skills with strong influencing and communication skills.

Applicants must not be an employee of West Sussex Council.

Applicants must not be members of a political party.

Applicants should submit a CV and supporting statement setting out why they are applying for the position. These will be considered and a shortlist will be prepared by the Director of Law and Assurance and the Director of Finance and Support Services.

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 Young Carers Service](#), in partnership with [Your Space Therapies](#), has reached the **finals of the national Children & Young People Now awards 2020** which celebrate those who work to improve the lives of children, young people and families. The partnership has received recognition after the delivery of counselling and therapy to young carers, which would usually take place face to face in schools, was efficiently and safely moved online during the pandemic.
- A new [single telephone number and email address](#) for use by the public and professionals to report all concerns about children and young people has gone live. The single point of contact, termed the **Integrated Front Door**, will simplify the process of reporting concerns and ensure that all enquiries and referrals lead to children's needs being reviewed quickly by a joined up Early Help and Social Care team.
- A new [Children Looked After and Care Leavers' Strategy](#) (PDF, 718KB) has been published. The Strategy, developed in collaboration with children, staff and practitioners, sets out the principles and priorities to deliver improved outcomes for children looked after and care leavers. It provides the strategic direction of the County Council in terms of meeting its obligations as Corporate Parents.

Cabinet Member for Education and Skills – Nigel Jupp

- A [£20 supermarket voucher](#), funded by the [COVID-19 Winter Support Grant](#), was provided to every child eligible for Free School Meals (FSM) for the February half-term week. The voucher scheme meant those families faced with additional winter cost pressures could continue providing food for their children during the holiday period when the Government-run, term-time only FSM voucher scheme does not operate.



A Prosperous Place

Leader – Paul Marshall

- At regular **Government Engagement** meetings with the county's MPs, Cabinet Members have continued to highlight the financial challenges the County Council faces, as well as the pressure and potential impact on services to residents. In addition, the Leader and Cabinet Members continue to raise specific issues with relevant Ministers as and when they arise. The County Council is working with organisations such as the South East Seven Partnership and the County Council's Network to promote a collective voice for West Sussex on these challenging issues.

Cabinet Member for Highways and Infrastructure – Roger Elkins

- In November 2020's [National Infrastructure Strategy](#) (PDF, 5.2MB), the Spending Review committed £1.125bn of **local roads maintenance funding** in 2021/22, which includes the Potholes Fund, to fix potholes and resurface roads. This is supported by a further £260m within the Integrated Transport Block, which includes public transport and active travel upgrades. A [summary of allocations](#) can be found on the Gov.UK website. The County Council's allocation for 2021/22 is £20,898,000.

Cabinet Member for Economy and Corporate Resources – Bob Lanzer

- Experience West Sussex, in partnership with the County Council, launched the **#SummerInWestSussex campaign** on 27 December. It features an [inspiring one-minute film](#) as part of the ongoing commitment to support the tourism and hospitality industry so hard hit by COVID-19. The focus is on the summer season to encourage early bookings for businesses, whilst being mindful of the on-going restrictions due to the pandemic. The work of Experience West Sussex has been highlighted with the news that West and East Sussex have been named number two in the UK and number 11 worldwide as inspirational places to visit in 2021, by the respected Conde Nast Traveller Magazine.
- **Digital connectivity in the county** via mobile data networks is becoming just as important as broadband in some areas but can be constrained by a lack of 4G coverage. An innovative approach is being taken to explore and understand existing mobile coverage across the 'big four' mobile network operators using a tracking device and antenna fixed onto refuse vehicles to collect data and identify mobile 'not-spots'. This is complete in Adur & Worthing; Chichester, Horsham, Crawley and Mid Sussex will soon follow. Publicly owned assets are also being mapped to assess any opportunities for the location of additional mobile equipment by network operators that may help to increase 4G coverage in 'not-spots'.
- In consultation with the Cabinet Member a contract award ([decision OKD62\(20/21\)](#)) has been agreed for a single delivery partner, Muse Developments Ltd., to develop the Council-owned site, **Horsham Enterprise**

Park. The scheme is to regenerate an existing brownfield site to a high-quality mixed-use development comprising up to 25,000 square metres of employment space, (offices and research and development uses) on two thirds of the site and up to 300 new homes on one third of the site. There will also be small-scale community amenities and local shops.



A Strong, Safe and Sustainable Place

Cabinet Member for Fire & Rescue and Communities – Duncan Crow

- The Council's [Community Safety Team](#) has marked [International Women's Day on 8 March](#) by hosting a free webinar; 'Domestic and sexual violence and abuse, COVID-19 and beyond'. The global pandemic has increased the dangers of domestic, sexual violence and abuse and the webinar, attended by partners in West Sussex, explored how their services provide support and how all can [#ChooseToChallenge](#) silence to make West Sussex a safer place for everyone.
- West Sussex residents are spending more time online due to COVID-19 restrictions and so the Council, as part of a [Safer Internet Day 2021](#) campaign, advised residents how they can protect themselves from some of the online dangers. The Council's Community Safety Team has been running a series of free [Staying Safe Online](#) sessions, particularly aimed at parents, carers and businesses. The next session will be held on 6 April and will focus on deciding what can be trusted on line - '[An Internet We Trust: Exploring Reliability Online](#)'.
- [The Council's Library Service](#) has been supporting families who are [educating children at home whilst in lockdown](#). Free resources can be accessed from home with a library card, suitable for all ages and abilities, plus links to a wide variety of online activities and games, carefully selected by library staff to support children's learning.
- Plans for [Horsham fire service training centre and fire station](#) have been unanimously approved by members of the County Council's Planning and Rights of Way Committee. The £21m development will be built on land off the A24 at Highwood Mill, near Horsham. Work is expected to start in May 2021 and will take around 18 months to complete.
- A grant of £1,989,592 has been awarded to the Council by the Government's [COVID-19 Winter Grant Scheme](#) to support children, families and the most vulnerable across West Sussex with the cost of food, utilities and other essentials during the winter period of the pandemic. The County Council's [Community Hub](#) is available to anyone needing support or experiencing hardship due to COVID-19. Residents can contact the Hub in confidence by calling 033 022 27980 or by completing the [online form](#).

Cabinet Member for Environment – Deborah Urquhart

- A successful and very well attended first meeting of the **West Sussex Tree Forum** was held recently. Attendees included representatives from major

landowning estates, district and borough councils, the County Council, the Youth Cabinet, statutory bodies and third sector groups. The forum offers an important opportunity to co-ordinate the efforts of those who have the greatest influence over trees in West Sussex with the aim of maintaining, protecting and improving the overall tree resource. Under the umbrella of the [West Sussex Tree Plan](#), the meeting focused on tree health, economy and communities, data and policies. Partners agreed to improve co-ordination and working groups will progress the agreed actions.

- The County Council hosted the recent **'Who Loves a Pollinator?'** event which was very ably led by Youth Cabinet members. The event supported the [Pollinator Action Plan](#) (PDF, 1.71MB) and the highways-led ['Improving your Local Places and Spaces'](#) initiative which includes working with local people to create community road verges. Residents, community groups and other organisations gained useful information and advice about how to support pollinators locally. Feedback was overwhelmingly positive and for those unable to attend, it can be watched on [YouTube](#).
- The proposal for a **trial booking system for Household Waste Recycling Sites** to help manage the coincidental timing of high seasonal demand, the easing of lockdown measures and the need to maintain sensible social distancing on sites received consideration at the Environment and Communities Scrutiny Committee on 3 March. Overall, the committee supported the proposals and recommended that Worthing HWRS is included in the trial. The Cabinet Member for Environment subsequently endorsed the [decision](#) and the trial scheme will start imminently.



Independence for Later Life

Cabinet Member for Adults and Health – Amanda Jupp

- The Council's Public Health Directorate and Learning and Development Team, in partnership with [Mental Health First Aid England](#), have launched a programme of Mental Health First Aid training for employees, to support colleagues who may experience a mental health issue. Additionally, a 'Mental Health Knowledge for Managers' digital training programme will equip 800 council managers with the skills to support their staff. Both programmes are a proactive, whole council approach, promoting early intervention and reduction of stigma.
- Due to the pandemic, current numbers of people who are medically ready for [Hospital Discharge](#) is at an unprecedented level and the Council has responded to the pressures on acute and community hospitals by creating additional capacity through a wide range of community based services. Time for a patient to be discharged from hospital reduced from 15 days to four, meeting the Council's strategic objective of increasing the numbers of people supported to be at home.

- The County Council and its District and Borough, NHS and Voluntary Sector partners on the [Health and Wellbeing Board](#) have teamed up with the [Learning Disability Partnership Board](#) to reduce health inequality by working on improving accessibility and health outcomes for those with Learning Disabilities. Respective partners will incorporate learning disability inclusion into their plans and share at the next Health and Wellbeing Board meeting on 24 June this year.
- A new commitment to housing has been launched at an online [West Sussex County Council Housing Conference](#). A Memorandum of Understanding has been written in partnership by the County Council, district and borough councils and the NHS. It will build on recent collaborative work to understand how best to support the wellbeing of people in West Sussex by developing the types of housing services required to address their needs and reduce health inequalities.
- As the local job market faces continued uncertainty due to the impact of the pandemic many local people are looking for jobs in new sectors. The County Council's [Proud to Care](#) team are experts in care recruitment offering a 121 service where candidates are matched to jobs in their local area based on their skills and experience. The Proud to Care [website](#) enables a [search for local jobs](#) and features information and advice about care work including [case studies](#) of local care workers.
- [The Working Together annual report for residents of West Sussex setting out how adult social care services performed during 2019/20](#) has been published. Developed in partnership with people who use the County Council's services, family and friend carers and other stakeholders, the Local Account details the Council's work during the year and demonstrates its achievements, priorities and challenges. It also explains how the budget was spent and outlines current activities and plans for the future.



A Council that works for the Community

Cabinet Member for Economy and Corporate Resources – Bob Lanzer

- **Keeping residents informed** during the COVID-19 pandemic has been of paramount importance to advise on the status of the County Council's services and to promote the Keep West Sussex Safe campaign. The weekly residents' e-newsletter now has more than 196,000 residents signed up to receive it (registration is available on the County Council's [website](#)), with numbers increasing weekly. Feedback from residents has been positive with a number of compliments received.

Cabinet Member for Finance - Jeremy Hunt

- The Cabinet Member has agreed to a proposal ([decision FIN06\(20/21\)](#)) to regenerate a brownfield Council owned and under-used depot site at **Broadbridge Heath**. The **regeneration scheme** will involve the construction of four retail units on the site thereby creating employment opportunities in the

area. The units include a discount food store, a DIY store and garden centre, a drive through take-away restaurant and a coffee shop. The site will be landscaped to include appropriate parking facilities, vehicle charging points and two access points.

- As part of the County Council's reset of its Corporate Plan the Cabinet Member for Finance, with responsibility for Procurement & Contract Management, has been working on a **Social Value Policy** to ensure the Council's procurement activities demonstrate commitment to Social Value which can bring long-term employment and economic benefit to West Sussex in a number of ways. The document will be available on the [Procurement webpage](#) in due course.

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Background papers

None

West Sussex County Council – Written Questions

12 February 2021 (deferred due to lack of time)

1. Written question from Cllr M Jones for reply by **Cabinet Member for Adults and Health**

Question

It is recognised that frontline workers are more likely to be exposed to COVID-19 at work and therefore health and social care workers have been prioritised for vaccination. Can the Cabinet Member tell me if she agrees with my view that teaching staff, nursery staff and other frontline workers such as the Police force and members of the Fire and Rescue service are also at considerable risk of contracting the virus whilst fulfilling their employment.

Given that many teachers employed by the County Council have continued to deliver education in schools to those children of key workers throughout the pandemic and that the Fire Service has played a crucial role in the county council in response to COVID-19 since March last year, can she tell me whether she has already or would agree to write to the Health Secretary urging him to prioritise teaching staff, nursery staff and frontline blue light staff who have not yet had the opportunity to be vaccinated?

Answer

The NHS COVID-19 Vaccination Programme is led by the NHS (Sussex Health and Care Partnership). The Council Council is providing support where needed.

The NHS has been instructed by the Government to strictly follow advice from the [Joint Committee on Vaccination and Immunisation \(JCVI\) for roll-out of the vaccine to priority groups](#), focusing on the top four priority groups first (1. residents in a care home for older adults and their carers; 2. all those 80 years of age and over and frontline health and social care workers; and 3. all those 75 years of age and over, all those 70 years of age and over and clinically extremely vulnerable individuals).

The Government considers the JCVI is best placed to determine prioritisation based on scientific evidence, understanding of risk and most effective use of available vaccine (as detailed below). It would only be possible to broaden eligibility to new groups if those currently included were de-prioritised. The Government's approach therefore enables the vaccination programme to be targeted effectively by ensuring ongoing decisions about prioritisation are made by the JCVI.

JCVI advises that the first priorities for the COVID-19 vaccination programme should be the prevention of mortality and the maintenance of the health and social care systems. As the risk of mortality from COVID-19 increases with age, prioritisation is primarily based on age. The order of priority for each group in the population corresponds with data on the number of individuals who would need to be vaccinated to prevent one death, estimated from UK data obtained from March to June 2020 (see [reference 3](#)):

1. residents in a care home for older adults and their carers
2. all those 80 years of age and over and frontline health and social care workers
3. all those 75 years of age and over

4. all those 70 years of age and over and clinically extremely vulnerable individuals [\[footnote 1\]](#)
 5. all those 65 years of age and over
 6. all individuals aged 16 years [\[footnote 2\]](#) to 64 years with underlying health conditions which put them at higher risk of serious disease and mortality [\[footnote 3\]](#)
 7. all those 60 years of age and over
 8. all those 55 years of age and over
 9. all those 50 years of age and over
2. Written question from **Cllr Oxlade** for reply by **Cabinet Member for Adults and Health and Cabinet Member for Children and Young People**

Question

A year on from the start of the first nationwide lockdown it is clear that the effect on many residents' mental health will be severe, wide ranging, and long lasting. Indeed, the Children's Commissioner for England has warned that the [damage to children's mental health caused by the pandemic could last for years](#) without a large-scale funding increase for children's mental health services.

More than half of adults and over two thirds of young people have said their mental health has worsened during lockdown restrictions and many mental health charities state this is just the beginning of a mental health crisis.

I also understand that the number of alcohol-related deaths in England and Wales between January and September 2020 have increased significantly.

Could the Cabinet Member tell me:

- (a) Whether there has been an increase in the number of alcohol related deaths and those who have taken their own life between January and September 2020 compared to the same period in 2019;
- (b) What additional funding the County Council has been provided with to reach young people and adults experiencing mental health issues;
- (c) What increased support has been delivered through Youth Emotional Support and West Sussex Wellbeing; and
- (d) What plans are being put in place to prepare for a potential mental health crisis.

Answer

- (a) Alcohol related deaths and suicide:

Alcohol related deaths

On 2 February 2021, the Office for National Statistics (ONS) released [provisional national and regional data regarding alcohol related deaths between January and September 2020 compared with the same period in 2019](#).

Nationally, a 16% increase in deaths related to alcohol-specific causes was observed in 2020 compared with the same period in 2019. It should be noted

that the ONS data relates to alcohol-specific deaths, where deaths are a direct consequence of alcohol misuse (for example, wholly attributable causes such as alcoholic liver disease).

ONS noted increases in the North East and London, but stated that, even at a regional level, caution was required when comparing year-on-year quarterly rates due to the relatively small number of deaths. While the County Council will look to undertake similar analysis using ONS methodology, small numbers mean there is unlikely to be a significant difference.

At a county-level and lower tier local authority level, given small numbers, Public Health England (PHE) publish three-year pooled information and the 2017-19 data was published on 2 February 2021. For West Sussex for the three-year period, there were 270 such deaths in 2017-19.

Suicide

In relation to suicide data, deaths caused by suicide are investigated by coroners; given the length of time it takes to hold an inquest we cannot at present state the total number of suicides that occurred during the COVID-19 pandemic.

At a national level some provisional data for January to September 2020 was published in December 2020 but this was heavily caveated – notably that the **lower** number of deaths registered in the second quarter “likely reflects delays to inquests caused by the impact of the coronavirus (COVID-19) on the coroner's service in England and Wales”. Figures at present may therefore be an underestimate due to delays.

- (b) The County Council has been awarded £200,000 to commission a pan-Sussex Self Harm Learning Network with NHS colleagues at the Sussex Health and Care Partnership. Running over two years, it will be co-produced with children and young people (CYP) and their families.

The programme will enable school staff and parents to access courses, information and support to help identify and support children and young people in primary and secondary education who may be at risk of or engaging in self-harm behaviour. As part of this approach, two self-harm and distress tolerance Webinars are taking place on 25 February and 11 March 2021, for both education staff and parents/carers.

More widely, additional investment in mental health provision has been led by the NHS, both specifically during COVID-19 and more generally. As joint commissioners across health and social care, the County Council has also been involved in planning for further additional investment in mental health provision.

- (c) Youth Emotional Support and West Sussex Wellbeing:

Youth Emotional Support

The YES Service has been flexible during the pandemic, in moving to an online offer. However, not all children and young people (CYP) have felt able to engage through this medium. Referral patterns are following school terms/opening and closures and are rising on those patterns.

An overall increase in funding to the YES service of £500,000 was received from the Sussex Clinical Commissioning Group (CCG) for 2020/21, however this was agreed pre-COVID-19. No new funding has been received for 2021/22 from the CCG or from within the County Council with regards to the Child and Adolescent Mental Health Service (CAMHS) budget.

The YES contract is funded by the CCG and is currently commissioned via Early Help in the County Council. Two posts within this service are funded by the CCG and the Council until April 2021; options are currently being explored for provision post April 2021.

Some targeted investment may be received around COVID-19 and admission avoidance which the County Council will have to bid for on behalf of individual children and young people. This will only support a few of the children either stepping out of inpatient settings or at a significant risk of admission.

West Sussex Wellbeing

West Sussex wellbeing supports adults holistically in the context of their life circumstances.

Although the majority of people work with the programme to set and achieve personal goals around lifestyle, we should recognise that in doing so this supports their emotional wellbeing as well as their physical health. The programme more recently introduced alcohol advisors as part of each team, who can offer not just brief advice regarding alcohol (an established part of its offer) but also extended brief advice.

During lockdown, case studies from Wellbeing have shown both the value of the programme in this regard, as well as the challenges people are faced with regarding their drinking during this difficult time.

Additionally, a link to the suicide prevention campaign 'Warning Signs' (aimed at middle aged men and those who care for them) has been included on the [West Sussex Wellbeing website](#), as well as advertising the new Sussex Bereaved through Suicide service, which is a bereavement support offer for those affected by a suicide, whether recently or historically.

- (d) Partnership working across all sectors, including the community and voluntary sector, specialist providers, and commissioners is key to supporting communities across West Sussex. Developments include:
- Development of a discharge to assess model to support people to be discharged from hospital in a timely way and avoid admissions wherever possible.
 - Access to a mental health helpline via NHS 111.
 - Increased support for children and young people in crisis.
 - Use of innovative digital technologies including virtual appointments across a range of service areas.
 - Launch of the [e-wellbeing website](#).
 - Ongoing development of the Mental Health in Schools programme.

- Launch of [Foundations for our Future](#) responding to independent review of provision across Sussex.
- Ensuring pathways for access to social care and for those in need of a mental health act assessment are robust.
- Refreshing the West Sussex Suicide Prevention Strategy 2017-2020; a specific priority for action includes preventing suicide in people with mental ill health and for those who have co-occurring mental ill health and alcohol/substance misuse.
- Further initiatives focus on suicide prevention awareness in the workforce, debt crisis service in Crawley, with a specific focus on supporting people in debt who have a mental health challenge, a pan-Sussex real time surveillance system to enable the Council to identify in real time all suspected suicides in West Sussex to provide prompt support to families and communities.

3. Written question from Cllr Atkins for reply by Cabinet Member for Education and Skills

Question

I declare a personal interest as a local authority governor of Durrington Infant and Junior Federated Schools.

In the light of the recent announcement by Mr Williamson, Education Secretary for an extra 300,000 laptops and tablets to be bought to help disadvantaged children in England learn at home, and in the light of the research by the University of Sussex which found that nearly one in five less advantaged parents said they struggled with home-learning during the lockdown, can I be assured that some of these laptops will be delivered to the schools in West Sussex for disadvantaged children including the disadvantaged children of Durrington Infant and Junior Federated schools.

Answer

In January 2021, Mr Williamson announced that a further 300,000 laptops were being purchased by the Government and made available for disadvantaged children across the country. These laptops are being added to the current 'access to technology scheme' which was launched in September 2020. At the beginning of September, the Local Authority registered a nominated member of staff at each school with the Department of Education to ensure that schools would be able to access the laptops in an efficient manner.

The allocation of laptops for each school is based on the number of children in the identified year groups of 3 to 11 and the number of children in receipt of free school meals as per the last census. Based on the above criteria, Durrington Infants does not have an allocation; however the Junior school have been able to order 44 devices which is an increase of 35 since the original allocation of nine provided in September.

It is possible for the school to query the allocation of devices and to do so it must provide the Department of Education with clear evidence that they have more children in need than the data has historically identified. The nominated member of staff has access to the portal and would be able to submit the request and evidence.

4. Written question from Cllr M Jones for reply by Cabinet Member for Education and Skills

Question

Can the Cabinet Member please tell me:

- (a) How many fines have been issued to parents for not sending their child to school (unauthorised absences) since 1 April 2020 due to parental concerns about the current pandemic;
- (b) What guidance has been given to head-teachers regarding unauthorised absences due to parental concerns about the current pandemic;
- (c) How much the parents have been fined; and
- (d) If possible, provide details of the time period between the period of absence and the issuing of the fine.

Answer

- (a) The County Council does not issue fines but instead issues Fixed Penalty Notices (FPNs). The Council issues a FPN when a school refers the case to the local authority for action. In most cases of absence, schools will have explored all other means to encourage attendance. FPNs are a time-limited offer to a parent to accept their liability for the criminal offence of failing to ensure regular school attendance (S.444 Education Act 1996) by way of paying this FPN in a designated time period (28 days) rather than the offence be brought before the Courts.

Each referral submitted to the FPN team is considered on a case-by-case basis and evaluated within the evidential framework along with whether the situation is suitable for this method of disposal. To issue a FPN the County Council must be satisfied that the evidential requirements for the offence mentioned above have been met in full.

The Fixed Penalty Notice (FPN) Team records the referral and subsequent FPNs by three categories which are all defined as unauthorised absences. These categories are:

- Unauthorised holiday in term time (G coded absence).
- Arriving after the registers have closed ('U' coded absence).
- Other unauthorised absence ('O' coded absence).

The team do not log additional factors on their FPN records as to whether the current pandemic has contributed toward the period of absence.

Between 1 April 2020 and 5 February 2021 the data held indicates that 330 FPNs have been issued to parents of which:

- 200 were associated with absence for unauthorised holiday in term time
- 3 were associated with punctuality issues and late arrival at school

- 127 were associated for other unauthorised absence

(b) Throughout the pandemic the County Council has continued to provide updates and support to headteachers on school attendance and engagement as the expectation around school attendance changed and evolved. All advice and guidance reflected the Department for Education position on these matters.

In addition, The Pupil Entitlement: Investigation Advice line offers guidance for schools, parents and other professionals.

All advice and guidance issued, when schools were fully open, highlighted that schools should:

- Remind and reassure parents that risk assessments and protective factors are in place in their establishments to allay any fears.
 - Offer flexible approaches to help parents toward re-integration.
 - Direct parents to the wealth of information that was available on the County Council web pages around returning to school (this will be updated post 22 February 2021).
 - Provide parents with information on the Government's expectation in regard to attendance at school.
 - Advise that the law around school attendance had been re-stated and that the decision to refer to the County Council for consideration of issuing of FPNs are at the Headteachers' discretion and that such referrals be would managed accordingly.
- (c) The cost of a FPN is stipulated in the legislation and is issued at the rate of £120 per parent with a 28 day payment period. If the parent offers settlement for the FPN within the first 21 days, the amount is reduced to £60 per parent.
- (d) The time period between the period of absence and the issuing of the fine is impacted by the timeliness of the referral submission from the school. The preference is for referrals to be submitted at the earliest of opportunity. However, it is recognised other factors may impact upon this and at times the FPN team has received referrals at the start/end of term breaks. To offer a general overview of the impact of the referral timing there were 163 FPNs issued for unauthorised absence during September 2020. Of these:
- 23 were issued in September 2020;
 - 79 were issued in October 2020;
 - 40 were issued in November 2020; and
 - 21 were issued in December 2020.

5. Written question from Cllr Quinn for reply by Cabinet Member for Environment

Question

Members were recently notified that the County Council has decided to abandon its electric vehicle charge point network procurement because the proposed provider sought changes to the proposals which fundamentally differed from the published tender. I understand the Cabinet Member is reviewing her options and next steps. Can the Cabinet Member please tell me:

- (a) What options are open to her to take this matter forward;
- (b) Whether new technology or delivery options in this arena have come to the fore since the decision to procure the contract was taken;
- (c) Whether or not the abandonment of the procurement is likely to impact on delivering the aims of the electric vehicle strategy which includes enabling a charging infrastructure to be installed to prepare for public use ahead of the ambition of all new cars in West Sussex to be electric by 2030; and
- (d) How much the abandoned procurement process has cost to date and the extent to which those costs are to be met by the County Council.

Answer

- (a) The overall aim remains to secure investment in a substantial county-wide public charge point network without capital investment by the County Council. A contract was sought under which a provider would take on the planning, funding installation and operation of the network.

Under review are:

- (i) Thorough consultation with potential providers about whether the market is still interested in providing such a solution under this model and whether any modifications, such as a longer contract duration, would make this a more attractive proposition.
 - (ii) The pros and cons of using a framework to meet the same objective. Since the original decision to commence procurement, new frameworks have become available as alternative routes to the market.
 - (iii) Whether there are external funds that can be secured in advance to make the offer more attractive.
- (b) The Council is not aware of any significant relevant new technology developments, but is keeping tabs on this as an evolving and innovative sector.
- (c) The County Council and all District and Borough partners remain committed to achieving the ambition and commitments made in the Electric Vehicle Strategy and to working together to achieve this after evaluating the most appropriate model.
- (d) Other than officer time, there have been no financial costs to the County Council or partners as a result of the abandonment. The experience gained to

date will be valuable in reframing and speeding up delivery under whichever model is deemed appropriate.

6. Written question from Cllr Quinn for reply by Cabinet Member for Fire & Rescue and Communities

Question

Lock-down arrangements as a result of the pandemic have seen people's day-to-day lives drastically alter and has resulted in families having to spend long periods of time together at home. Furthermore, the economic effects of the pandemic are also causing hardship, anxiety and placing additional stress on individuals and families.

Given that more than 3,000 arrests were made for domestic abuse-related crimes in Sussex during the first coronavirus lockdown, can the Cabinet Member please tell me:

- (a) What additional funding has been provided by central Government to deliver additional support to those at risk of or experiencing domestic violence in West Sussex since the start of the pandemic;
- (b) What this has been able to deliver; and
- (c) Whether additional funding is required and/or expected?

Answer

- (a) In Sussex the Office of the Police and Crime Commissioner (OPCC) receives funds from the Ministry of Justice (MoJ) to commission victim services. Some of the funding is allocated to services that operate across Sussex and some to organisations that deliver a service in West Sussex only. The County Council works with the OPCC to agree how the funds are best used.

From the beginning of the pandemic central government has recognised the increased risk of domestic abuse and made additional one-off grant funding available to support victims of domestic abuse and sexual violence during lockdown. The criteria for this funding was specific to increasing accessibility and provision for victims.

The OPCC completed a needs assessment with current providers and undertook a communications campaign to encourage services not funded through the MoJ to apply for this funding. As a result of this needs assessment Sussex was awarded an additional £690,000. The OPCC allocated the funding based on the needs assessment. Some of the funding was allocated to pan-Sussex services and some to those who provide a service in West Sussex only. Other funding was provided to services in East Sussex and Brighton and Hove.

- (b) Information is provided, as outlined in the tables below, on the services that have been allocated funding through the OPCC and who have received additional COVID-19 grant funding. These are shown as those who provide a service across Sussex and across West Sussex.

Table 1 – Pan-Sussex services

Service	2020/21 MoJ funding	Additional COVID Grant
Victim Support multi-crime service	£450,000	£30,224
Veritas Justice Stalking advocacy service	£160,000	£24,726
Daisy Chain Project DA Legal Support	£50,000	£23,393
Mankind male support for sexual abuse	£40,000	£8,540
Children’s Sexual violence advocate service	£69,000	£30,718
Young witness service for courts	£73,000	£15,345

Table 2 - West Sussex only services

Service	2020/21 MoJ funding	Additional COVID Grant
Safe in Sussex DA provision	£34,925	£69,430
My Sisters House DA provision	£51,310	£49,670
Life Centre Sexual Abuse provision	£40,000	£163,000
Streetlight support for women exploited through prostitution and sex work	£30,000	£10,000

In addition to the locally allocated funding, central government also allocated money to some national services, including Victim Support, to develop an on-line chat function to increase accessibility. This has been implemented in Sussex, increasing access to this service for West Sussex residents.

- (c) The Government has recently announced further funding will be made available from April 2021, as follows:
- £20.7m for local, community-based sexual violence and domestic abuse services, helping to reduce the amount of time survivors wait for support. Male specific services will see a 60% funding increase following a significant increase in demand for support from men and boys.
 - £16m to recruit more independent sexual violence and domestic abuse advisers – increasing their numbers by around 400 meaning more victims of all ages can access this vital support.
 - £2m for smaller specialist organizations helping BAME, LGBTQ+ or disabled victims.
 - £1.3m for remote and online services – allowing more victims to access support while at home.

The allocation of this funding is yet to be decided and the County Council is working with the OPCC to ensure the services to West Sussex residents are included in any applications for funding.

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.

COVID Winter Grant Scheme

- 4** A £170m COVID Winter Grant Scheme has been announced by the Department of Work and Pensions to support those most in need across England with the cost of food, utilities and other essentials. The County Council's share of the grant is £1,989,591.80 which is to cover the period from 1 December 2020 until 31 March 2021. At least 80% of the total funding must be ring-fenced to support households with children, with up to 20% of the total funding to other households experiencing, or at risk of experiencing, poverty during the winter period of the pandemic.
- 5** The Director of Law and Assurance, with the agreement of the Cabinet Member for Fire & Rescue and Communities and the Chairman of the Environment and Communities Scrutiny Committee, has used his delegated powers under Standing Order 5.23 to approve the allocations from the COVID Winter Grant Scheme and arrangements for distribution and support to include a review at the end of January 2021. He has also authorised the Director of Communities, in consultation with the Director of Finance and Support Services, to rebalance the allocation according to greatest need in the event that the funds allocated prove insufficient, and otherwise to administer the allocated fund following the review of January 2021.
- 6** The reason for urgency was the County Council, having received COVID Winter Grant Scheme Government funding, needed to respond with a live scheme from 1 December 2020.

Commissioning additional community capacity to support hospital discharge during the Covid-19 pandemic

- 7** The Sussex resilience forum has declared a major incident due to the impact of the Covid-19 pandemic on the capacity of the NHS resources to manage demand.

- 8** Pressures on acute and community hospitals are intense and to support this the Council has been working in partnership with the Clinical Commissioning Group (CCG) to manage access to community provision both via the Home First (care at home) model and referral and admission to care homes. The CCG and Council are working within the parameters of the Hospital Discharge guidance issued by the Government on 21 August 2020 which has established a discharge to assess model which enables people to be discharged from hospital when they are medically fit and for their ongoing care needs to be assessed at home or in an interim setting within given timescales.
- 9** The Director of Law and Assurance, with the agreement of the Cabinet Member for Adults and Health and the Chairman of the Health and Adults Social Care Scrutiny Committee, has therefore used his delegated powers under Standing Order 5.23 to approve the sourcing of accommodation with live in care to support hospital discharge during the Covid-19 pandemic.
- 10** The reason for urgency was that the current numbers of people who are medically ready for discharge is at an unprecedented level and the Council is seeking to respond to this by creating additional community capacity through a 'Care Hotel' model.

Allocation of Adult Social Care Rapid Funding from Central Government - Lateral Flow Device Testing

- 11** On 23 December 2020, the Government announced a specific support package for adult social care providers backed by £149m to support the rollout of Lateral Flow Device (LFD) testing in care homes. The specified purpose of this funding is to support additional rapid testing of staff in care homes, and to support visiting professionals and enable indoors, close contact visiting where possible. This includes adult social care providers with whom the local authority does not have a contract.
- 12** The West Sussex allocation of this money is £3.284m. The expectation from the Government is that 80% of the money is passported directly to registered care home providers and the remaining 20% is allocated to the care sector, for the same purpose, based on local discretion.
- 13** The Council is required to comply with a number of conditions set out in the grant circular distributed by the Government.
- 14** 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 therefore used his delegated powers under Standing Order 5.23 for approval to be given that:
 - (1) 80% of the Adult Social Care Rapid Testing Funding is paid to care home providers, in line with government guidance, subject to the Government's grant conditions, and the providers' acceptance of the terms and conditions of the Council's grant agreement with them; and
 - (2) the allocation of the remaining 20% of the Rapid Testing Fund, will be allocated at the same rate per bed to support extra care and supported living settings. The remaining 20% funds will be allocated to smaller care homes and supported living settings where the proportionate costs are

greater to implement LFD testing. This allocation is made for the same purpose as the 80%, based on local need and made subject to appropriate grant conditions.

Paul Marshall

Leader

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Soft Sand Review: adoption of changes to the West Sussex Joint Minerals Local Plan

Background and context

- 1** The West Sussex Joint Minerals Local Plan (JMLP) was prepared in partnership by West Sussex County Council and the South Downs National Park Authority (SDNPA) (the 'Authorities'). The JMLP was adopted in July 2018, following examination hearings in September 2017. During the examination hearings, the Planning Inspector raised concerns about the approach taken to soft sand supply.
- 2** The Inspector suggested modifications: to delete references to planning for a declining amount of sand extraction from within the National Park; to replace Policy M2 with new wording; and to remove the proposed Ham Farm allocation from Policy M11. Accordingly, there is a requirement in Policy M2 of the adopted JMLP that the Authorities undertake a single issue Soft Sand Review (SSR).
- 3** The timetable for the SSR is set out in the West Sussex Minerals and Waste Development Scheme 2020–23 (MWDS).

Proposal details

- 4** National policy requires mineral planning authorities to plan for a steady and adequate supply of aggregates, by making provision to meet demand, as calculated in the Local Aggregates Assessment (LAA). The soft sand resource in West Sussex is heavily constrained as it is almost entirely within the South Downs National Park.
- 5** The SSR undertaken by the Authorities has considered the need for soft sand during the plan period (to 2033). The review has addressed three key issues for soft sand supply:
 - (a) the amount of sand needed during the period to 2033;
 - (b) the strategy for soft sand supply to meet the identified shortfall; and
 - (c) the potential allocation of new sites to contribute to supply.
- 6** Informal public consultation on issues and options took place in January to March 2019 (under Regulation 18). Subsequently, a schedule of draft changes to the JMLP was prepared. These include a revised strategy for the supply of soft sand, changes to two policies, and the allocation of three sites; an extension to West Heath Common, Rogate; an extension to Chantry Lane, Storrington, and a new site at Ham Farm, near Steyning. A formal period for representations on the proposed changes to the JMLP was undertaken in January to March 2020 (under Regulation 19).
- 7** In April 2020, the draft schedule of changes to the JMLP was submitted to the Secretary of State for independent examination. Following virtual hearing sessions for the examination in August 2020, the Government-appointed Inspector indicated that the submitted changes need to be modified to make them 'sound' and suitable for adoption. No modifications were required by the Inspector to the supply figures, the policies, or the allocation of the three new sites. The only modifications that were required were relatively minor changes to the development principles for the three allocated sites.

- 8** Accordingly, County Council and SDNPA officers prepared a schedule of Proposed Modifications to the submitted changes. Following approval by the Authorities in October 2020, the Proposed Modifications were published for public comment. Thirty three third party representations on the Proposed Modifications were received.

Inspector's Report

- 9** Following consideration of the Proposed Modifications and the representations made on them, the Inspector has issued his report in which he recommends that only minor amendments to the Proposed Modifications are required. Subject to their inclusion, he concludes that the changes identified through the SSR satisfy the legal requirements and meet the criteria for soundness set out in the National Planning Policy Framework.

Adoption

- 10** Although the Inspector's Report is not binding on the Authorities, the changes identified through the SSR can only be adopted if they are considered to be 'sound'. In effect, this means that the Main Modifications recommended by the Inspector must be made to the changes before they are adopted (as formal changes to the JMLP). Given that the Inspector's Main Modifications reflect those submitted to him by the Authorities, there are no material reasons why they should not be incorporated, and the changes adopted as soon as possible.
- 11** The schedule **in Appendix 1 to this report** identifies the formal changes to the JMLP to be adopted by both Authorities. For information, **Appendix 2** identifies the relevant parts of the JMLP incorporating the changes.
- 12** The SDNPA intends to adopt the changes at its meeting on 25 March 2021. Following adoption by both Authorities, a notice of adoption will be issued and the adoption of the formal changes to the JMLP will be subject to a six-week period for legal challenge. The revised JMLP, incorporating the changes, will then be published.

Other options considered (and reasons for not proposing)

- 13** There is a requirement in Policy M2 of the JMLP that the Authorities undertake a single issue Soft Sand Review. Furthermore, there is a statutory duty to plan for a steady and adequate supply of soft sand. Therefore, no other options were considered.
- 14** The Government-appointed Inspector has indicated that the changes identified through the SSR, incorporating the Proposed Modifications, are 'sound' and suitable for adoption. If the changes (as modified) are not now adopted, the County Council would not meet the requirement to undertake the Soft Sand Review.

Consultation, engagement and advice

- 15** The Inspector's Report and his recommended main modifications have been the subject of discussion between officers of the County Council and SDNPA.
- 16** The preparation of the draft changes to the JMLP took account of the results of the issues and options consultation undertaken in early 2019 (under Regulation 18)

and internal consultations with relevant officers of both authorities (e.g. highways, landscape, ecology etc). Following approval of the proposed changes at County Council in December 2019, a formal period for representations was undertaken in January to March 2020 (under Regulation 19). Following approval in October 2020, the Proposed Modifications were subject to a formal period of public comment during November 2020 to January 2021, and the representations considered by the Planning Inspector.

Finance

- 17** The cost of adopting the formal changes and publishing the revised JMLP is minimal and will be met by the base budget in Planning Services.

Risk implications and mitigations

- 18** A lack of soft sand allocations for mineral development generates uncertainty for communities and the minerals industry about the acceptability ‘in principle’ of sites and creates more pressure on the planning application process. As mineral planning authorities, the Authorities are required to plan for a steady and adequate supply of soft sand, in line with national policy. Therefore, allocating sites will help ensure that the identified need for soft sand is met.

Risk	Mitigating Action (in place or planned)
Having an out-of-date soft sand strategy and failing to meet the requirements of Policy M2 of the adopted JMLP.	Undertaking the Soft Sand Review of the JMLP as required by Policy M2 will help to ensure the Authorities have an up-to-date strategy for soft sand supply in West Sussex through the plan period.
Absence of a robust planning policy framework for soft sand – risk therefore of speculative planning applications and loss of control over soft sand development in West Sussex.	Undertaking the Soft Sand Review of the JMLP will help to ensure the Authorities have appropriate control over soft sand development in West Sussex.

Policy alignment and compliance

- 19** Legal implications - The Authorities have a statutory duty to prepare an up-to-date minerals plan for the area. Policy M2 of the JMLP requires that the Soft Sand Review be completed within a set timescale, otherwise the Plan will be deemed to be out of date. It is a legal requirement for the County Council to plan for a steady and adequate supply of soft sand (as set out in the National Planning Policy Framework - NPPF). It is also a legal requirement to carry out consultation on planning policies, as required by The Town and Country Planning (Local Planning) (England) Regulations.

- 20** Equalities - The Equalities Impact Report (EIR) for the Soft Sand Review identified the following two actions, which have been undertaken:

- (1) to ensure reasonable attempts are made to engage the views of individuals and/or groups covering the protected characteristics identified in the EIR and identify any resultant mitigation measures related to these protected characteristics resulting from the consultation period.

- (2) to ensure that consultation information and related documentation is made available in alternative formats (different languages, larger print, audio, etc.) and this is publicised.

21 Climate Change - The JMLP contains a Strategic Objective on Climate Change and a number of policies that are relevant. The JMLP was found to be consistent with national planning policy on climate change (as set out in the National Planning Policy Framework). The SSR does not amend or change those parts of the JMLP.

22 There are no Crime and Disorder, Public Health or Social Value implications.

Recommended

That the changes to the Joint Minerals Local Plan identified through the Soft Sand Review, as set out at Appendix 1, be adopted.

Deborah Urquhart

Cabinet Member for Environment

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Appendices

- Appendix 1 – Schedule of Changes to the Joint Minerals Local Plan
- Appendix 2 – Relevant parts of the Joint Minerals Local Plan incorporating the changes

Background papers

None

Schedule of Changes to the Joint Minerals Local Plan

The table below sets out the changes to be made to the adopted [Joint Minerals Local Plan \(JMLP\)](#) as a result of this [Single Issue Soft Sand Review](#). Text to be deleted is shown as ~~struck through~~ and additional text to be added is shown in red and underlined.

JMLP Para/Policy	Changes to the Joint Minerals Local Plan
Executive Summary	<p>Chapter 1: Introduction to Minerals Planning</p> <p>West Sussex County Council and the South Downs National Park Authority (SDNPA) (the "Authorities") have worked in partnership on the preparation of the West Sussex Joint Minerals Local Plan (the "Plan"). The Plan, <u>which was adopted in July 2018</u>, covers the period to 2033 and is the most up-to-date statement of the Authorities' land-use planning policy for minerals. Once adopted <u>it becomes part of the statutory 'development plan' for West Sussex, including the part of the South Downs National Park within the county and</u> will provide the basis for making consistent land-use planning decisions about planning applications for minerals production facilities including quarries.</p> <p>This version of the Plan (known as the 'Proposed Submission Draft') is that which the Authorities intend to submit to Government for examination and it sets out their vision, objectives, strategy, and policies for minerals supply. In this Plan, the Authorities have sought to address the points raised following the consultation on the Regulation 18 Draft Plan between April and June 2016, and points raised in engagement with consultees and local communities since then.</p> <p>Chapter 7: Strategic Minerals Site Allocation</p> <p>There <u>are four</u> only allocations <u>s</u> for an additional minerals sites <u>as</u> follows:</p> <ul style="list-style-type: none"> • An extension to West Hoathly claypit (clay) • <u>Ham Farm, Steyning (soft sand)</u> • <u>East of West Heath Common (soft sand)</u> • <u>Chantry Lane Extension (soft sand)</u>

JMLP Para/Policy	Changes to the Joint Minerals Local Plan
	The broad location s of the allocated site s is shown on the Key Diagram and the boundary identified on Policies Maps. 'Development principles' for the site s have been identified, which are specific issues that will need to be addressed at the planning application stage, as and when proposals come forward for the allocated site s .
6.2.13	Land won soft sand is of a particular quality that cannot be substituted by other minerals. <u>The soft sand resource is heavily constrained due its location within or adjacent to the South Downs National Park.</u>
6.2.13	<i>New paragraph number: 6.2.14</i> The <u>current</u> 10 year average sales value <u>is much higher than</u> for <u>sharp sand and gravel, at 288,718 tonnes per annum (2009 – 2018), and other relevant local information suggests average demand may be as high as 371,869 tonnes per annum.</u> soft sand is 313,210 tonnes (2007 – 2016) (based on January 2017 data), which is higher than for sharp sand and gravel. In 2017, <u>the total permitted reserve of land-won soft sand in West Sussex is 2,300,437</u> was 3,354,800 tonnes which <u>currently</u> provides a landbank of <u>6.2</u> 10.7 years [‡] , <u>based on the 10 year average sales, taking account of other relevant local information.</u> The supply and demand picture shows that additional supplies of 2.36mt of soft sand are likely to be needed towards the latter half of the Plan period. <u>Current reserves are not sufficient to meet demand over the Plan period (up to 2033). Planning Guidance (NPPG, para 064) states that MPAs should also consider average sales over the previous three years, to identify the general trend of demand. The 3-year average of soft sand sales is 315,560 tonnes (2016-2018). Based on this 3-year average and current reserves, the landbank (taking account of other relevant local information) is currently 7.3 years.</u>
6.2.14	<i>New paragraph number: 6.2.15</i> The relevant strategic objectives are; <i>1: To promote the prudent and efficient production and use of minerals and to ensure a steady and adequate supply, having regard to the market demand and constraints on supply in the Plan area.</i>

[‡]This does not take account of other relevant local information concerning future levels of house building and road construction as set out in the Local Aggregates Assessment.

JMLP Para/Policy	Changes to the Joint Minerals Local Plan
	<p><i>3: To make provision for soft sand, silica sand and sharp sand and gravel, to meet the need, from outside the South Downs National Park, where possible; and only allow development within the national park in exceptional circumstances and where it is in the public interest.</i></p>
	<p><i>New paragraph number: 6.2.16</i></p> <p><u>In order to inform the strategy for the provision of land won soft sand, the Authorities considered the opportunities for extraction:</u></p> <ul style="list-style-type: none"> • <u>within West Sussex but outside of the SDNP</u> • <u>outside of West Sussex¹</u> • <u>from other sources</u> • <u>from within the SDNP, within West Sussex</u> • <u>a combination of the options</u> <p>Footnote 1: Where these opportunities are included in emerging or adopted mineral plans, or exist at sites that hold current planning permissions.</p>
	<p><i>New paragraph number: 6.2.17</i></p> <p><u>The Authorities have engaged in discussions under Duty to Cooperate with all Mineral Planning Authorities across the South East culminating in the agreement of a joint Position Statement for Soft Sand. Further Statements of Common Ground have been prepared on the issue of soft sand provision, as necessary, and the Authorities will continue to engage with other MPAs on the issue given to constrained nature of soft sand in West Sussex.</u></p>
	<p><i>New paragraph number: 6.2.18</i></p> <p><u>In light of this work, site allocations through Policy M11 make provision for soft sand to meet the shortfalls set out in the latest LAA.</u></p>

JMLP Para/Policy	Changes to the Joint Minerals Local Plan
	<p><i>New paragraph number: 6.2.19</i></p> <p><u>The strategy for the provision of land won soft sand is:</u></p> <ul style="list-style-type: none"> • <u>to allocate a new site inside of West Sussex and outside of the South Downs National Park (see Policy M11)</u> • <u>to allocate two extensions to existing soft sand sites within the South Downs National Park (see Policy M11)</u> • <u>to continue to work with Mineral Planning Authorities across the South East to identify potential alternative sources of soft sand (land won, marine won or substitute materials) to ensure that sites provision is made for soft sand outside of protected landscapes in the first instance.</u>
	<p><i>New paragraph number: 6.2.20</i></p> <p><u>This strategy accords with national policy as it seeks to make provision for non-energy minerals from outside of protected areas in the first instance NPPF para 205(a). In future, provision for soft sand may be available from beyond West Sussex and from alternative sources. This information will form part of the assessment of any planning application that comes forward on allocated or unallocated sites.</u></p>
	<p><i>New paragraph number: 6.2.21</i></p> <p><u>Any application for soft sand extraction within the SDNP, that is determined to be major development, will be assessed to determine whether or not exceptional circumstances exist and whether a proposal would be in the public interest.</u></p>
	<p><i>New paragraph number: 6.2.22</i></p> <p><u>Policy M2 will be used to determine all planning applications for soft sand extraction in West Sussex, including extensions of time and physical extensions on allocated and unallocated sites.</u></p>

JMLP Para/Policy	Changes to the Joint Minerals Local Plan
6.2.15	<p>Any proposals for land won soft sand extraction submitted before the adoption of the single issue soft sand review of the Plan, will be considered on their merits and against Policy M2 and other policies in this Plan.</p>
Policy M2	<p>Proposals for land won soft sand extraction, including extensions of time and physical extensions to existing sites, will be permitted providing that the proposal is needed to meet the shortfall of soft sand of 2.36 million tonnes (or as calculated in the most recent Local Aggregates Assessment) over the Plan period and maintain at least a seven year landbank.</p> <p>The Authorities will commence a single issue soft sand review of this Plan within 6 months of the adoption of this Plan. The Plan Review will be submitted for examination within two years from the commencement of the review and address the shortfall of soft sand at that time (as calculated in the most recent Local Aggregates Assessment). In the event that the reviewed Plan is not submitted within two years then the Plan, in terms of soft sand, will be deemed to be out of date.</p> <p><u>(a) Proposals for land won soft sand extraction, including extensions of time and physical extensions to existing sites, will be permitted provided that:</u></p> <p><u>i. The proposal is needed to ensure a steady and adequate supply of soft sand and to maintain at least a seven year land bank, as set out in the most recent Local Aggregates Assessment; and</u></p> <p><u>ii. The site is allocated within Policy M11 of this Plan, or if the proposal is on an unallocated site, it can be demonstrated that the need cannot be met through the site/s allocated for that purpose; and</u></p> <p><u>iii. Where transportation by rail or water is not practicable or viable, the proposal is well-related to the Lorry Route Network.</u></p> <p><u>(b) Proposals located outside the South Downs National Park that accord with part (a) must not adversely impact on its setting.</u></p>

JMLP Para/Policy	Changes to the Joint Minerals Local Plan
	<p><u>(c) Proposals located within the South Downs National Park that accord with part (a) and constitute major development will be refused other than in exceptional circumstances and where it can be demonstrated to be in the public interest.</u></p>
6.2.16	<p><i>New paragraph number: 6.2.23</i></p> <p>The shortfall of supply, as calculated at the time when the planning application is determined, will be a material consideration. The landbank calculation for the purposes of Policy M2 will be made by using the reserve and annual demand information set out in the latest Local Aggregate Assessment.</p> <p><u>The Authorities' Monitoring Report will be updated annually to contain the latest information about the status of the allocated sites. The landbank calculation for the purposes of Policy M2(a(i)) will be made by using the reserve and annual demand information set out in the most recent published Local Aggregate Assessment.</u></p>
6.2.17	<p><i>New paragraph number: 6.2.24</i></p> <p>The single issue review of the Plan required under Policy M2 will address the strategy to maintain a steady and adequate supply of soft sand, the supply and demand for soft sand, and the approach to meet any shortfall, including the potential need to allocate sites. Although the Plan Review will address these matters, it will not change the end date of this Plan.</p> <p><u>Site allocations are set out in policy M11. The Soft Sand Site Selection Report, Sustainability Appraisal and Major Development Background Paper set out how the Authorities undertook the site selection process. For development proposals on unallocated sites a clear preference will be given to sites with the least impact on the SDNP in line with national policy.</u></p>
6.2.18	<p><i>New paragraph number: 6.2.25</i></p> <p>Policy M2 sets out the timeframe for the commencement and submission of the Plan Review. 'Commencement' is defined as being publication of an invitation to make representations in accordance with</p>

JMLP Para/Policy	Changes to the Joint Minerals Local Plan
	<p>Regulation 18 of The Town and Country Planning (Local Planning) (England) Regulations 2012. If the Plan Review is not submitted within two years from commencement, the soft sand parts of this Plan will be deemed to be out of date.</p> <p><u>Sites outside of the boundary of the SDNP will be assessed for their impact on the setting of the SDNP in line with Section 62 of the Environment Act 1995 which requires all relevant authorities, including statutory undertakers and other public bodies, to have regard to the purposes of a National Park.</u></p>
	<p><i>New paragraph number: 6.2.26</i></p> <p><u>Sites within the South Downs National Park that are assessed as constituting major development will need to demonstrate exceptional circumstances exist and the development would be in the public interest before planning permission is granted.¹</u></p>
	<p><u>¹ West Sussex and South Downs Major Development Paper</u></p>
	<p><i>New paragraph number: 6.2.27</i></p> <p><u>Physical extensions to existing sites generally benefit from established infrastructure (e.g. access roads, processing plant and offices) which means that it may be more appropriate to continue activities, rather than develop new sites. The acceptability of extending existing sites will also depend on the cumulative impacts of continued working, considered in more detail by Policy M22.</u></p>
	<p><i>New paragraph number: 6.2.28</i></p> <p><u>Proposals to extend existing sites will only be supported where the existing site does not have any outstanding or unresolved issues in relation to planning controls aimed at ensuring that the site operates without harm. For example, if a site that should have been partly restored in accordance with a phased restoration scheme were to be extended, this would exacerbate the ongoing impact on the landscape.</u></p>

JMLP Para/Policy	Changes to the Joint Minerals Local Plan		
Policy M2 - Implementation and Monitoring	Implementation and Monitoring		
	<i>Actions</i>	<i>Key Organisation(s)</i>	
	Annual monitoring of sand and gravel sales data from operators. Annual production of Assessment of Need for Aggregates (Local Aggregate Assessment)	WSCC, SDNPA, minerals operators, South East England Aggregates Working Party.	
	<i>Measure/Indicator</i>	<i>Trend/Target</i>	
	- Soft sand sales - Permitted soft sand reserves	<p>Trends:</p> <ul style="list-style-type: none"> — Soft sand continues to be adequately supplied to the construction industry in West Sussex. — 100% of decisions made on planning applications for soft sand extraction are consistent with Policy M2. - Declining landbank within the South Downs National Park - Soft sand continues to be adequately supplied to the construction industry in West Sussex 	
	<i>Intervention Levels</i>	<i>Actions</i>	

JMLP Para/Policy	Changes to the Joint Minerals Local Plan		
		<p>New soft sand reserve permitted within the South Downs National Park (contrary to approach of managed retreat)</p> <p>Lack of sites coming forward that are able to demonstrate exceptional circumstances</p>	<ul style="list-style-type: none"> - Work with the Aggregates Working Party to monitor supplies of soft sand in the south east - Review policy
7.1.1	<p>This chapter identifies the mineral sites that have been allocated in the Plan in pursuit of the following strategic objectives; 1: <i>To promote the prudent and efficient production and use of minerals and to ensure a steady and adequate supply, having regard to the market demand and constraints on supply in the Plan area.</i> 3: <i>To make provision for soft sand, silica sand and sharp sand and gravel, to meet the need, from outside the South Downs National Park, where possible; and only allow development within the national park in exceptional circumstances and where it is in the public interest</i></p>		
7.1.2	<p>Paragraph 143204 of the NPPF requires that Local Plans should allocate sites to promote development and flexible use of land. Specifically in relation to planning for aggregate minerals, paragraph 207 of the NPPF states that Mineral Planning Authorities should plan for a steady and adequate supply by, amongst other things, identifying specific sites, preferred areas and/or areas of search and locational criteria as appropriate.</p>		
	<p><i>New paragraph number: 7.1.4</i></p> <p><u>Development within the SDNP will need to consider its impact on the purposes of the SDNP² at each stage of development. Restoration of sites within or nearby to the SDNP should consider their ability to contribute to ecosystem services and biodiversity net-gain. The SDNPA will prepare a guide to restoration of mineral sites within the SDNP and proposals should take account of this in the preparation of any planning application.</u></p>		
	<p>² <u>As set out in the National Parks and Access to Countryside Act 1949, as amended by the Environment Act 1995</u></p>		

JMLP Para/Policy	Changes to the Joint Minerals Local Plan
7.1.4	<p><i>New paragraph number: 7.1.5</i></p> <p>Although the allocated sites are currently available for mineral uses during the Plan period, circumstances may change and they may not come forward as expected. Private sector businesses (and, therefore, commercial considerations) will determine whether extraction will actually take place. Therefore, the Plan potentially allows, under the use-specific policies in the preceding chapter, for other sites to come forward for mineral extraction. Such provision will provide additional flexibility and compensate for any allocated sites that do not come forward for minerals extraction. Accordingly, the fact that a site is not allocated in the Plan does not mean that a proposal for mineral extraction at that site will not receive planning permission at some future date.</p>
7.1.5	<p><i>New paragraph number: 7.1.6</i></p> <p>Following technical work and discussions with the mineral industry, statutory and other consultees, and resident and community groups, a number of guiding principals have been identified for the location of new mineral extraction sites. These sites are needed to address likely demand shortfalls for meeting needs for soft sand in West Sussex as identified in Chapter 6.</p>
7.1.6	<p><i>New paragraph number: 7.1.7</i></p> <p>There are five six key guiding principles that have been used to guide the identification of the allocated sites:</p> <ul style="list-style-type: none"> • First principle: Places where there are opportunities to restore land beneficially, for example a net-gain in biodiversity. • Second principle: Places without a sensitive natural or built environment and away from communities, in order to protect the amenity of businesses, residents and visitors to West Sussex.

JMLP Para/Policy	Changes to the Joint Minerals Local Plan
	<ul style="list-style-type: none"> • Third principle: the new sites should have good access to the Lorry Route Network (LRN). Access from the site to the LRN should be acceptable 'in principle', that is, there should not be any technical issues, with regard to highway capacity and road safety, that cannot be overcome. • Fourth principle: The need to protect and enhance, where possible, protected landscapes in the plan area, particularly ensuring that any major minerals development will only be considered within designated landscapes in exceptional circumstances and in the public interest. • Fifth principle: <u>A preference for extensions to existing sites rather than new sites, subject to cumulative impact assessments.</u> • Fifth Sixth principle: The need to avoid the needless sterilisation of minerals by other forms of development
7.2.1	<p>A detailed technical assessment of the site has been undertaken that has not identified any overriding or fundamental constraints to the proposed forms of development on the allocated sites. This includes, for example, the potential impact of the development on amenity and character, and risk to the natural and historic environment. It is considered, therefore, that any potential unacceptable impacts can be prevented, minimised, mitigated, or compensated for to an acceptable standard. <u>Restoration forms a key part of any application for mineral extraction and proposals should ensure appropriate mitigation through the extraction period as well as the proposals for the final land use. Pre-application advice should be sought to ensure each site is brought forward in the most appropriate way, as set out in Policy M24 Restoration and Aftercare.</u> Accordingly, the site allocated in Policy M11 is acceptable 'in principle' for the allocated use/s.</p>
	<p><i>New paragraph number: 7.2.2</i></p> <p><u>Proposals for development on the allocations within the SDNP that are considered to be major development will need to demonstrate exceptional circumstances exist and the development would be in the public interest before planning permission is granted in line with policy M2.</u></p>

JMLP Para/Policy	Changes to the Joint Minerals Local Plan
Policy M11	<p>(a) The following site is allocated for the extraction of clay for brick making and is acceptable, in principle, for that purpose:</p> <ul style="list-style-type: none"> • Extension to West Hoathly Brickworks (Policies Map 1) <p><u>(b) The following sites are allocated for soft sand extraction and are acceptable, in principle, for that purpose:</u></p> <ul style="list-style-type: none"> • <u>Ham Farm, Steyning (Policies Map 8)</u> • <u>East of West Heath Common (Extension) (Policies Map 9)</u> • <u>Chantry Lane Extension (Policies Map 10)</u> <p>(bc) The development of the allocated sites must take place in accordance with the policies of this Plan and satisfactorily address the 'development principles' for that site identified in the supporting text to this policy.</p> <p>(ed) The allocated site will be safeguarded from any development either on or adjoining the sites that would prevent or prejudice the development of its allocated minerals use or uses.</p>
7.2.2	<p><i>New paragraph number: 7.2.3</i></p> <p>The broad locations of the sites allocated in Policy M11 is shown on the Policies Maps. The boundary of each the allocated site is identified on Policies Maps. The following paragraphs identify 'development principles' for the sites, that is, specific issues that will need to be addressed at the planning application stage, as and when proposals come forward for the allocated sites. Policy M11 requires these principles to be satisfactorily addressed in addition to any requirements within the use-specific and general development management policies of this Plan. Application of the Development Principles should take place alongside full consideration of the Development Management policies set out in Chapter 8.</p>

JMLP Para/Policy	Changes to the Joint Minerals Local Plan
7.2.3	<p><i>New paragraph number: 7.2.4</i></p> <p><u>Extension to West Hoathly Brickworks, West Hoathly (Policies map 1):</u> Located in West Hoathly, Mid Sussex, the site is used for agricultural purposes and is approximately 9 hectares in size. The site would provide a 2-3 year supply of Wadhurst clay to the existing brick factory. The after use for this site would be a return to agricultural uses, or restoring part, or all, of the land to woodland. Restoration should seek to reinstate the original profile of the site.</p>
7.2.4	<p><i>New paragraph number: 7.2.5</i></p> <p>The development principles for the Extension to West Hoathly Brickworks are as follows:</p> <ul style="list-style-type: none"> i. Phasing of clay extraction and restoration so that a series of small areas are developed in sequence, to reduce visual intrusion; ii. Careful siting of extraction and infrastructure on the lower areas to the northwest of the site to reduce visual intrusion on the village and Historic Park and Garden to the south; iii. Perimeter mounding (using topsoil and overburden) and then planting of native trees and shrubs along the southern and eastern boundary, including some evergreen species, to screen/filter views of the village to the southeast, and Top Road to the south; iv. Perimeter mounding should be carried out and then planting of native trees and shrubs along the north western boundary, to reduce visibility from views along the valley and the hills to the northwest within the wider AONB; v. In order to minimise negative impacts on mature trees and watercourses, appropriate buffers, where no development shall take place, should be created and retained along the watercourse, and around the mature trees and ancient woodland within and adjacent to the site around these features; vi. In areas where no excavation is to occur, existing hedgerows, mature trees and vegetation should be protected and linked by new planting to create continuous corridors of trees and vegetation, connected to wider networks of hedges in surrounding areas and reducing overall visibility across the site from surrounding areas;

JMLP Para/Policy	Changes to the Joint Minerals Local Plan
	<ul style="list-style-type: none"> vii. An assessment of the impact on the Ancient Woodland (Blackland Wood, Front Wood and Cookhams Shaw); should be carried out , appropriate buffers incorporated, and mitigation provided, if required in accordance with Natural England and the Forestry Commission’s standing advice; viii. An assessment of the impact on the Ashdown Forest SPA/SAC, and Wakehurst & Chiddingly Woods SSSI and Weir Wood Reservoir SSSI should be carried out and mitigation provided, if required; ix. An assessment of the impact on nearby listed buildings (including Aldern House, Old Coombe House and Blackland Farmhouse) and the Historic Parksapes (Courtlands and Northwood House) should be carried out and mitigation provided, if required; x. At pre-application stage, a Lidar survey should be undertaken and an assessment of the impacts on buried archaeological remains should be carried out including archaeological field evaluation and mitigation measures where required; xi. A flood risk assessment should be carried out, and mitigation provided, if required; xii. Potential impacts on the Crawley AQMA resulting from site operations and HGV traffic should be identified and mitigation set out if required; xiii. Opportunities should be sought to enhance future public access; xiv. Access to the site should be through the existing brickworks; xv. As the site contains Grade 3 Agricultural Land Quality, an assessment should be undertaken of the potential for high quality agricultural land , and mitigated provided, if required; xvi. The power line and BT line should be diverted or protected, as necessary; xvii. The site shall be restored either to agricultural or woodland use in accordance with the following principles, either: <ul style="list-style-type: none"> a. Reinstate the original profile of the site and return it to agricultural use. Long term restoration should aim to restore and reinforce existing landscape elements in keeping with the surrounding pattern, including the structure of hedgerows and hedgerow trees. It should aim to maximise the farmland habitat value and connectivity with the surrounding structure of hedgerows and woodland. It should also include the creation of ponds, a notable feature of the local landscape and important component of the habitat diversity of the area, or, b. Restoring all or part of the site to woodland following extraction. Long term restoration should aim to maximise the habitat value by taking opportunities to link it into the surrounding

JMLP Para/Policy	Changes to the Joint Minerals Local Plan
	<p>structure of hedgerows and woodland. It should also include the creation of ponds, a notable feature of the local landscape and important component of the habitat diversity of the area.</p> <p>xviii. A site liaison group involving the local community should be established if necessary, by the operator to address issues arising from the operation of the site.</p>
	<p><i>New paragraph number: 7.2.6</i></p> <p><u>Ham Farm, Steyning (Policies Map 8):</u> Located in Steyning, Horsham, the site is used for agricultural purposes, and is approximately 7.9 hectares in size. It would provide 725,000 tonnes of soft sand. Materials would be exported from the site by road. The after use for this site would be a return to agricultural use, and restoration would consider enhancement of the existing woodland within the site.</p>
	<p><i>New paragraph number: 7.2.7</i></p> <p><u>The development principles for Ham Farm are as follows:</u></p> <ul style="list-style-type: none"> i. <u>Development proposals must identify and incorporate opportunities for net gains in biodiversity;</u> ii. <u>A project level Appropriate Assessment is required to assess potential impacts and demonstrate how this site will be delivered without any adverse effect on the integrity of any Natura 2000 sites</u> iii. <u>A Landscape and Visual Impact Assessment should inform the development of proposals for the extraction of minerals from the site, taking into account and seeking to minimise impacts on the South Downs National Park and its setting, and Wiston Park;</u> iv. <u>The LVIA should cross reference all other relevant studies within the Environmental Statement in order to ensure that it is fully integrated and considers both direct and indirect impacts from any proposals;</u> v. <u>The access should be carefully sited to ensure lines of mature broadleaf trees remain intact. A tree survey and arboriculture impact assessment in accordance with "BS5837 Trees in Relation to Design, Demolition and Construction 2012" should be provided to ensure that retained trees are adequately protected from site operations and that any to be removed are clearly identified and appropriate mitigation proposed;</u>

JMLP Para/Policy	Changes to the Joint Minerals Local Plan
	<ul style="list-style-type: none"> vi. <u>The entrance to the site should be carefully designed to minimise adverse impacts upon the South Downs National Park and its setting;</u> vii. <u>During excavation there should be screening, such as perimeter mounding and planting of native trees and shrubs (including native evergreen species) along the eastern and southern boundaries to strengthen and reinforce existing screening of views into the site from the A283, Cherrytree Rough to the north and surrounding open farmland should be considered as part of the Landscape and Visual Impact Assessment process. Any screening landform and/or planting should be designed to be consistent with local landscape character in order to minimise unintended additional impacts on landscape character from incongruous screening features;</u> viii. <u>Existing hedgerows, mature trees and vegetation along perimeters and within the site, must, where possible, be retained and linked to new planting to create continuous corridors of trees and vegetation, connected to wider networks of hedges in surrounding areas;</u> ix. <u>There should be phasing of working and restoration to minimise impacts associated with unrestored open excavated areas;</u> x. <u>A historic building setting impact assessment of nearby listed buildings (including but not limited to Horsebrook Cottage and Wappingthorn Manor) should be carried out and mitigation provided, if required;</u> xi. <u>At pre-application stage, a Lidar survey should be undertaken and an assessment of the impacts on buried archaeological remains should be carried out including archaeological field evaluation and mitigation measures where required;</u> xii. <u>A hydrological assessment should be completed, evaluating and seeking to avoid and minimise the impact from the proposals on ground water and watercourses, including but not limited to, Alderwood Pond and Wiston Pond;</u> xiii. <u>A flood risk assessment should be carried out and mitigation provided, if required;</u> xiv. <u>The transport assessment should consider the net impact of changing the land use from agricultural (maize production) to mineral and include allowances for the importation of materials for restoration and importation of feedstock for anaerobic digestion at Wappingthorn Farm;</u> xv. <u>A HGV routing agreement is required, including a robust approach to monitoring adherence, to ensure that HGVs travelling to/from the site avoid the villages of Steyning and Storrington;</u> xvi. <u>If the traffic from the site could have a negative impact on the Air Quality Management Area in Storrington High Street, then an Air Quality Assessment is required;</u>

JMLP Para/Policy	Changes to the Joint Minerals Local Plan
	<ul style="list-style-type: none"> xvii. <u>Vehicular access to the site to be created at the existing gated access and shall be designed to accord with the standards and guidance within the Design Manual for Roads and Bridges and Roads in the South Downs;</u> xviii. <u>There must be an assessment of the cumulative impact associated with other development (e.g. other minerals development) including landscape and transport considerations, such as the A24/A283 Washington roundabout and mitigation, if required;</u> xix. <u>Any loss of potentially high quality agricultural land should be considered and mitigation provided, if required;</u> xx. <u>There are known power cables, power lines and water mains within and adjacent to the site which should be diverted or protected, as necessary;</u> xxi. <u>A lighting, noise, dust, odour and vibration management plan should be completed, setting out how unacceptable impacts will be avoided;</u> xxii. <u>Options for restoration could include reinstating the original profile of the site and returning it to agricultural use and restoring the structure of hedgerows and hedgerow trees, with the aim of maximising farmland habitat value, and connectivity with the surrounding structure of hedgerows and lines of trees. Long term restoration should aim to maximise the habitat value by taking opportunities to link the surrounding hedgerow and woodland structure; and</u> xxiii. <u>A site liaison group involving the local community should be established by the operator to address issues arising from the operation of the site.</u>
	<p><i>New paragraph number: 7.2.8</i></p> <p><u>East of West Heath Common (Extension), Rogate (Policies Map 9):</u> Located near to Rogate, Chichester, the extension to West Heath Quarry is located within the South Downs National Park, and used for agricultural purposes. The site is approximately 14 hectares in size and would provide 950,000 tonnes of soft sand. The area available for extraction may be limited by the development principles set out below, including the results of the hydrogeological survey. Materials would be exported from the extension site to the existing quarry by conveyor or pipeline, for processing, before transport by road using the existing quarry access and routing provision. Development of this site should avoid and minimise any impact on West Heath Common and the River Rother Local Wildlife Site. Development should also contribute to the Petersfield to</p>

JMLP Para/Policy	Changes to the Joint Minerals Local Plan
	<p><u>Pulborough via Midhurst non-motorised route. The after use for this site would be to create a low level water environment that should maximise nature conservation and informal recreation. Any restoration scheme should be fully integrated with the restoration scheme on the existing site. The restoration proposals should also take account of the opportunities to improve long distance trails and key public Rights of Way. Restoration proposals should clearly relate to landscape projects in the wider South Downs National Park².</u></p> <p><u>Footnote 2: SSR Landscape Assessment (2019)</u></p>
	<p><i>New paragraph number: 7.2.9</i></p> <p><u>The development principles for the East of West Heath Common site are as follows:</u></p> <ul style="list-style-type: none"> i. <u>Development proposals must identify and incorporate opportunities for net gains in biodiversity;</u> ii. <u>A project level Appropriate Assessment is required to assess potential impacts and demonstrate how this site will be delivered without any adverse effect on the integrity of any Natura 2000 sites;</u> iii. <u>A landscape and visual impact assessment should inform the development of proposals for the extraction of minerals from the site (including the use of conveyors or pipeline), taking into account and seeking to minimise adverse impacts on the South Downs National Park;</u> iv. <u>The Landscape and Visual Impact Assessment should cross reference all other relevant studies within the Environmental Statement in order to ensure that it is fully integrated and considers both direct and indirect impacts from any proposals;</u> v. <u>Existing hedgerows, mature trees and vegetation along perimeters and within the site, must, where possible, be retained and linked to new planting to create continuous corridors of trees and vegetation, connected to wider networks of hedges in surrounding areas;</u> vi. <u>There should be phasing of working and restoration to minimise impacts associated with unrestored open excavated areas;</u> vii. <u>Proposals should ensure that there are no significant adverse impacts on the nearby Scheduled Monuments bridges and structures on relevant parts of the road network;</u>

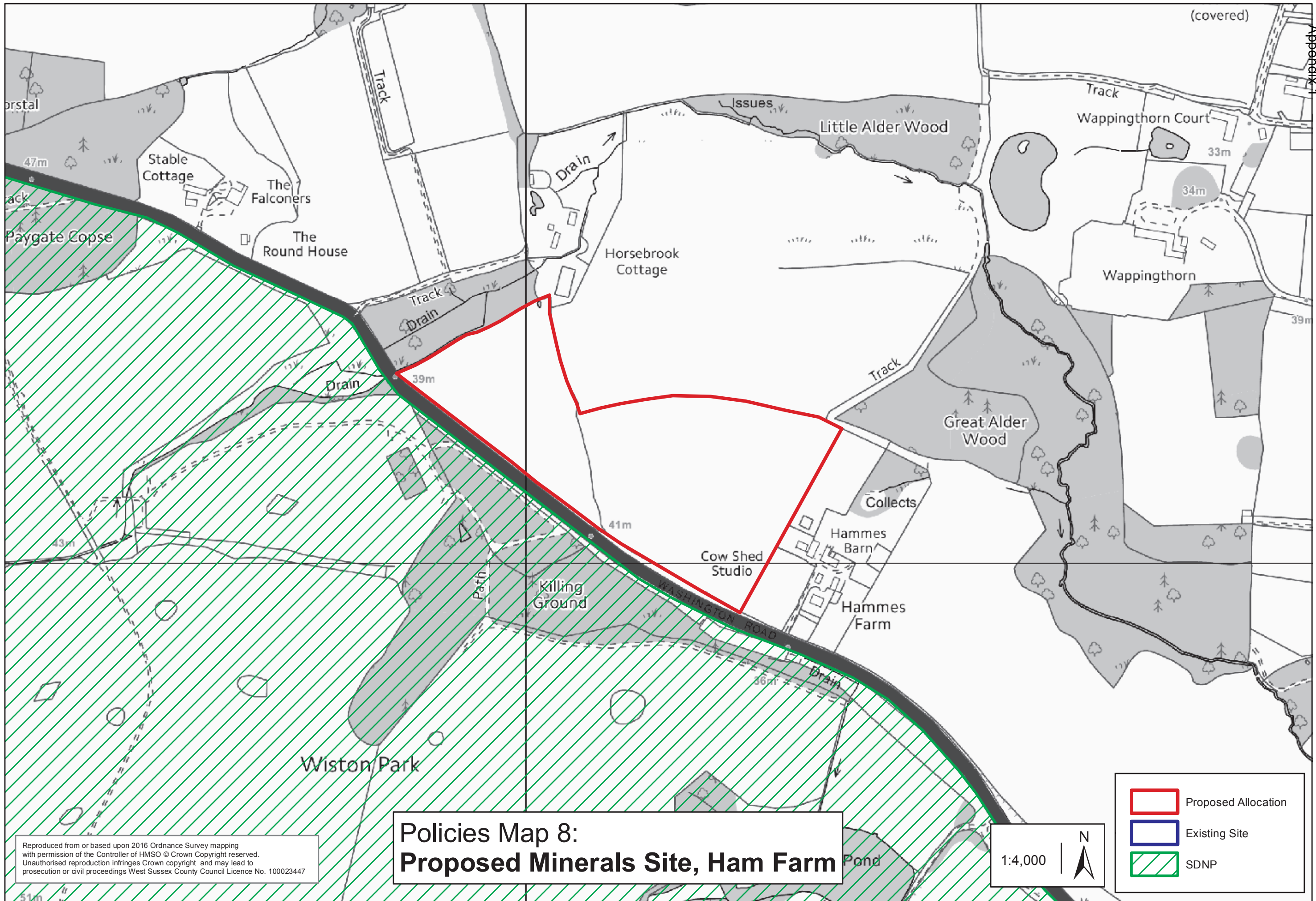
JMLP Para/Policy	Changes to the Joint Minerals Local Plan
	<ul style="list-style-type: none"> viii. <u>At pre-application stage, a Lidar survey should be undertaken and an assessment of the impacts on buried archaeological remains should be carried out including archaeological field evaluation and mitigation measures where required;</u> ix. <u>A hydrological assessment should be completed, evaluating and seeking to avoid and minimise the impact from the proposals on ground water and watercourses. Where necessary, changes to the development boundary will be made to prevent impacts on the water environment;</u> x. <u>The potential for impact on the Wealden Heaths Phase II SPA and East Hampshire Hangers SAC should be considered, and mitigation applied to ensure no harm occurs;</u> xi. <u>Any loss of potentially high quality agricultural land should be minimised and mitigation provided, if required;</u> xii. <u>A lighting, noise, dust, odour and vibration management plan should be completed, setting out how unacceptable impacts will be avoided;</u> xiii. <u>Consideration must be given to ensuring mitigation measures are applied to Public Footpath 861, which is 500m west of the site, and may be impacted by the use of conveyors;</u> xiv. <u>Proposals for restoration should be informed by a landscape and ecosystem services led strategy agreed with the SDNPA. The strategy should be informed by relevant technical assessments, contribute to the purposes of the SDNP and form a cohesive scheme with the existing quarry site.</u> xv. <u>A site liaison group involving the local community should be established by the operator to address issues arising from the operation of the site.</u>
	<p><i>New paragraph number: 7.2.10</i></p> <p><u>Chantry Lane Extension, Storrington (Policies Map 10):</u> Located near to Storrington, Horsham, the extension to Chantry Lane is located within the South Downs National Park, and used for agricultural purposes. The site is approximately 2.5 hectares in size and would provide 1,000,000 tonnes of soft sand. <u>Extraction of material at this location would be linked to an holistic revised restoration scheme and lower levels of extraction at the existing site. The after use for this site could be a return to agricultural use, and restoration would consider enhancement of the existing woodland within the site. The restoration proposals should also take account of the opportunities to improve long distance trails and key public Rights of Way. Restoration proposals should clearly relate to landscape projects in the wider South Downs National Park³.</u></p>

JMLP Para/Policy	Changes to the Joint Minerals Local Plan
	<p><u>Footnote 3: SSR Landscape Assessment (2019)</u></p>
	<p><i>New paragraph number: 7.2.11</i></p> <p><u>The development principles for the Chantry Lane Extension are as follows:</u></p> <ul style="list-style-type: none"> (i) <u>Development proposals must identify and incorporate opportunities for net gains in biodiversity;</u> (ii) <u>A project level Appropriate Assessment is required to assess potential impacts and demonstrate how this site will be delivered without any adverse effect on the integrity of any Natura 2000 sites;</u> (iii) <u>A Landscape and Visual Impact Assessment (LVIA) should inform the development of proposals for the extraction of minerals from the site, taking into account and seeking to minimise impacts on the South Downs National Park;</u> (iv) <u>The LVIA should cross reference all other relevant studies within the Environmental Statement in order to ensure that it is fully integrated and considers both direct and indirect impacts from any proposals;</u> (v) <u>The entrance to the site should be carefully designed to minimise adverse impacts upon the South Downs National Park and its setting, and designed to accord with the standards and guidance within the Design Manual for Roads and Bridges and Roads in the South Downs;</u> (vi) <u>During excavation there should be screening, such as perimeter mounding and planting of native trees and shrubs (including native evergreen species) along the boundaries to strengthen and reinforce existing screening of views into the site from the A283, and surrounding open farmland should be considered as part of the Landscape and Visual Impact Assessment process. Any screening landform and/or planting should be designed to be consistent with local landscape character in order to minimise unintended additional impacts on landscape character from incongruous screening features;</u> (vii) <u>Existing hedgerows, mature trees and vegetation along perimeters and within the site, must, where possible, be retained and linked to new planting to create continuous corridors of trees and vegetation, connected to wider networks of hedges in surrounding areas;</u> (viii) <u>There should be phasing of working and restoration to minimise impacts associated with unrestored open excavated areas;</u>

JMLP Para/Policy	Changes to the Joint Minerals Local Plan
	<ul style="list-style-type: none"> (ix) <u>At pre-application stage, a Lidar survey should be undertaken and an assessment of the impacts on buried archaeological remains should be carried out including archaeological field evaluation and mitigation measures where required;</u> (x) <u>A hydrological assessment should be completed, evaluating and seeking to avoid and minimise the impact from the proposals on ground water and watercourses, given its location close to the Arun Valley SPA;</u> (xi) <u>An HGV routing agreement is required, including a robust approach to monitoring adherence, to ensure that HGVs travelling to/from the site avoid the village of Storrington;</u> (xii) <u>If the traffic from the site could have a negative impact on the Air Quality Management Area in Storrington High Street, then an Air Quality Assessment is required;</u> (xiii) <u>There must be an assessment of the cumulative impact associated with other development (e.g. other minerals development) including landscape and transport considerations, such as the A24/A283 Washington roundabout and mitigation, if required;</u> (xiv) <u>Any loss of potentially high quality agricultural land should be minimised and mitigation provided, if required;</u> (xv) <u>There are known power cables, power lines and water mains within and adjacent to the site which should be diverted or protected, as necessary;</u> (xvi) <u>A lighting, noise, dust, odour and vibration management plan should be completed, setting out how unacceptable impacts will be avoided;</u> (xvii) <u>Proposals for restoration should be informed by a landscape and ecosystem services led strategy agreed with the SDNPA. The strategy should be informed by relevant technical assessments, contribute to the purposes of the SDNP and form a cohesive scheme with the existing quarry site;</u> (xviii) <u>A site liaison group involving the local community should be established by the operator to address issues arising from the operation of the site.</u>
Appendix C	Appendix C: Site allocation Policies Maps
Appendix C	Policies Map 8 - See Appendix 1 of this document
Appendix C	Policies Map 9 - See Appendix 1 of this document

JMLP Para/Policy	Changes to the Joint Minerals Local Plan
Appendix C	Policies Map 10 - See Appendix 1 of this document

Appendix 1: Policies Maps 8 - 10

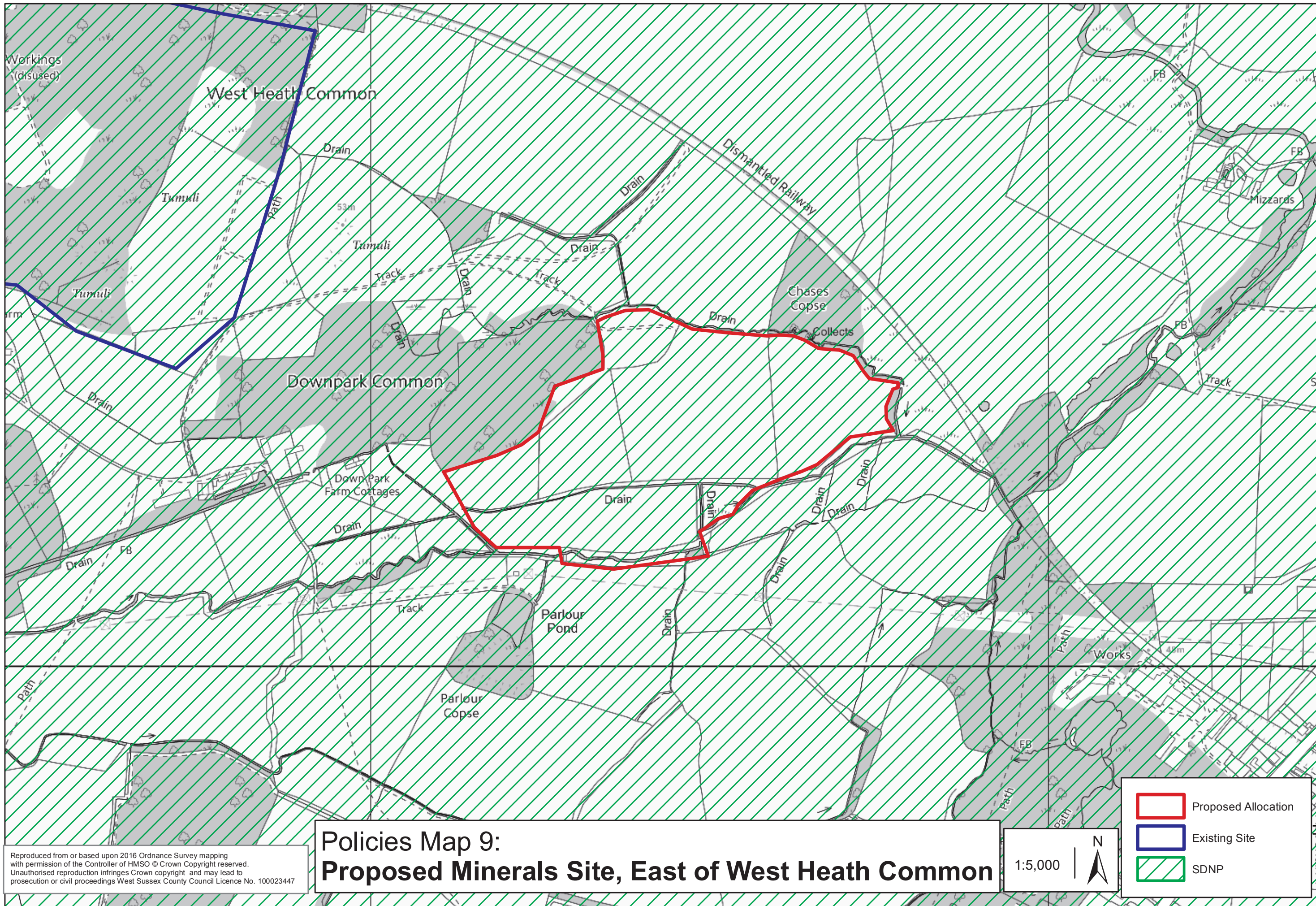


**Policies Map 8:
Proposed Minerals Site, Ham Farm**

- Proposed Allocation
- Existing Site
- SDNP

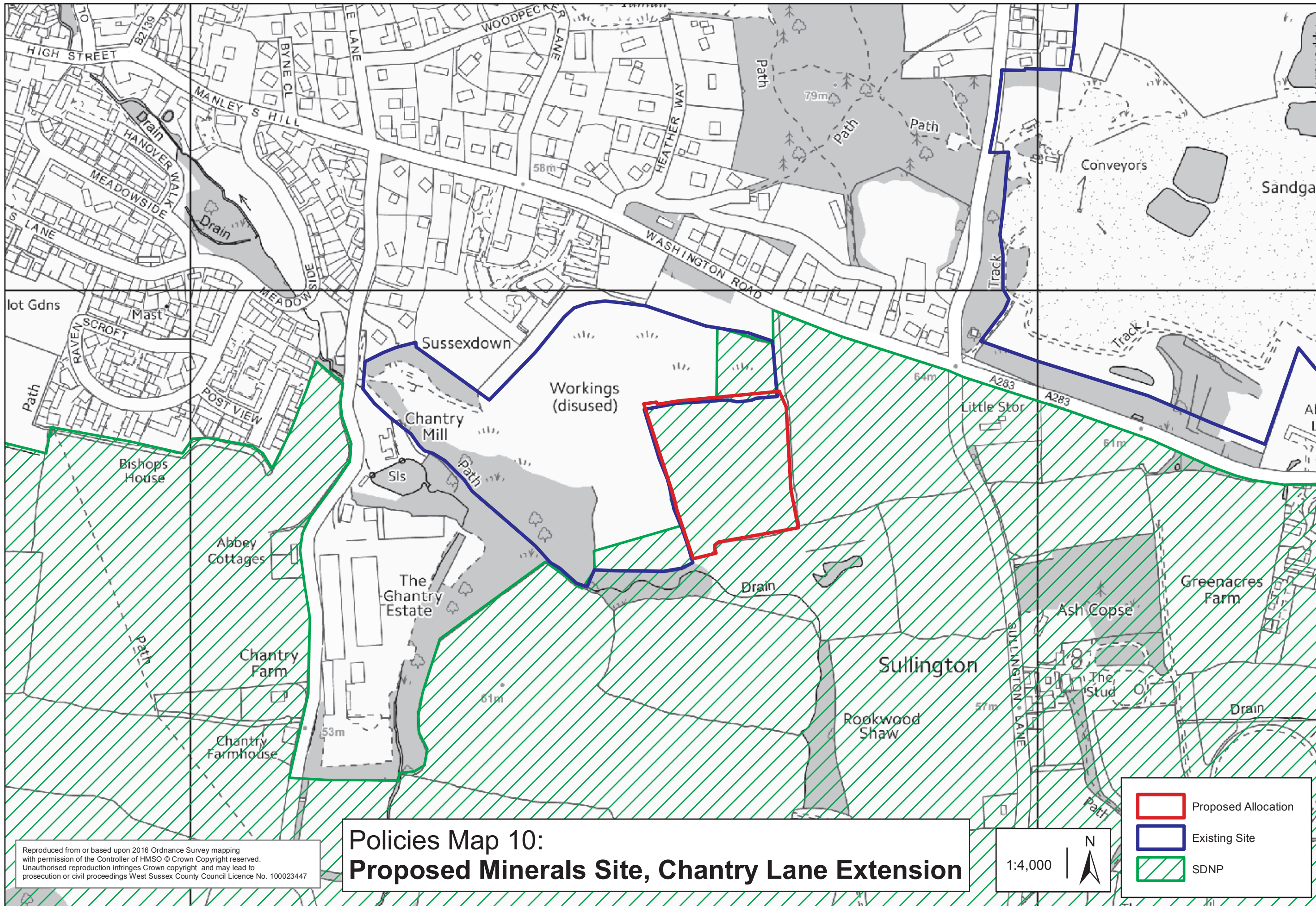
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**Policies Map 9:
Proposed Minerals Site, East of West Heath Common**



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Revised Policy M2 and supporting text

Soft Sand

- 6.2.13. Land won soft sand is of a particular quality that cannot be substituted by other minerals. The soft sand resource is heavily constrained due its location within or adjacent to the South Downs National Park.
- 6.2.14. The current 10 year average sales value is much higher than for sharp sand and gravel, at 288,718 tonnes per annum (2009 – 2018), and other relevant local information suggests average demand may be as high as 371,869 tonnes per annum. ~~soft sand is 313,210 tonnes (2007 – 2016) (based on January 2017 data), which is higher than for sharp sand and gravel. In 2017, the total permitted reserve of land-won soft sand in West Sussex is 2,300,437 3,354,800 tonnes which currently provides a landbank of ±0.7 6.2 years[±].~~ based on the 10 year average sales, taking account of other relevant local information. ~~The supply and demand picture shows that additional supplies of 2.36mt of soft sand are likely to be needed towards the latter half of the Plan period. Current reserves are not sufficient to meet demand over the Plan period (up to 2033). Planning Guidance (NPPG, para 064) states that MPAs should also consider average sales over the previous three years, to identify the general trend of demand. The 3-year average of soft sand sales is 315,560 tonnes (2016-2018). Based on this 3-year average and current reserves, the landbank (taking account of other relevant local information) is currently 7.3 years.~~
- 6.2.15. The relevant strategic objectives are;
- *1: To promote the prudent and efficient production and use of minerals and to ensure a steady and adequate supply, having regard to the market demand and constraints on supply in the Plan area.*
 - *3: To make provision for soft sand, silica sand and sharp sand and gravel, to meet the identified need, from outside the South Downs National Park, where possible; and only allow development within the national park in exceptional circumstances and where it is in the public interest.*
- 6.2.16. In order to inform the **strategy** for the provision of land won soft sand, the Authorities considered the opportunities for extraction:
- within West Sussex but outside the SDNP
 - outside of West Sussex²

¹ ~~This does not take account of other relevant local information concerning future levels of house building and road construction as set out in the Local Aggregates Assessment.~~

² Where these opportunities are included in emerging or adopted mineral plans, or exist at sites that hold current planning permissions.

- from other sources
 - from within the SDNP, within West Sussex
 - a combination of the options
- 6.2.17. The Authorities have engaged in discussions under Duty to Cooperate with all Mineral Planning Authorities across the South East culminating in the agreement of a joint Position Statement for Soft Sand. Further Statements of Common Ground have been prepared on the issue of soft sand provision, as necessary, and the Authorities will continue to engage with other MPAs on the issue given to constrained nature of soft sand in West Sussex.
- 6.2.18. In light of this work, site allocations through Policy M11 make provision for soft sand to meet the shortfalls set out in the latest LAA.
- 6.2.19. The **strategy** for the provision of land won soft sand is:
- to allocate a new site inside of West Sussex and outside of the South Downs National Park (see Policy M11)
 - to allocate two extensions to existing soft sand sites within the South Downs National Park (see Policy M11)
 - to continue to work with Mineral Planning Authorities across the South East to identify potential alternative sources of soft sand (land won, marine won or substitute materials) to ensure that sites provision is made for soft sand outside of protected landscapes in the first instance.
- 6.2.20. This strategy accords with national policy as it seeks to make provision for non-energy minerals from outside of protected areas in the first instance NPPF para 205(a). In future, provision for soft sand may be available from beyond West Sussex and from alternative sources. This information will form part of the assessment of any planning application that comes forward on allocated or unallocated sites.
- 6.2.21. Any application for soft sand extraction within the SDNP, that is determined to be major development, will be assessed to determine whether or not exceptional circumstances exist and whether a proposal would be in the public interest.
- 6.2.22. Policy M2 will be used to determine all planning applications for soft sand extraction in West Sussex, including extensions of time and physical extensions on allocated and unallocated sites.

~~Any proposals for land won soft sand extraction submitted before the adoption of the single issue soft sand review of the Plan, will be considered on its merits and against Policy M2 and other policies in this Plan~~

Policy M2: Soft Sand

(a) Proposals for land won soft sand extraction, including extensions of time and physical extensions to existing sites, will be permitted provided that:

i. The proposal is needed to ensure a steady and adequate supply of soft sand and to maintain at least a seven year land bank, as set out in the most recent Local Aggregates Assessment; and

ii. The site is allocated within Policy M11 of this Plan, or if the proposal is on an unallocated site, it can be demonstrated that the need cannot be met through the site/s allocated for that purpose; and

iii. Where transportation by rail or water is not practicable or viable, the proposal is well-related to the Lorry Route Network.

(b) Proposals located outside the South Downs National Park that accord with part (a) must not adversely impact on its setting.

(c) Proposals located within the South Downs National Park that accord with part (a) and constitute major development will be refused other than in exceptional circumstances and where it can be demonstrated to be in the public interest.

~~Proposals for land won soft sand extraction, including extensions of time and physical extensions to existing sites, will be permitted providing that the proposal is needed to meet the shortfall of soft sand of 2.36 million tonnes (or as calculated in the most recent Local Aggregates Assessment) over the Plan period and maintain at least a seven year landbank.~~

~~The Authorities will commence a single issue soft sand review of this Plan within 6 months of the adoption of this Plan. The Plan Review will be submitted for examination within two years from the commencement of the review and address the shortfall of soft sand at that time (as calculated in the most recent Local Aggregates Assessment). In the event that the reviewed Plan is not submitted within two years then the Plan, in terms of soft sand, will be deemed to be out of date.~~

- 6.2.23. The Authorities' Monitoring Report will be updated annually to contain the latest information about the status of the allocated sites. The landbank calculation for the purposes of Policy M2(a(i)) will be made by using the reserve and annual demand information set out in the most recent published Local Aggregate Assessment.
- 6.2.24. Site allocations are set out in policy M11. The [Soft Sand Site Selection Report](#), [Sustainability Appraisal](#) and [Major Development Background Paper](#) set out how the Authorities undertook the site selection process. For

development proposals on unallocated sites a clear preference will be given to sites with the least impact on the SDNP in line with national policy.

- 6.2.25. Sites outside of the boundary of the SDNP will be assessed for their impact on the setting of the SDNP in line with Section 62 of the Environment Act 1995 which requires all relevant authorities, including statutory undertakers and other public bodies, to have regard to the purposes of a National Park.
- 6.2.26. Sites within the South Downs National Park that are assessed as constituting major development will need to demonstrate exceptional circumstances exist and the development would be in the public interest before planning permission is granted.³
- 6.2.27. Physical extensions to existing sites generally benefit from established infrastructure (e.g. access roads, processing plant and offices) which means that it may be more appropriate to continue activities, rather than develop new sites. The acceptability of extending existing sites will also depend on the cumulative impacts of continued working, considered in more detail by Policy M22.
- 6.2.28. Proposals to extend existing sites will only be supported where the existing site does not have any outstanding or unresolved issues in relation to planning controls aimed at ensuring that the site operates without harm. For example, if a site that should have been partly restored in accordance with a phased restoration scheme were to be extended, this would exacerbate the ongoing impact on the landscape.
- ~~6.2.29. The shortfall of supply, as calculated at the time when the planning application is determined, will be a material consideration. The landbank calculation for the purposes of Policy M2 will be made by using the reserve and annual demand information set out in the latest Local Aggregate Assessment.~~
- ~~6.2.30. The single issue review of the Plan required under Policy M2 will address the strategy to maintain a steady and adequate supply of soft sand, the supply and demand for soft sand, and the approach to meet any shortfall, including the potential need to allocate sites. Although the Plan Review will address these matters, it will not change the end date of this Plan.~~
- ~~6.2.31. Policy M2 sets out the timeframe for the commencement and submission of the Plan Review. 'Commencement' is defined as being publication of an invitation to make representations in accordance with Regulation 18 of The Town and Country Planning (Local Planning) (England) Regulations 2012. If~~

³ [West Sussex and South Downs Major Development Topic Paper](#)

~~the Plan Review is not submitted within two years from commencement,
the soft sand parts of this Plan will be deemed to be out of date.~~

Implementation and Monitoring	
<i>Actions</i>	<i>Key Organisation(s)</i>
Annual monitoring of sand and gravel sales data from operators. Annual production of Assessment of Need for Aggregates (Local Aggregate Assessment)	WSCC, SDNPA, minerals operators, South East England Aggregates Working Party.
<i>Measure/Indicator</i>	<i>Trend/Target</i>
<ul style="list-style-type: none"> - Soft sand sales - Permitted soft sand reserves 	<p>Trends:</p> <ul style="list-style-type: none"> — Soft sand continues to be adequately supplied to the construction industry in West Sussex. — 100% of decisions made on planning applications for soft sand extraction are consistent with Policy M2. - Declining landbank within the South Downs National Park - Soft sand continues to be adequately supplied to the construction industry in West Sussex
<i>Intervention Levels</i>	<i>Actions</i>
<p>New soft sand reserve permitted within the South Downs National Park (contrary to approach of managed retreat)</p> <p>Lack of sites coming forward that are able to demonstrate exceptional circumstances</p>	<ul style="list-style-type: none"> - Work with the Aggregates Working Party to monitor supplies of soft sand in the south east - Review policy

Revised Policy M11 and supporting text

7. Strategic Minerals Site Allocations

7.1. Introduction

- 7.1.1. This chapter identifies the mineral sites that ~~has~~ **have** been allocated in the Plan in pursuit of the following **strategic objectives**; *1: To promote the prudent and efficient production and use of minerals and to ensure a steady and adequate supply, having regard to the market demand and constraints on supply in the Plan area. 3: To make provision for soft sand, silica sand and sharp sand and gravel, to meet the need, from outside the South Downs National Park, where possible; and only allow development within the national park in exceptional circumstances and where it is in the public interest.*
- 7.1.2. Paragraph ~~204~~ ~~143~~ of the NPPF requires that Local Plans should allocate sites to promote development and flexible use of land. Specifically in relation to planning for aggregate minerals, paragraph 145 of the NPPF states that Mineral Planning Authorities should plan for a steady and adequate supply by, amongst other things, identifying specific sites, preferred areas and/or areas of search and locational criteria as appropriate.
- 7.1.3. Allocation of a site gives certainty to the mineral industry and local communities about the acceptability 'in principle' of the use of an identified site for mineral extraction. However, all planning applications must be judged on their merits and the allocation of a site in the Plan does not mean that a proposal for the allocated use will automatically be granted planning permission; the proposal must be acceptable in its own right taking into account all the material considerations. This includes the application to the proposed development of the relevant use-specific and general development management and policies of this Plan. It should also be noted that wider (non-land use planning) controls may apply to development proposals, for example, the environmental permitting regime.
- 7.1.4. Development within the SDNP will need to consider its impact on the purposes of the SDNP⁴ at each stage of development. Restoration of sites within or nearby to the SDNP should consider their ability to contribute to ecosystem services and biodiversity net-gain. The SDNPA will prepare a

⁴ As set out in the National Parks and Access to Countryside Act 1949, as amended by the Environment Act 1995.

guide to restoration of mineral sites within the SDNP and proposals should take account of this in the preparation of any planning application.

- 7.1.5. Although the allocated sites are currently available for mineral uses during the Plan period, circumstances may change and they may not come forward as expected. Private sector businesses (and, therefore, commercial considerations) will determine whether extraction will actually take place. Therefore, the Plan potentially allows, under the use-specific policies in the preceding chapter, for other sites to come forward for mineral extraction. Such provision will provide additional flexibility and compensate for any allocated sites that do not come forward for minerals extraction. Accordingly, the fact that a site is not allocated in the Plan does not mean that a proposal for mineral extraction at that site will not receive planning permission at some future date.
- 7.1.6. Following technical work and discussions with the mineral industry, statutory and other consultees, and resident and community groups, a number of guiding principals have been identified for the location of new mineral extraction sites. These sites are needed to address likely demand shortfalls for meeting needs for soft sand in West Sussex as identified in Chapter 6.
- 7.1.7. There are ~~five~~ **six** key guiding principles that have been used to guide the identification of the allocated sites:
- **First principle:** *Places where there are opportunities to restore land beneficially, for example a net-gain in biodiversity.*
 - **Second principle:** *Places without a sensitive natural or built environment and away from communities, in order to protect the amenity of businesses, residents and visitors to West Sussex*
 - **Third principle:** *the new sites should have good access to the Lorry Route Network (LRN). Access from the site to the LRN should be acceptable 'in principle', that is, there should not be any technical issues, with regard to highway capacity and road safety, that cannot be overcome.*
 - **Fourth principle:** *The need to protect and enhance, where possible, protected landscapes in the plan area, particularly ensuring that any major minerals development will only be considered within designated landscapes in exceptional circumstances and in the public interest.*

- ***Fifth principle: A preference for extensions to existing sites rather than new sites, subject to cumulative impact assessments.***
- ***Fifth Sixth principle: The need to avoid the needless sterilisation of minerals by other forms of development***

7.2. Strategic Mineral Site Allocation

- 7.2.1. A detailed technical assessment of the site has been undertaken that has not identified any overriding or fundamental constraints to the proposed forms of development on the allocated sites. This includes, for example, the potential impact of the development on amenity and character, and risk to the natural and historic environment. It is considered, therefore, that any potential unacceptable impacts can be prevented, minimised, mitigated, or compensated for to an acceptable standard. Restoration forms a key part of any application for mineral extraction and proposals should ensure appropriate mitigation through the extraction period as well as the proposals for the final land use. Pre-application advice should be sought to ensure each site is brought forward in the most appropriate way, as set out in Policy M24 Restoration and Aftercare. Accordingly, the site allocated in Policy M11 is acceptable 'in principle' for the allocated use/s.
- 7.2.2. Proposals for development on the allocations within the SDNP that are considered to be major development will need to demonstrate exceptional circumstances exist and the development would be in the public interest before planning permission is granted in line with policy M2.

Policy M11: Strategic Minerals Site Allocations

(a) The following site is allocated for the extraction of clay for brick making and is acceptable, in principle, for that purpose:

- **Extension to West Hoathly Brickworks (Policies Map 1)**

(b) The following sites are allocated for soft sand extraction and are acceptable, in principle, for that purpose:

- **Ham Farm, Steyning (Policies Map 8)**
- **East of West Heath Common (Extension) (Policies Map 9)**
- **Chantry Lane Extension (Policies Map 10)**

(bc) The development of the allocated sites must take place in accordance with the policies of this Plan and satisfactorily address the 'development principles' for that site identified in the supporting text to this policy.

(ed) The allocated site will be safeguarded from any development either on or adjoining the sites that would prevent or prejudice the development of its allocated minerals use or uses.

Implementation and Monitoring	
<i>Actions/Activities</i>	<i>Key Organisation(s)</i>
Development management process	WSCC, minerals industry
Monitoring the 'take-up' of allocated sites through the AMR	n/a
<i>Measure/Indicator</i>	<i>Trend/Target</i>
Number of applications for minerals working on allocated sites permitted per annum.	n/a
Type of facilities permitted on allocated sites per annum	In line with the requirements of the Plan area as set out in Policy M11
<i>Intervention Levels</i>	A downward trend in applications on allocated sites (compared with applications on unallocated sites). Loss of allocations to non-minerals uses or use for minerals determined as being undeliverable.

7.2.3. The broad locations of the sites allocated in Policy M11 is shown on the Policies Maps 1. The boundary of each the allocated site is identified on the Policies Maps 1. The following paragraphs identify 'development principles' for the sites, that is, specific issues that will need to be addressed at the planning application stage, as and when proposals come forward for the allocated sites. Policy M11 requires these principles to be satisfactorily addressed in addition to any requirements within the use-specific and general development management policies of this Plan. Application of the Development Principles should take place alongside full consideration of the Development Management policies set out in Chapter 8.

7.2.4. **Extension to West Hoathly Brickworks, West Hoathly (Policies map 1)**: Located in West Hoathly, Mid Sussex, the site is used for agricultural purposes and is approximately 9 hectares in size. The site would provide a 2-3 year supply of Wadhurst clay to the existing brick factory. The after use for this site would be a return to agricultural uses, or restoring part, or all, of the land to woodland. Restoration should seek to reinstate the original profile of the site.

7.2.5. The development principles for the Extension to West Hoathly Brickworks are as follows:

- (i) Phasing of clay extraction and restoration so that a series of small areas are developed in sequence, to reduce visual intrusion;
- (ii) careful siting of extraction and infrastructure on the lower areas to the northwest of the site to reduce visual intrusion on the village and Historic Park and Garden to the south;
- (iii) perimeter mounding (using topsoil and overburden) and then planting of native trees and shrubs along the southern and eastern boundary, including some evergreen species, to screen/filter views of the village to the southeast, and Top Road to the south;
- (iv) perimeter mounding should be carried out and then planting of native trees and shrubs along the north western boundary, to reduce visibility from views along the valley and the hills to the northwest within the wider AONB;
- (v) in order to minimise negative impacts on mature trees and watercourses, appropriate buffers, where no development shall take place, should be created and retained along the watercourse, and around the mature trees and ancient woodland within and adjacent to the site around these features;
- (vi) in areas where no excavation is to occur, existing hedgerows, mature trees and vegetation should be protected and linked by new planting to create continuous corridors of trees and vegetation, connected to wider networks of hedges in surrounding areas and reducing overall visibility across the site from surrounding areas;

- (vii) an assessment of the impact on the Ancient Woodland (Blackland Wood, Front Wood and Cookhams Shaw); should be carried out , appropriate buffers incorporated, and mitigation provided, if required in accordance with Natural England and the Forestry Commission's standing advice;
- (viii) an assessment of the impact on the Ashdown Forest SPA/SAC, and Wakehurst & Chiddingly Woods SSSI and Weir Wood Reservoir SSSI should be carried out and mitigation provided, if required;
- (ix) an assessment of the impact on nearby listed buildings (including Aldern House, Old Coombe House and Blackland Farmhouse) and the Historic Parksapes (Courtlands and Northwood House) should be carried out and mitigation provided, if required;
- (x) at pre-application stage, a Lidar survey should be undertaken and an assessment of the impacts on buried archaeological remains should be carried out including archaeological field evaluation and mitigation measures where required;
- (xi) a flood risk assessment should be carried out, and mitigation provided, if required;
- (xii) potential impacts on the Crawley AQMA resulting from site operations and HGV traffic should be identified and mitigation set out if required;
- (xiii) opportunities should be sought to enhance future public access;
- (xiv) access to the site should be through the existing brickworks;
- (xv) as the site contains Grade 3 Agricultural Land Quality, an assessment should be undertaken of the of potential for high quality agricultural land should be undertaken, and mitigated provided, if required;
- (xvi) the power line and BT line should be diverted or protected, as necessary;
- (xvii) the site shall be restored either to agricultural or woodland use in accordance with the following principles, either:
 - a. Reinstate the original profile of the site and returning it to agricultural use. Long term restoration should aim to restore and reinforce existing landscape elements in keeping with the surrounding pattern, including the structure of hedgerows and hedgerow trees. It should aim to maximise the farmland habitat value and connectivity with the surrounding structure of hedgerows and woodland. It should also include the creation of ponds, a notable feature of the local landscape and important component of the habitat diversity of the area, or,
 - b. restoring all or part of the site to woodland following extraction. Long term restoration should aim to maximise the habitat value by taking opportunities to link it into the surrounding structure of hedgerows and woodland. It should also include the creation of

ponds, a notable feature of the local landscape and important component of the habitat diversity of the area.

- (xviii) A site liaison group involving the local community should be established if necessary, by the operator to address issues arising from the operation of the site.

7.2.6. **Ham Farm, Steyning (Policies Map 8)**: Located in Steyning, Horsham, the site is used for agricultural purposes, and is approximately 7.9 hectares in size. It would provide 725,000 tonnes of soft sand. Materials would be exported from the site by road. The after use for this site would be a return to agricultural use, and restoration would consider enhancement of the existing woodland within the site.

7.2.7. The development principles for Ham Farm are as follows:

- i. Development proposals must identify and incorporate opportunities for net gains in biodiversity;
- ii. A project level Appropriate Assessment is required to assess potential impacts and demonstrate how this site will be delivered without any adverse effect on the integrity of any Natura 2000 sites
- iii. A Landscape and Visual Impact Assessment should inform the development of proposals for the extraction of minerals from the site, taking into account and seeking to minimise impacts on the South Downs National Park and its setting, and Wiston Park;
- iv. The LVIA should cross reference all other relevant studies within the Environmental Statement in order to ensure that it is fully integrated and considers both direct and indirect impacts from any proposals;
- v. The access should be carefully sited to ensure lines of mature broadleaf trees remain intact. A tree survey and arboriculture impact assessment in accordance with "BS5837 Trees in Relation to Design, Demolition and Construction 2012" should be provided to ensure that retained trees are adequately protected from site operations and that any to be removed are clearly identified and appropriate mitigation proposed;
- vi. The entrance to the site should be carefully designed to minimise adverse impacts upon the South Downs National Park and its setting;
- vii. During excavation there should be screening, such as perimeter mounding and planting of native trees and shrubs (including native evergreen species) along the eastern and southern boundaries to strengthen and reinforce existing screening of views into the site from the A283, Cherrytree Rough to the north and surrounding open farmland should be considered as part of the Landscape and Visual Impact Assessment process. Any screening landform and/or planting should be designed to be consistent with local landscape character in order to minimise unintended additional impacts on landscape character from incongruous screening features;

- viii. Existing hedgerows, mature trees and vegetation along perimeters and within the site, must, where possible, be retained and linked to new planting to create continuous corridors of trees and vegetation, connected to wider networks of hedges in surrounding areas;
- ix. There should be phasing of working and restoration to minimise impacts associated with unrestored open excavated areas;
- x. A historic building setting impact assessment of nearby listed buildings (including but not limited to Horsebrook Cottage and Wappingthorn Manor) should be carried out and mitigation provided, if required;
- xi. At pre-application stage, a Lidar survey should be undertaken and an assessment of the impacts on buried archaeological remains should be carried out including archaeological field evaluation and mitigation measures where required;
- xii. A hydrological assessment should be completed, evaluating and seeking to avoid and minimise the impact from the proposals on ground water and watercourses, including but not limited to, Alderwood Pond and Wiston Pond;
- xiii. A flood risk assessment should be carried out and mitigation provided, if required;
- xiv. The transport assessment should consider the net impact of changing the land use from agricultural (maize production) to mineral and include allowances for the importation of materials for restoration and importation of feedstock for anaerobic digestion at Wappingthorn Farm;
- xv. A HGV routing agreement is required, including a robust approach to monitoring adherence, to ensure that HGVs travelling to/from the site avoid the villages of Steyning and Storrington;
- xvi. If the traffic from the site could have a negative impact on the Air Quality Management Area in Storrington High Street, then an Air Quality Assessment is required;
- xvii. Vehicular access to the site to be created at the existing gated access and shall be designed to accord with the standards and guidance within the Design Manual for Roads and Bridges and Roads in the South Downs;
- xviii. There must be an assessment of the cumulative impact associated with other development (e.g. other minerals development) including landscape and transport considerations, such as the A24/A283 Washington roundabout and mitigation, if required;
- xix. Any loss of potentially high quality agricultural land should be considered and mitigation provided, if required;
- xx. There are known power cables, power lines and water mains within and adjacent to the site which should be diverted or protected, as necessary;
- xxi. A lighting, noise, dust, odour and vibration management plan should be completed, setting out how unacceptable impacts will be avoided;
- xxii. Options for restoration could include reinstating the original profile of the site and returning it to agricultural use and restoring the structure of hedgerows and hedgerow trees, with the aim of maximising farmland habitat value, and connectivity with the

- surrounding structure of hedgerows and lines of trees. Long term restoration should aim to maximise the habitat value by taking opportunities to link the surrounding hedgerow and woodland structure; and
- xxiii. A site liaison group involving the local community should be established by the operator to address issues arising from the operation of the site.

7.2.8. **East of West Heath Common (Extension), Rogate (Policies Map 9)**: Located near to Rogate, Chichester, the extension to West Heath Quarry is located within the South Downs National Park, and used for agricultural purposes. The site is approximately 14 hectares in size and would provide 950,000 tonnes of soft sand. The area available for extraction may be limited by the development principles set out below, including the results of the hydrogeological survey. Materials would be exported from the extension site to the existing quarry by conveyor or pipeline, for processing, before transport by road using the existing quarry access and routing provision. Development of this site should avoid and minimise any impact on West Heath Common and the River Rother Local Wildlife Site. Development should also contribute to the Petersfield to Pulborough via Midhurst non-motorised route. The after use for this site would be to create a low level water environment that should maximise nature conservation and informal recreation. Any restoration scheme should be fully integrated with the restoration scheme on the existing site. The restoration proposals should also take account of the opportunities to improve long distance trails and key public Rights of Way. Restoration proposals should clearly relate to landscape projects in the wider South Downs National Park⁵

7.2.9. The development principles for the East of West Heath Common site are as follows:

- i. Development proposals must identify and incorporate opportunities for net gains in biodiversity;
- ii. A project level Appropriate Assessment is required to assess potential impacts and demonstrate how this site will be delivered without any adverse effect on the integrity of any Natura 2000 sites;
- iii. A landscape and visual impact assessment should inform the development of proposals for the extraction of minerals from the site (including the use of conveyors or pipeline), taking into account and seeking to minimise adverse impacts on the South Downs National Park;
- iv. The Landscape and Visual Impact Assessment should cross reference all other relevant studies within the Environmental Statement in order to ensure that it is fully integrated and considers both direct and indirect impacts from any proposals;

⁵ SSR Landscape Assessment (2019)

- v. Existing hedgerows, mature trees and vegetation along perimeters and within the site, must, where possible, be retained and linked to new planting to create continuous corridors of trees and vegetation, connected to wider networks of hedges in surrounding areas;
- vi. There should be phasing of working and restoration to minimise impacts associated with unrestored open excavated areas;
- vii. Proposals should ensure that there are no significant adverse impacts on the nearby Scheduled Monuments bridges and structures on relevant parts of the road network;
- viii. At pre-application stage, a Lidar survey should be undertaken and an assessment of the impacts on buried archaeological remains should be carried out including archaeological field evaluation and mitigation measures where required;
- ix. A hydrological assessment should be completed, evaluating and seeking to avoid and minimise the impact from the proposals on ground water and watercourses. Where necessary, changes to the development boundary will be made to prevent impacts on the water environment;
- x. The potential for impact on the Wealden Heaths Phase II SPA and East Hampshire Hangers SAC should be considered, and mitigation applied to ensure no harm occurs;
- xi. Any loss of potentially high quality agricultural land should be minimised and mitigation provided, if required;
- xii. A lighting, noise, dust, odour and vibration management plan should be completed, setting out how unacceptable impacts will be avoided;
- xiii. Consideration must be given to ensuring mitigation measures are applied to Public Footpath 861, which is 500m west of the site, and may be impacted by the use of conveyors;
- xiv. Proposals for restoration should be informed by a landscape and ecosystem services led strategy agreed with the SDNPA. The strategy should be informed by relevant technical assessments, contribute to the purposes of the SDNP and form a cohesive scheme with the existing quarry site.
- xv. A site liaison group involving the local community should be established by the operator to address issues arising from the operation of the site.

7.2.10. **Chantry Lane Extension, Storrington (Policies Map 10):** Located near to Storrington, Horsham, the extension to Chantry Lane is located within the South Downs National Park, and used for agricultural purposes. The site is approximately 2.5 hectares in size and would provide 1,000,000 tonnes of soft sand. Extraction of material at this location would be linked to an holistic revised restoration scheme and lower levels of extraction at the existing site. The after use for this site could be a return to agricultural use, and restoration would consider enhancement of the existing woodland within the site. The restoration proposals should also take account of the opportunities to improve long distance trails and key public Rights of Way. Restoration proposals should clearly relate to landscape projects in the wider South Downs

National Park⁶.

7.2.11. The development principles for the Chantry Lane Extension are as follows:

- (i) Development proposals must identify and incorporate opportunities for net gains in biodiversity;
- (ii) A project level Appropriate Assessment is required to assess potential impacts and demonstrate how this site will be delivered without any adverse effect on the integrity of any Natura 2000 sites;
- (iii) A Landscape and Visual Impact Assessment (LVIA) should inform the development of proposals for the extraction of minerals from the site, taking into account and seeking to minimise impacts on the South Downs National Park;
- (iv) The LVIA should cross reference all other relevant studies within the Environmental Statement in order to ensure that it is fully integrated and considers both direct and indirect impacts from any proposals;
- (v) The entrance to the site should be carefully designed to minimise adverse impacts upon the South Downs National Park and its setting, and designed to accord with the standards and guidance within the Design Manual for Roads and Bridges and Roads in the South Downs;
- (vi) During excavation there should be screening, such as perimeter mounding and planting of native trees and shrubs (including native evergreen species) along the boundaries to strengthen and reinforce existing screening of views into the site from the A283, and surrounding open farmland should be considered as part of the Landscape and Visual Impact Assessment process. Any screening landform and/or planting should be designed to be consistent with local landscape character in order to minimise unintended additional impacts on landscape character from incongruous screening features;
- (vii) Existing hedgerows, mature trees and vegetation along perimeters and within the site, must, where possible, be retained and linked to new planting to create continuous corridors of trees and vegetation, connected to wider networks of hedges in surrounding areas;
- (viii) There should be phasing of working and restoration to minimise impacts associated with unrestored open excavated areas;
- (ix) At pre-application stage, a Lidar survey should be undertaken and an assessment of the impacts on buried archaeological remains should be carried out including archaeological field evaluation and mitigation measures where required;
- (x) A hydrological assessment should be completed, evaluating and seeking to avoid and minimise the impact from the proposals on ground water and watercourses, given its location close to the Arun Valley SPA;

⁶ SSR Landscape Assessment (2019)

- (xi) An HGV routing agreement is required, including a robust approach to monitoring adherence, to ensure that HGVs travelling to/from the site avoid the village of Storrington;
- (xii) If the traffic from the site could have a negative impact on the Air Quality Management Area in Storrington High Street, then an Air Quality Assessment is required;
- (xiii) There must be an assessment of the cumulative impact associated with other development (e.g. other minerals development) including landscape and transport considerations, such as the A24/A283 Washington roundabout and mitigation, if required;
- (xiv) Any loss of potentially high quality agricultural land should be minimised and mitigation provided, if required;
- (xv) There are known power cables, power lines and water mains within and adjacent to the site which should be diverted or protected, as necessary;
- (xvi) A lighting, noise, dust, odour and vibration management plan should be completed, setting out how unacceptable impacts will be avoided;
- (xvii) Proposals for restoration should be informed by a landscape and ecosystem services led strategy agreed with the SDNPA. The strategy should be informed by relevant technical assessments, contribute to the purposes of the SDNP and form a cohesive scheme with the existing quarry site;
- (xviii) A site liaison group involving the local community should be established by the operator to address issues arising from the operation of the site.

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West Sussex County Council Armed Forces Strategy

- 1 The County Council is proud to support the armed forces community in its work and achieved Gold Award status in August 2020 on the South East Reserve Forces' and Cadets' Association (SERFCA) Employer Award Programme.
- 2 The County Council's Armed Forces Champion has been asked by the Leader to work with officers to develop a Strategy to set out the Council's continuing support to the armed forces community. The proposed Strategy is **set out at Appendix 1** to the report.

Consultation

- 3 The draft Strategy has been considered by the County Council's Executive Leadership Team and the Cabinet. They have indicated support for the draft Strategy for consideration by the County Council.
- 4 The County Council hosts the West Sussex Civilian Military Partnership Board, a stakeholder group including borough and district councils, armed forces organisations, major charities and business and employment representatives. The Partnership Board considered the draft Strategy in February 2021 and welcomed it. It suggested that a reference to the Council's archive work to preserve armed forces records should be included, which has been done.

Resources

- 5 It is expected that the network of staff champions will be expanded and met within existing resources.
- 6 The County Council has identified to the Ministry of Defence the costs of having a lead Covenant Office and it is considering whether to provide funding to councils to support such posts after the introduction of the proposed legislation to require councils to have regard to armed forces covenant matters in decision making.

Recommended

That the Armed Forces Strategy be endorsed for approval by the Leader.

Pete Bradbury

West Sussex Armed Forces Champion

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Appendices

Appendix 1: Draft Armed Forces Strategy

Background papers

None

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Draft Armed Forces Covenant Strategy

1. Context and Purpose

West Sussex County Council has been a signatory to the Armed Forces Covenant since 2012 and is committed to uphold the key principles of the Covenant:

- That no member of the Armed Forces Community should face disadvantage in the provision of services compared with any other citizen.
- That, in some circumstances, special treatment may be appropriate especially for the injured or bereaved.

The County Council has developed its relationship with the armed forces community and achieved a Gold Award from South East Reserve Forces' and Cadets' Association (SERFCA) in August 2020, showing its commitment. That should be demonstrated through a set of corporate aims and actions to provide assurance that it is able to deliver on that commitment.

The Council has appointed an elected member (Cllr Pete Bradbury since January 2020) to be its Armed Forces Champion. He was given a task by the Leader of the Council to develop an Armed Forces Strategy for the Council.

2. Aims and Vision

The County Council recognises the value service personnel, reservists, veterans and military families (together the Armed Forces Community) bring to the life of the county and its communities. The Council will, through this Strategy, seek to uphold the principles of the Armed Forces Covenant by:

- recognising the sacrifices made by the armed forces community
- encouraging support for the armed forces community
- promoting understanding and awareness amongst the public
- encouraging activities to help the community integrate into local life.
- supporting veterans and service families in employment at the Council

The Council acts in partnership with local representatives of armed forces organisations, major charities and other local authorities within West Sussex. It supports the Civilian Military Partnership Board, chaired by the Armed Forces Champion, which includes local stakeholders – district and borough councils, the NHS, the armed forces community and armed forces charities.

We will work in partnership with the Armed Forces Community to understand the unique challenges they face and provide guidance and support so they can easily access services that are available.

Our aim is to support the armed forces community by ensuring that the commitments in the covenant are integral to our systems, processes and policies and that staff and Members understand this commitment and apply it in all they do within the Council and their communities.

3. Commitments and actions

The County Council has taken these actions as an employer:

- Offer a guaranteed interview scheme for former service personnel and veterans to ensure that they get an interview if they meet the essential requirements of the role.
- Promote career tasters across the AF community, for example through continuous training period job fairs.
- Offer volunteering opportunities for cadet force adult volunteers through the Volunteering Policy
- Offer reservists up to 10 additional days paid leave per year (pro-rata for part time employees) for the continuous training period.
- Offer support to military spouses and partners so that they know how to access the flexible working policy, staff special circumstances support policy and bereavement policy.
- Ensure that all new members of staff are told about the Covenant and understand its meaning.
- Provide Armed Forces Covenant training to the Customer Service Centre staff using a dedicated trainer for new starters.
- Schools are asked annually to remind parents to inform them if they are entitled to claim the Service Pupil Premium.

Internally the County Council offers training to its staff about the Covenant via an eLearning module which explains the challenges that members of the armed forces community face and how the County Council can help. A training programme for the Customer Service Centre means around 40 staff are able to help customers through signposting to appropriate services.

Around 30 members of staff from across the Council have undertaken more detailed Covenant training and are able to act as staff champions. Most champions are veterans or are from an armed forces family.

The County Council has taken these actions as a service provider:

- Work and engage with partners to promote the support that is available for service and ex-services people including social care, healthcare education and housing.
- Promoting the Armed Forces during the year, including flag flying on Armed Forces Day and holding an act of Remembrance each year.
- The County Chairman attends a number of community events that celebrate the Armed Forces.
- The County Council encourages local councils to help local communities to celebrate the Armed Forces.
- The County Council's Record Office maintains archives relating to the armed forces in Sussex.

4. Plans and Ambitions

The County Council aims to provide a more joined-up and effective service in future. This will be delivered through a series of goals.

The County Council will take these actions as an employer:

- Maintain a dedicated network of named staff to discuss best practice and additional

- actions. The network will have a named lead officer.
- Offer mentoring to ex-services personnel upon employment to help their transition into a civilian job using the officer network.
 - Keep records of service and ex-service people working at the Council to be held by HR and accessible to the officer network.
 - The senior management team will promote the Armed Forces Covenant and its aims and will identify volunteers to act as champions in each frontline service. These champions will work with the Officer Network lead to ensure consistent practice in meeting these aims.
 - Each champion will have a role profile to ensure the role is clear.

The County Council will take these actions as a service provider:

- Ask service users 'have you or a member of your close family served?' in all appropriate circumstances using a corporate communications model.
- Collect data on service users who have declared a service background, to ensure a joined-up approach helps them access services.
- Have a clear webpage message that signposts people to information about support and services for serving and ex-services people and their families.

Preparing for proposed legislation

The Government intends to place a duty on public bodies to have due regard for the needs of the armed forces community in its decision-making in three areas: health, housing and education. The County Council will plan to ensure it is able to meet this duty and is contributing to the Ministry of Defence working groups to consider what this would mean in practice and to help identify action needed.

5. Resources

The County Council has a number of officers who help to deliver the covenant. They fall into four areas of activity:

- **Service champions** based in directorates who can provide front line support for people from the armed forces community.
- **Veterans and reservist group** to provide support and advice.
- **Human Resources champions**, to help ensure that the Council follows best practice as an employer.
- **Communications and Insight champions** to help communicate the Council's Covenant messages and to understand and use data to best effect.

Each group will keep the network lead officer informed and the lead officer will update the Member Champion and the Partnership Board with representatives from these groups meeting together as a panel to share information and to consider action to assist service operational decisions about covenant matters.

Service champions can help adapt services to meet the aims of the Covenant:

- In Adults' Services to access help through in-house or specialist services, mental health, caseworkers and support from armed forces charities.
- The same access support will apply for Children and Family Services.
- In Education, children of service families attract a pupil premium for their school. School admission arrangements and access to SEN or school transport can be complex for service families.
- In library services, providing flexibility in library loans for reservists.

- In Communities, supporting the establishment of community projects aimed at veterans and armed forces families.
- The Record Office will maintain archives relating to the armed forces in West Sussex.

Internally, the County Council's champions have also helped to make the Council an attractive place for people from armed forces families to work, including:

- Reservists Policy
- Guaranteed interview scheme
- Induction for veterans and reservists
- Advice to managers on the Covenant

Service Champions will be identified and supported in their role within:

Adults' Services - Children's Services - Education and Skills
Customer Services Contact Centre - Community Services
Libraries and Record Office and the Fire and Rescue Service

Each champion will be given time to support delivery of the Covenant as part of their role, including taking part in training and networking. As public facing services they can also assist in gathering data about service users.

The Covenant support officer in Democratic Services will support the Partnership Board and the lead member champion.

The County Council's website will highlight its commitment to the Covenant and will include the following content, accessed from a high-level page:

- Macro/tiles for easy navigation around the page
- Armed Forces Calendar of Events.
- Remembrance events
- Breakfast Clubs
- Testimonials
- Case studies and engagement event stories
- Links to resources/support
- Employment and welfare
- Charities
- Archival material

The County Council's internal website will provide support to champions, veterans and reservists who work for the County Council, providing information on:

- Mentoring
- Current staff offering support to new staff (AF Community)
- Publishing of the Covenant Strategy
- Roles and responsibilities of champions
- Contact details
- Link to external Armed Forces Community website

6. Assessing Delivery and Outcomes

The Strategy is intended to show the real benefits and impact of its aims. The network of champions will use the data from their activities to provide an evidence base to show how and how well the aims of this Strategy are being realised. This can

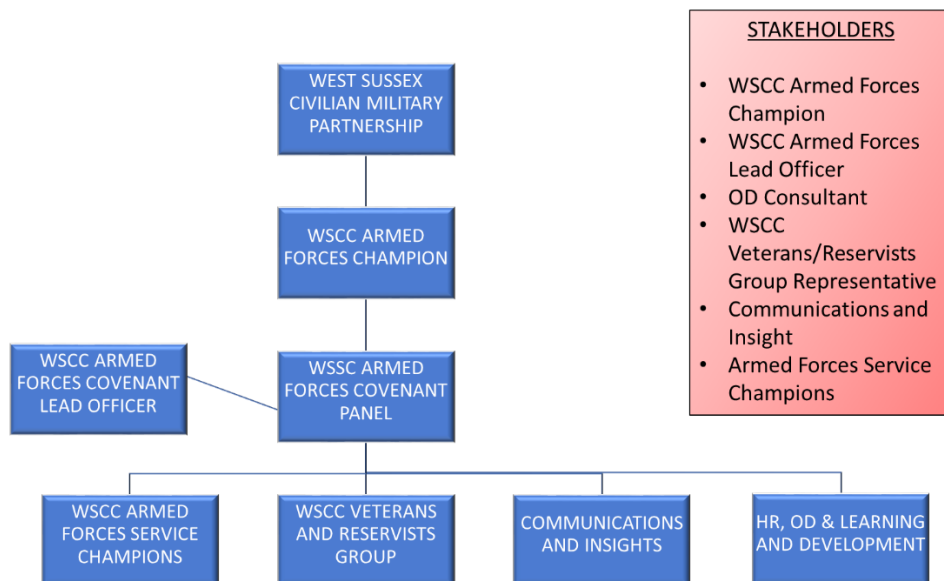
be covered in reports to the Partnership Board, to the Cabinet and to the County Council. It should measure:

- Changes to the website presence and amount of use
- The number of services maintaining champions
- The amount of training delivered
- Levels of useful service user data captured
- Use of the guaranteed interview arrangements
- Changes to service policies and procedures

7. Governance

- The Strategy and the delivery of its aims will be overseen by the Armed Forces champion lead member.
- The Champion will present an Annual report to Council.
- The Champion will chair the Civilian Military Partnership Board which will be supported administratively by an officer of the County Council.
- The minutes and actions arising from the Partnership Board will be published by the County Council.
- The Champion will report to the Cabinet on the achievement of the Strategy’s aims and may call upon members of the Cabinet to account for the contributions the services in their portfolio make to the achievement of the aims of the Strategy.
- The internal arrangement of the responsibilities in this strategy is as shown below:

Figure 1



March 2021

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Council meetings - contingency arrangements for pandemic restrictions

Background and context

- 1** In May 2020 the Government introduced Regulations under powers related to the current pandemic enabling local authorities to hold formal meetings virtually provided certain requirements were met to ensure openness and public access. The rules were aimed at suspending the legal requirements for local authority meetings to be arranged with the councillors meeting together in a 'place' to which the public have access. Physical meetings indoors were otherwise prohibited under separate regulations to ensure compliance with physical distancing and unnecessary gatherings during the pandemic. The Regulations permitting virtual meetings are in force up to 7 May 2021. There is no current plan for their renewal and so a contingency plan is required.
- 2** The Health Protection (coronavirus restrictions) Regulations introduced around the same time impose restrictions on businesses, including local authorities, in relation to attendance at places of work when that work can be carried out remotely. Social distancing measures are applied to work places when attendance is unavoidable. This also place limits on the number of persons who may be present together indoors. It is currently not known how those may be adjusted over the next few months.
- 3** The Government's 'roadmap' out of the current lockdown restrictions mean that such meetings of people indoors may not be possible until 21 June at the earliest. Indoor meetings, even after that date, may be subject to physical distancing measures and other restrictions. If still in force those may mean that meetings of larger committees and of the full County Council cannot take place in the Council chamber or any other space available to the Council.
- 4** If the regulations permitting virtual meetings are not extended or replaced with similar provisions then the requirements of the Local Government Act 1972 will apply, requiring council business for decisions or measures requiring a vote by elected members to take place in a physical space where the members are together and which press and public may attend. In the absence of workable arrangements for such meetings it will be necessary to have contingency plans for those meetings of the County Council which cannot otherwise be convened in compliance with the restrictions in force.

Proposal

- 5** It is proposed that the County Council approves the use of the following arrangements for full Council meetings and any committee meetings which must transact business and which cannot be arranged as a physical meeting in compliance with Local Government Act 1972. This will include meetings which take decisions or which require a vote by members. For meetings which do not require a vote for a decision or which can transact business in an advisory way it will remain possible to use virtual means.
- 6** The proposal is that a quorum of members be nominated to attend a physical meeting in the Council chamber and that space be made available for press and public attendance up to a reasonable limit, that the members to attend be nominated by political group leaders in accordance with the proportionality rules. Group leaders will be asked to nominate members from their group to make up

the quorum and additional nominees (say up to five across all groups) to allow for some substitutes and so as to ensure the quorum is met in the event of any member being unable to attend.

- 7** Those officers essential for the transaction of business, including the giving of advice at any meeting, would attend the physical meeting.
- 8** The quorum for Council and committee meetings is one quarter of the membership for the relevant committee. In the case of the County Council the quorum is 18 members. The allocation to each political group would be determined by the Director of Law and Assurance by reference to the statutory provisions and their established application by the County Council. The calculation would be carried out in consultation with the designated group leaders. Nominations to the first Council meeting would then be made on the basis of the allocation to groups in accordance with the proportionality calculation post-election.
- 9** It is further proposed that all other elected members and invited officers would be able to participate in the meeting, including the right to speak, via virtual link, using the MS Teams platform although not on any matter requiring a vote. Those members would not be entitled to vote on any business before the meeting. Only the members physically in the chamber would have the right to vote on any business.
- 10** It is proposed that this plan be used for the first substantive meeting of the County Council following the election. That meeting will be required to make appointments to key roles, including those of Chairman, Vice-Chairman and Leader of the Council. The meeting will also be required to make appointments to all committees of the Council, after approval of the proportionality calculation following the County Council election.
- 11** All members will be able to take a full part in any business on the agenda which does not require a vote or elected member approval. Attendance in this form would be counted as valid attendance at the meeting for elected members in accordance with S. 85 Local Government Act 1972.
- 12** It is also proposed that the same approach is taken to any meetings of the Council or of committees which cannot be arranged to take place physically in Council accommodation. The Director of Law and Assurance would consult the Chairman of the relevant meeting (or if not yet appointed the Chairman of the Council) and each group leader to seek agreement that the contingency arrangement is required for that meeting using the following criteria:
 - The meeting will include business requiring a decision or member vote.
 - The number of members and others required to attend exceeds the capacity of the largest space available for the meeting so as to remain compliant with public health restrictions.
 - The meeting can be arranged to enable all eligible members to attend virtually to be involved in business to the extent it is lawful to do so.
 - It is important that the business requiring a decision is carried out at the proposed meeting and not delayed.

Other member meetings

- 13** It is likely that most committees and sub-committees can be accommodated in the Council chamber whilst observing physical distancing measures. Where that is not possible some committee meetings will be capable of being held using the established arrangements with the MS Teams platform and without the need for physical attendance or use of the contingency. These could include scrutiny committee meetings where no formal decisions are proposed to be taken. Recommendations can be settled through consensus. They may therefore carry on business as usual with a full complement of members.
- 14** Meetings of Regulation, Audit and Accounts, Planning and Rights of Way, Standards and of the Governance Committee and Pensions Committee would only be capable of taking place using formal arrangements as they take decisions. These should be capable of being accommodated in the Council chamber. If these and any task and finish groups and sub-committees can be organised through the safe and compliant use of the Council chamber then this will be the arrangement made.
- 15** If, for any reason, such a committee or other member meeting cannot be accommodated safely or compliantly, then the above contingency plan will be used provided all group leaders approve and by reference to the criteria proposed. In all cases, where the chairman of the meeting is not in attendance a member will need to be appointed to chair the meeting from those physically present.
- 16** Meetings of the Cabinet are likely to be capable of being accommodated in the Council chamber with all present who would usually attend. If this is not possible it is proposed that the Cabinet would meet using the virtual medium of the MS Teams platform under the interim arrangements. The Cabinet would be asked to make a recommendation to the relevant Cabinet Member whose decision would then be taken and published in accordance with Standing Orders and subject to the call-in period as usual. The decision to use this arrangement would be for the Leader of the Council.
- 17** Where the above contingency arrangement cannot be used and a compliant physical meeting is not possible decisions will be taken by senior officers in accordance with the scheme of delegation and the urgent action procedures. Members will be consulted in accordance with current arrangements.
- 18** Emergency Standing Orders and other required changes to the Constitution to put these proposals into effect are **set out at Appendix 1**.

Other options available and not recommended

- 19** It is expected that this contingency would only be required for meetings of the full Council and for those committee meetings whose membership is so large or where the expected public interest is such that a physical meeting of all members cannot be accommodated in the chamber.
- 20** The only alternative would be for meetings to be postponed until they become manageable under revised COVID restrictions or for all business to be carried out by officers using delegated powers or urgent action procedures. Those would be in full consultation with members, both executive and scrutiny, but no voting or

decision making by members other than individual Cabinet Members would be possible.

Recommended

- (1) That the Council approves the adoption of emergency Standing Orders (Appendix 1) for use for any meeting of the Council or of a committee at which business is required to be transacted requiring member vote or approval and which cannot otherwise be lawfully convened;
- (2) That these arrangements only be applied for as long as all leaders of the political groups of the Council approve of their use;
- (3) That the supplementary Council Standing Orders approved by the Council to enable the use of virtual meetings be confirmed to continue and to be used where required;
- (4) That attendance via virtual link by a member at meetings convened under these arrangements be recorded and that this be treated as a special dispensation for non-attendance at the meeting under section 85 of the Local Government Act 1972; and
- (5) That the Director of Law and Assurance keep all members advised of any changes in the regulatory framework leading to the need for this contingency.

Tony Kershaw

Director of Law and Assurance

Janet Duncton

Chairman

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Appendices

- Appendix 1 - Draft Standing Orders (contingency meetings for pandemic restrictions)

Background papers

None

Contingency arrangements for pandemic restrictions – amendments to the Constitution

(additions shown in bold, italic text)

Changes to Part 3: Scheme of Delegation

Cabinet Functions

4. The Cabinet collectively will decide policy framework matters for recommendation to Council and those matters as shown in the Forward Plan of key decisions by the Cabinet. There is a presumption that a decision will be scheduled for collective decision unless allocated to an individual cabinet member. The Leader, in consultation with the Cabinet, shall identify those decisions which are to be taken by an individual Cabinet Member, ***including when the public health contingency arrangement requires the use of a virtual meeting.***
6. The Cabinet will meet in public on dates and times published in advance. A schedule of monthly meetings of Cabinet will be issued showing the proposals in the Forward Plan of key decisions which are to be considered at each meeting. Meetings may be cancelled for lack of business or for some other substantial reason. ***Where is it necessary to use the public health contingency arrangements, the Cabinet will meet virtually in public but decisions will be taken by individual Cabinet Members following recommendations by the Cabinet.***

Changes to Part 4, Section 3: Standing Orders

Quorum

- 3.09 Except where authorised by a statute or ordered by the County Council or a committee, business shall not be transacted at a meeting of a committee unless at least one quarter of the number of voting members of the committee is present but, except where specific provision is made to the contrary, this shall in no case be fewer than three members of the County Council. Where a committee has five or fewer members, then the quorum is two members.

Public health contingency arrangements

- 3.09a Where it is not practicable or possible for the Council or a committee to meet in person due to public health restrictions, a meeting can be convened with the number of members to meet the quorum plus up to five more, to be appointed in accordance with the political proportionality of the Council. The Director of Law and Assurance will consult the Chairman of the relevant meeting (or if not available, the Chairman of the Council) and each group leader to seek agreement that the contingency arrangement is required for that meeting using the following criteria:***

- The meeting will include business requiring a decision or member vote.***

- ***The number of members and others required to attend exceeds the capacity of the largest space available for the meeting so as to remain compliant with regulatory public health restrictions.***
- ***The meeting can be arranged to enable all eligible members to attend virtually to be involved in business to the extent it is lawful to do so but without voting rights.***
- ***It is important that the business requiring a decision is carried out at the proposed meeting and not delayed.***

3.09b Notice of the members attending the meeting to comply with the contingency arrangements should be given by the appropriate Group Leader or Deputy Group Leader to the Director of Law and Assurance by 10.00 am. on the day before the meeting if possible and no later than one hour before the start of the meeting.

3.09c Where the Chairman of the Council or a committee is not in attendance, a chairman for the meeting shall be appointed from among those physically present.

3.09d Other members of the Council or a committee may participate in the meeting virtually via audio or video conferencing, including the right to speak on matters not requiring a decision or vote. They will not be entitled to vote on any business on the agenda. Virtual attendance at meetings convened under these arrangements shall be recorded and treated as a special dispensation for non-attendance at the meeting under section 85 of the Local Government Act 1972.

Motion on Pension Investments

- 1** Cllr Michael Jones submitted a notice of motion to the Council on 6 November 2020, calling on the Pensions Committee to divest investments of fossil fuel companies as soon as practicable.
- 2** The motion was referred by the Chairman and was considered by the Governance Committee on 18 January 2021 as the responsible committee for pensions matters as an employer within the West Sussex Pension Fund. This was rather than by the Pensions Committee which has delegated authority from the Council as the scheme administering authority and in that capacity its members discharge a trustee role in relation to the Pension Fund and its beneficiaries. The Council may determine whether to make the request of the Pensions Committee. That Committee cannot advise the Council on the motion ahead of the Council debate as the Council is acting in its role as an employer within the Scheme.
- 3** The Governance Committee discussed whether it was appropriate for the County Council as an employer to forward advice to the Pensions Committee that might limit its discretion, mindful of the need of the Pensions Committee to act independently as the administering authority on behalf of the 200 or so employers in the West Sussex Local Government Pension Scheme. It was mindful of the Pensions Committee's fiduciary duty to maintain a financially sustainable pension fund.
- 4** Rather than support the motion as worded, the Committee agreed to recommend to the Council that the Pensions Committee be asked to maintain the application of environmental, social and governance principles throughout its process while seeking to maintain sustainable investment principles.

Janet Duncton

Chairman of Governance Committee

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Appendices

- Appendix 1 – Revised briefing note from Director of Finance and Support Services

Background papers

None

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Motion on Pension Investments – Briefing Note

The Pensions Committee has an obligation to act as fiduciaries, safeguarding the interests of beneficiaries of the Scheme. Decisions must be taken in accordance with public law obligations, including the obligations of reasonableness, rationality and impartiality. The pursuit of appropriate risk adjusted return should therefore be the Committee's predominant concern. It may also take non-financial considerations into account provided that doing so would not involve significant risk of financial detriment to the scheme.

The Pension Fund is a long-term investor and therefore seeks to deliver financially sustainable returns to meet the future pension benefits of its members.

The Fund seeks to integrate environmental, social and governance (ESG) issues throughout its investment decision-making process, from setting investment strategy to monitoring the Fund's investment managers and taking appropriate advice. The Committee expects that ESG principles, including the transition to a low carbon future, are considered at all times in the investment process.

The Committee is supportive of the values and aims of its participating employers, including the County Council, acknowledging that climate change presents a systemic risk which has potential implications on an asset class basis. Taking this into account, the Fund invests responsibly rather than divesting or restricting investment opportunities.

The Fund requires the portfolio managers to perform their stewardship role actively to support investment to identify and generate long-term sustainable growth. In turn portfolio managers invest considerable resources to support their research-driven investment decision-making, long-term stewardship and engagement with companies on matters including climate change.

The latest Investment Strategy Statement of the Pensions Committee reflects its support for investment opportunities commensurate with a low-carbon future and it is now actively working to implement this through the inclusion of additional objectives within its mandates, which recognise international treaties (such as the Paris Agreement) and committing to sectors and companies which are similarly aligned. With this objective in mind the Pension Committee has instructed Link Fund Solutions (the ACCESS pool operator) to examine the [Baillie Gifford Global Alpha Paris Aligned](#) low carbon fund with a view to transferring the existing Baillie Gifford equity portfolio into this fund.

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Director of Finance and Support Services

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