

To all Members of the County Council

A virtual informal ordinary meeting of the County Council will be held at **10.30 am on Friday, 16 July 2021.**

Note: Due to the current public health restrictions, this meeting will be held virtually with members in remote attendance. Public access is via webcasting. Any decisions endorsed by the Council will be confirmed and approved after the meeting using the urgent action procedure set out in Standing Order 3.45.

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 5 - 16)

The Council is asked to confirm the minutes of the annual meeting of the County Council held on 21 May 2021.

4. **Appointments**

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

5. **Address by a Cabinet Member**

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

The Cabinet Member for Adults Services will make a statement on Social Care and Health integration. Members may ask questions of the Cabinet Member in accordance with Standing Order 2.33.

6. **Governance Committee: Plans for future Member Community Engagement to replace County Local**

Committees (Pages 17 - 20)

The Council is asked to consider a proposal that County Local Committees be replaced by more informal local community engagement forums, in the light of a report by the Governance Committee.

7. **Governance Committee: Review of the Constitution** (Pages 21 - 54)

The Council is asked to consider a number of minor changes to the Constitution, in the light of a report by the Governance Committee.

8. **Standards Committee: Code of Conduct Updates, including IT Policy** (Pages 55 - 60)

The Council is asked to consider proposed minor changes to the Code of Conduct in the Constitution, in the light of a report by the Standards Committee.

9. **Standards Committee Annual Report** (Pages 61 - 62)

The Council is asked to note a report from the Standards Committee on its activities for the period from April 2020 to March 2021.

10. **Question Time** (Pages 63 - 68)

Questions to the Leader and Cabinet Members on matters contained within the Cabinet report, written questions and any other questions relevant to their portfolios. 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 21 May 2021. 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.)

11. **Notices of Motion**

(a) **Motion on Mental Health**

To consider and debate the following motion, submitted by Cllr Oxlade, notice of which was given on 24 June 2021.

'Although the coronavirus pandemic has impacted everyone in West Sussex, not everyone will have 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 public health 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.'

(b) **Motion on Emergency Services**

To consider and debate the following motion, submitted by Cllr Boram, notice of which was given on 24 June 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 20mph Speed Limits**

To consider the following motion, submitted by Cllr O'Kelly, notice of which was given on 25 June 2021. **Note:** The Chairman has indicated he intends to refer the motion to the Cabinet Member for Highways and Transport for consideration. It will therefore not be debated at this meeting.

'This Council believes that 20mph as a speed limit in built up, residential areas including our villages, is desirable in

terms of safety and noise, particularly around shopping centres and schools or on roads handling primarily local traffic.

This Council believes that promoting active travel is a priority and encouraging take up of a 20mph speed limit, where appropriate, will increase the number of journeys taken on foot or cycle.

This Council calls upon the Cabinet Member for Highways and Transport to introduce a more flexible policy on speed reduction including the 20mph limit – and calls on her to work with residents and partners to implement a change in speed limit reducing it to 20mph if:

- (1) it is demonstrated that there is clear community support for the reduction
- (2) the road is in a residential area
- (3) the road is not an A road or major through route.'

(d) **Motion on Land Use**

To consider the following motion, submitted by Cllr Milne, notice of which was given on 29 June 2021. **Note:** The Chairman has indicated he intends to refer the motion to the Cabinet Member for Finance and Property for consideration. It will therefore not be debated at this meeting.

'This Council calls upon the Cabinet Member for Finance and Property to put in place a clear process, such that any currently-owned Council land will always be first considered for possible social, community or environmental use, particularly where this complements the Council's ambitions relating to climate change, prior to deeming it surplus to requirements, which could see it allocated for development within West Sussex County Council's Joint Venture development company.'

County Council concludes

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

West Sussex County Council – Annual Meeting

21 May 2021

At the Annual Meeting of the County Council held at 10.30 am on Friday, 21 May 2021, at County Hall, Chichester, PO19 1RQ, the members present being:

Cllr Bradbury (Chairman)

Cllr Albury	Cllr Kenyon
Cllr Ali	Cllr Lanzer
Cllr Atkins, RD	Cllr Linehan
Cllr Baldwin	Cllr Lord
Cllr Baxter	Cllr Magill
Cllr Bence	Cllr Markwell
Cllr Bennett	Cllr Marshall
Cllr Boram	Cllr McDonald
Cllr Britton	Cllr McGregor
Cllr Burgess	Cllr Mercer
Cllr Charles	Cllr Milne
Cllr Cherry	Cllr Mitchell
Cllr Chowdhury	Cllr Montyn
Cllr Condie	Cllr Nagel
Cllr A Cooper	Cllr Oakley
Cllr B Cooper	Cllr O'Kelly
Cllr Cornell	Cllr Oppler
Cllr Crow	Cllr Oxlade
Cllr J Dennis	Cllr Patel
Cllr N Dennis	Cllr Payne
Cllr Duncton	Cllr Pendleton
Cllr Dunn	Cllr Pudaloff
Cllr Elkins	Cllr Quinn
Cllr Evans	Cllr Richardson
Cllr Forbes	Cllr Russell
Cllr Gibson	Cllr Sharp
Cllr Greenway	Cllr Smith
Cllr Hall	Cllr Sparkes
Cllr Hillier	Cllr Turley
Cllr Hunt	Cllr Urquhart
Cllr Johnson	Cllr Waight
Cllr Joy	Cllr Wall
Cllr A Jupp	Cllr Walsh, KStJ, RD
Cllr N Jupp	Cllr Wickremaratchi

1 Election of Chairman

- 1.1 Cllr Patel, the outgoing Vice-Chairman of the Council, took the chair for the election of Chairman of the County Council.
- 1.2 The outgoing Vice-Chairman stated that he had one nomination for the office of Chairman of the Council, that of Cllr Pete Bradbury.

Cllr Bradbury was elected Chairman of the Council for the ensuing year.

- 1.3 Cllr Bradbury made the prescribed declaration of acceptance of office and took the chair whereupon members conveyed to him the Council's congratulations on taking office.

2 Election of Vice-Chairman

- 2.1 The Chairman stated that he had one nomination for the office of Vice-Chairman of the Council, that of Cllr Sujjan Wickremaratchi. Cllr Wickremaratchi was elected Vice-Chairman of the Council for the ensuing year.
- 2.2 Cllr Wickremaratchi made the prescribed declaration of acceptance of office whereupon members conveyed to him the Council's congratulations on taking office.

3 Death of Mrs Catherine Morrish

- 3.1 The Chairman reported the death of a former member of the County Council, Mrs Catherine Morrish, who had represented the Hotham division in Arun from 1989 to 2001.
- 3.2 Members held a minute's silence.

4 Attendance and Apologies for Absence

- 4.1 In line with the contingency arrangements under Standing Orders 3.09a to 3.09d, the following members were present in the meeting. The other members participated virtually via video conferencing but were not entitled to vote on the business on the agenda.

Cllr Baxter
Cllr Bence
Cllr Bradbury
Cllr A Cooper
Cllr Forbes
Cllr Gibson
Cllr Hunt
Cllr Johnson
Cllr A Jupp
Cllr Lanzer
Cllr Linehan
Cllr Lord
Cllr Marshall
Cllr Montyn
Cllr O'Kelly
Cllr Oxlade
Cllr Patel
Cllr Sharp
Cllr Urquhart
Cllr Wickremaratchi

4.2 Apologies were received from Cllr Burrett.

5 Members' Interests

5.1 No interests were declared.

6 County Returning Officer's Return

6.1 The County Returning Officer's return of persons elected as county councillors at the ordinary election held on 6 May 2021 was received.

7 Minutes

7.1 It was agreed that the minutes of the Ordinary Meeting of the County Council held on 19 March 2021 (pages 9 to 38) be approved as a correct record.

8 Review of Proportionality

8.1 The County Council was reminded of its statutory duty to review the proportionality on its committees as a result of the election. A paper on the application of the proportionality rules (pages 39 to 40) together with a table showing the proposed allocations of seats among Committees (supplement page 3) had been circulated.

8.2 The review of proportionality was agreed.

9 Appointment of Leader

9.1 The Council was reminded of its statutory duty to appoint the Leader for a four-year term. The Leader would then appoint members of the Cabinet and decide the portfolios for which they would be responsible.

9.2 The appointment of Cllr Paul Marshall as Leader of the Council for a four-year term was agreed.

10 Notification of Cabinet Members

10.1 The Leader designate had given notice to the County Council of his intended appointments to the Cabinet, together with Cabinet portfolios (supplement pages 5 to 10).

10.2 The Leader confirmed the proposals set out in the supplement for the appointment of Cabinet Members and their portfolios for the ensuing year.

11 Appointments to Committees

- 11.1 The Council considered a schedule setting out the nominations for the appointments in accordance with Standing Orders, proportionality and the wishes of groups (supplement pages 11 to 16).
- 11.2 The Chairman sought the Council's agreement to the waiver of Standing Order 2.15A which sets out that the chairmen and vice-chairmen of scrutiny committees will be appointed by the first meeting of each committee. Instead it was proposed that appointments to those positions should be made by the Council to run until the first meeting of each committee when the process set out in Standing Orders for appointments by the Committees will be followed. Making interim appointments would assist in preparations for the first meetings of the committees.
- 11.3 The waiver of Standing Orders was agreed.
- 11.4 More than one nomination had been received for a number of appointments as set out below.

Children and Young People's Scrutiny Committee

Cllr Hillier and Cllr Smith were nominated as Chairman. Cllr Hillier was elected Chairman.

Cllr Cherry and Cllr Linehan were nominated as Vice-Chairman. Cllr Linehan was elected Vice-Chairman.

Environment and Communities Scrutiny Committee

Cllr Britton and Cllr Oppler were nominated as Chairman. Cllr Britton was elected Chairman.

Cllr Baxter and Cllr Oakley were nominated as Vice-Chairman. Cllr Oakley was elected Vice-Chairman.

Fire and Rescue Service Scrutiny Committee

Cllr Boram was nominated and elected as Chairman.

Cllr Pendleton was nominated and elected as Vice-Chairman

Health and Adult Social Care Scrutiny Committee

Cllr Wall and Cllr Walsh were nominated as Chairman. Cllr Wall was elected Chairman.

Cllr Bence and Cllr B Cooper were nominated as Vice-Chairman. Cllr Bence was elected Vice-Chairman.

Performance and Finance Scrutiny Committee

Cllr Montyn and Cllr Turley were nominated as Chairman.

Cllr Montyn was elected Chairman.

Cllr Burrett and Cllr Lord were nominated as Vice-Chairman.
Cllr Burrett was elected Vice-Chairman.

Planning and Rights of Way Committee

Cllr Burrett and Cllr Quinn were nominated as Chairman. Cllr Burrett was elected Chairman.

Cllr Atkins was nominated and elected as Vice-Chairman.

Regulation, Audit and Accounts Committee

Cllr Nigel Dennis was nominated and elected as Chairman.

Cllr Boram and Cllr B Cooper were nominated as Vice-Chairman.
Cllr Boram was elected as Vice-Chairman.

- 11.5 The full list of appointments, which took effect from the end of the meeting, is set out at Appendix 1.

Chairman

The Council rose at 11.10 am

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Appointments to Committees – May 2021

(excluding non-Council members)

Scrutiny Committees

Name	No. of members	Members	Substitutes
Children and Young People's Services	12	Cllr Baldwin Cllr Bennett Cllr Burgess Cllr Charles Cllr Cherry Cllr Cornell Cllr Hall Cllr Hillier (Chairman) Cllr Linehan (Vice-Chairman) Cllr Mercer Cllr Smith Cllr Sparkes	Cllr Chowdhury Cllr Lord 1 Con vacancy
Environment and Communities	12	Cllr Albury Cllr Baxter Cllr Britton (Chairman) Cllr Greenway Cllr Kenyon Cllr Markwell Cllr McDonald Cllr Milne Cllr Oakley (Vice-Chairman) Cllr Oppler Cllr Payne Cllr Quinn	Cllr Ali Cllr B Cooper Cllr O'Kelly
Fire & Rescue Service	7	Cllr Boram (Chairman) Cllr Charles Cllr Dunn	Cllr Oppler Cllr Oxlade 1 Con vacancy

Name	No. of members	Members	Substitutes
		Cllr Milne Cllr Pendleton (Vice-Chairman) Cllr Richardson Cllr Turley	
Health and Adult Social Care	12	Cllr Atkins Cllr Bence (Vice-Chairman) Cllr A Cooper Cllr B Cooper Cllr Forbes Cllr McGregor Cllr Nagel Cllr O'Kelly Cllr Patel Cllr Pudaloff Cllr Wall (Chairman) Cllr Walsh	Cllr Burgess Cllr Cornell Cllr Joy
Performance and Finance	15	Cllr Burrett (Vice-Chairman) Cllr Boram Cllr Britton Cllr B Cooper Cllr Condie Cllr Elkins Cllr Evans Cllr Hillier Cllr Lord Cllr Montyn (Chairman) Cllr Nagel Cllr Pendleton Cllr Sparkes Cllr Turley Cllr Wall	Cllr Baxter Cllr Walsh 1 Con vacancy

Non-executive committees

Name	No. of members	Members	Other members
Governance Committee	9	Cllr Baxter Cllr Bradbury (Chairman) Cllr Burrett Cllr A Jupp Cllr Lord Cllr Marshall Cllr O'Kelly Cllr Waight Cllr Wickremaratchi (Vice-Chairman)	Not applicable
Pensions Committee	7	Cllr Baxter Cllr Condie Cllr J Dennis Cllr Elkins Cllr Hunt (Chairman) Cllr N Jupp Cllr Urquhart	Not applicable
Planning and Rights of Way Committee	13	Cllr Ali Cllr Atkins (Vice-Chairman) Cllr Burrett (Chairman) Cllr Duncton Cllr Gibson Cllr Hall Cllr Joy Cllr McDonald Cllr Montyn Cllr Oakley Cllr Patel Cllr Quinn Cllr Sharp	Substitutes: Cllr Boram Cllr Cherry Cllr Forbes Cllr Kenyon Cllr Magill Cllr Markwell Cllr Turley Cllr Wickremaratchi

Name	No. of members	Members	Other members
Regulation, Audit and Accounts	7	Cllr Boram (Vice-Chairman) Cllr B Cooper Cllr N Dennis (Chairman) Cllr Greenway Cllr Magill Cllr Montyn Cllr Wall	Not applicable
Staff Appeals Panel	18	Cllr Bence Cllr Britton Cllr Bradbury Cllr Burrett Cllr A Cooper Cllr Duncton Cllr Johnson Cllr Linehan Cllr Lord Cllr Mercer Cllr Mitchell Cllr Patel Cllr Wall Cllr Walsh Cllr Wickremaratchi 3 vacancies	Not applicable
Standards Committee	9	Cllr Bradbury (Chairman) Cllr Burrett Cllr Cherry Cllr Gibson Cllr Johnson Cllr Kenyon Cllr A Jupp Cllr Sparkes Cllr Wickremaratchi (Vice-Chairman)	Not applicable

Informal Panels and Groups

Name	No. of members	Members	Other members
Corporate Parenting Panel	7	Cllr Bennett Cllr Burgess Cllr Linehan Cllr Lord Cllr Oxlade (Vice-Chairman) Cllr Russell (Chairman) Cllr Sparkes	Not applicable
Electoral Review Panel	10	Cllr Boram Cllr Bradbury Cllr Cherry Cllr Crow (Chairman) Cllr N Dennis Cllr Markwell Cllr Mitchell Cllr Oakley Cllr Waight 1 Lab vacancy	Not applicable
Foster Panel (North)	1	Cllr Linehan	Not applicable
Foster Panel (South East)	1	Cllr Chowdhury	Not applicable
Foster Panel (South West)	1	Cllr Oppler	Not applicable
Member Development Group	10	Cllr Cherry Cllr A Cooper Cllr McGregor Cllr Mercer Cllr Nagel	Not applicable

Name	No. of members	Members	Other members
		Cllr Oxlade Cllr Sparkes Cllr Waight Cllr Wickremaratchi 1 Con vacancy	
Safeguarding Adults Member Reference Group	3	Cllr Chowdhury Cllr A Jupp Cllr O'Kelly	Not applicable
Treasury Management Panel	5	Cllr Condie Cllr B Cooper Cllr Dunn Cllr J Dennis Cllr Hunt (Chairman)	Not applicable

Governance Committee: Plans for future Member Community Engagement to replace County Local Committees

Background and context

- 1** CLCs were introduced as a mechanism for county councillors to engage with their communities. There are currently 11 CLCs across the county. In the Arun District the CLCs were intended to operate as Joint Area Committees. CLCs used to meet three times per year and were open for anyone to attend. The Governance Committee agreed to cancel the meetings due to be held in 2020/21 due to the impact of COVID-19 and the pressure on Council business and capacity.
- 2** As part of the Council's Budget for 2021/22, it was decided that the Community Initiative Fund (CIF) would cease. The allocation of this local grant funding has been a key role for CLCs and the removal of this function is one driver for change. Other decisions taken by CLCs relate to Traffic Regulation Orders (TROs). For 2019/20 and 2020/21 CLCs dealt with 11 TRO decisions, as well as each CLC receiving a TRO prioritisation report. Decisions relating to TROs, including local member participation can be achieved through other means, as can the appointments to some outside bodies which CLCs have exercised.
- 3** The core purpose of CLCs has been seen as engagement with the public with a strong focus on the 'Talk With Us' element of the meeting, and an ability to react to local issues. However, public attendance at CLCs is generally low, except when there is a special/significant issue of local interest being discussed. Officers across the Council engage with members in their locality on a variety of specific service-based issues/casework.
- 4** Whilst the CLCs in Arun District were intended to operate as 'joint' committees, these have not worked well as it is rare for any District business to be included and they are very large committees.
- 5** The CLC meetings which were due to be held in June/July 2021 are being used for virtual locality sessions based on a district/borough footprint. These will provide a mixture of place-based induction for councillors alongside a 'Talk With Us' session, giving residents the opportunity to meet and ask questions of their local councillors. This digital 'Talk With Us' approach may encourage a wider audience.
- 6** It is proposed that this approach be used as a model for future community forums to be trialled for a year supported by Democratic Services and the Communities Directorate, with a view to identifying some staff savings depending on the outcome of the one-year trial.

Proposal details

- 7** It is proposed that the new County Local Forums should meet on a district/borough footprint. As the locality session in June 2021 in Adur and Worthing was a joint session it is recommended that the relevant county councillors should be consulted on their preferences as to whether they continue to meet jointly or as separate forums. In addition, the Governance Committee acknowledges that, whilst single sessions based on a borough or district footprint will work for more urban areas, there needs to be flexibility in the arrangements for larger district areas with disparate population centres to choose the most suitable arrangements, based on the topics under discussion.

8 The aims of a new model of engagement are set out in the below table:

Aim	County Local Forum
Enhancing and supporting the local role of members	<ul style="list-style-type: none"> • Advice and information for members on their local role (managing casework and using social media) • Members signposted to key contacts • Providing members with local insight and data on their communities, introduction to County Council services delivered locally and an opportunity to showcase local community organisations (and meet local partners and community organisations) • Opportunity to learn and exchange ideas, exploring local issues/priorities, responding to questions, visiting (where possible) new ventures/services • Ensure local members' knowledge is used by the Council through their role as community champions
Ensuring openness and transparency	<ul style="list-style-type: none"> • The potential to arrange ad hoc local meetings for timely consultation/engagement on topical issues locally or to raise the profile of local services. Options to hold jointly with partners and meet virtually to enable wider participation. • Continue to provide a forum for public Q&A session with county councillors
Maintaining and enhancing engagement with communities	<ul style="list-style-type: none"> • Assess any gaps in current engagement mechanisms • Supporting members to be connected into activity in their community through various networks (e.g. voluntary and community sector organisations) • Use of digital technology to enable members to interact more flexibly with their communities • Use existing spaces for face-to-face contact to enable engagement with people who aren't digitally connected • Opportunities to involve members of the Youth Cabinet at a more local level

9 When social distancing guidelines allow, the Governance Committee feels in-person sessions will be preferable to virtual meetings, particularly for more controversial subjects. Virtual meetings may work better in some instances and have been shown to enable greater member attendance, particularly for those with work or family commitments. Future meetings can utilise digital tools, building on this learning and the locality sessions in June/July 2021. Whilst meetings will have no need for formal agenda and minutes, actions and outcomes will be recorded.

10 Following the decision taken in the 2020/21 budget to remove CIF grants, the only remaining decisions left for CLCs concern some TROs (those with local objections and not delegated to officers), which can be dealt with by the Cabinet Member for Highways and Transport in consultation with relevant local members. There will continue to be engagement with local communities and local members will also retain a role in the prioritising of TROs in their area. Outside body appointments previously made by CLCs, where still required, would be made by the relevant Cabinet member in consultation with local members.

- 11** The Governance Committee will consider more detailed proposals for the new County Local Forums at its meeting in September and will ensure that, whilst allowing for local flexibility, there is an underlying consistent approach to the new mechanism for community engagement. This will allow the new forums to be assessed at the end of the pilot year and it is proposed that the new model will be reviewed ahead of March 2022 in order to establish a new working model for 2022/23.

Consultation, engagement and advice

- 12** Arun District Council, all county councillors and town and parish councils were invited to provide comment on the proposal and feedback received has been taken into account in the Governance Committee's recommendations.

Finance

- 13** There is a potential for initial saving of one post in Democratic Services: £34,100 (by September 2021). Future savings opportunities will be explored and assessed through the one-year trial.
- 14** The resource implications of alternative mechanisms for community engagement will need to be assessed as part of the review and further savings may be identified once a model is established.

Risk implications and mitigations

Risk	Mitigation
Loss of local democratic debate on issues	Any new model will ensure a strong level of community engagement and democratic input.
Decisions on Traffic Regulation Orders not taken locally	Decision by Cabinet Member will be in consultation with local members.

Policy alignment and compliance

- 15** A continuation of community engagement through more flexible working arrangements will have a positive effect on communities as it will allow for a greater level of community engagement, and an opportunity to reach a wider and more diverse audience.
- 16** There are no social value, crime and disorder, human rights or legal implications. Climate Change implications are positive, with virtual meetings leading to a reduction in travel and therefore in carbon emissions.
- 17** The proposal in this report support two of the objectives in the Council Plan:
- Helping people and communities to fulfil their potential.
 - Making the best use of resources.

Recommended

- (1) That County Local Committees be removed from the Constitution and decision-making arrangements for Traffic Regulation Orders and outside

body appointments allocated to the relevant Cabinet Members in consultation with local members;

- (2) That the Governance Committee considers detailed proposals at its next meeting for a trial of district/borough-based County Local Forums; and
- (3) That the arrangements be reviewed by the end March 2022, to determine future arrangements and resource requirements.

Pete Bradbury

Chairman of Governance Committee

Contact Officer: Helen Kenny, Head of Democratic Services, 033 022 22532, helen.kenny@westsussex.gov.uk

Background papers

None

Governance Committee: Review of Constitution

Background and context

- 1 The purpose of the Constitution is to:
 - explain clearly how the County Council works - its system of governance
 - describe the different roles and responsibilities of members and officers
 - describe how decisions are made and recorded
 - describe how decision makers are held to account
 - set out the standards and principles which govern the Council's business.
- 2 The Constitution was fully revised in 2017/18 and the County Council agreed a revised version in July 2018. It is kept under review and a number of officer reviews have been undertaken in recent months to look for opportunities to update or improve it. These have led to the development of the proposed changes **set out at Appendix 1**. A summary of the proposed changes is set out below.

Proposal details

- 3 **Streamlining Council Processes** – The Governance Committee is of the view that the Council agenda needs rebalancing to ensure sufficient time for question time. Changes are therefore proposed to Standing Orders on written questions and notices of motion. For written questions, it is a minor change to emphasise the need for questions to avoid duplicating other parts of the agenda (as already set out in Standing Orders) and to be proportionate when considering officer time in providing answers. For notices of motion, it is proposed that the Standing Orders should set out an expectation that usually no more than two motions be debated at each Council meeting. The Chairman would have discretion to allow more motions to be dealt with if considered desirable. The proposed changes are found in Appendix 1 at Part 4 Section 1 of the Constitution.
- 4 **Updating Terminology** – changes are proposed to remove obsolete references to senior advisers to cabinet members and differentiation in the size of political groups. These terms were used in the previous Members' Allowance Scheme. The new Allowances Scheme, that took effect in May 2021, simply refers to 'Advisers to Cabinet Members' and 'minority group leaders'. The proposed changes are to be found in Part 2, Part 3 Appendices 1, 2, 5, 15 and Part 4 Section 1 of the Constitution.
- 5 Further updates to terminology are to update the names of policies in the terms of reference of the Standards Committee in Part 3, Appendix 6 and to remove reference to the former Culture Board in the terms of reference of the Governance Committee in Part 3, Appendix 7.
- 6 **Clarification of Risk Responsibility** – A review by the Risk Manager has proposed clarifying the roles of members on risk management. These are to be found in the proposals for Part 3, Appendices 2, 5 and 8. They clarify the role of the Regulation, Audit and Accounts Committee in overseeing the risk management arrangements and reviewing the Risk Strategy, whilst the Cabinet's responsibility is to actively consider and be assured in the effective management of risks and to be subject to scrutiny by the scrutiny committees in this task.
- 7 **Good governance review developments** – The work of the Good Governance Review at the County Council resulted in the Cabinet meeting more frequently. An

update to Part 2 of the Constitution is recommended to reflect this. The contributions from non-cabinet members are also clarified. It has also looked at the effectiveness of scrutiny. Changes are proposed to the scrutiny committee terms of reference to make them more succinct and clearer, taking the terms of reference for the newer Fire & Rescue Scrutiny Committee as a model. These proposals are to be found in Part 3, Appendix 8. They clarify the focus of scrutiny so that it is clear which cabinet member is scrutinised by which committee, using common terms of reference (save for the Health and Adult Social Care Scrutiny Committee). Points of more substance are set out below.

(a) **Performance and Finance scrutiny overview and work programme** – It is proposed to remove the oversight role and the requirement for the Performance and Finance Scrutiny Committee to consider the work programmes of other scrutiny committees and the requirement to recommend the programme to Council for approval. This should ease the burden on the Committee and give more ownership of work programmes to the individual scrutiny committees. The proposed changes are set out in Part 3, Appendix 8 and Part 4 Section 1.

(b) **Highways Scrutiny** – It is proposed to rename the Environment and Communities Scrutiny Committee the 'Communities, Highways and Environment Scrutiny Committee to reflect this major service within the committee which scrutinises it. This is shown in Part 3, Appendix 8.

8 Receipt of call-in request – It is proposed to change the recipient of call-in requests from the statutory scrutiny officer (the Head of Democratic Services) to the Monitoring Officer (the Director of Law and Assurance). This is to reflect that in practice, most requests are sent directly to the Monitoring Officer, who has the role of determining them. This proposal is set out in Part 4 Section 1.

9 Regulation 11 urgent decision-making – The rules to reflect the Executive Decision-Making Regulations 2012 have been reviewed and it is proposed to make it clear that the usual decision-maker for an executive decision can still take a Regulation 11 decision, rather than it having to be taken by an officer, as is the case with other urgent actions. This clarification is proposed in Part 4 section 1.

10 External auditor reporting to County Council – The recent Redmond Review into local authority audit arrangements made a number of recommendations, including that a Council's external auditor should make an annual report to a full Council meeting on its annual audit opinion in the form of a letter for Council to consider and note. In anticipation of this becoming a requirement, the County Council's external auditor, EY, has asked for the Council to work this into its Constitution in time for October 2021, the first time that EY is likely to need to report to Council. The proposal is set out in Part 4, Section 1.

11 ACCESS Joint Committee – In practice, since the setting up of the ACCESS Joint Committee, the Chairman of the Pensions Committee has acted as the County Council's representative. It is proposed to formalise this arrangement as set out in Part 3, Appendix 7. The arrangements for the ACCESS Joint Committee have been reviewed and revisions have been jointly agreed. A number of subsequent revisions are therefore set out in Part 3, Appendix 22.

Consultation, engagement and advice

- 12** Specialist officers (including the external auditor) have advised as set out above. The 'good governance' review, which has engaged both officers and elected members since the start of 2020 has also informed the proposals.

Finance

- 13** There are no revenue or capital budget consequences.

Risk implications and mitigations

Risk	Mitigating Action (in place or planned)
Out of date terminology can cause uncertainty about decision-making authority and can lead to errors.	These updates to the Constitution will ensure that up to date terminology is used.
Unclear scrutiny arrangements can cause uncertainty about decision-making authority and appropriate scrutiny, which can lead to errors.	These proposed updates to the Constitution will ensure that there is more clarity about arrangements.

Policy alignment and compliance

- 14** Making the proposed changes will improve clarity in a number of areas in the Constitution, which will help to encourage compliance with its provisions.

Recommended

That the proposed changes to the Constitution, as set out in Appendix 1, be approved.

Pete Bradbury

Chairman of Governance Committee

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Appendices

- Appendix 1 – Changes to the Constitution

Background papers

None

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Proposed Changes to the Constitution

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

Changes to Part 2

(Updating Cabinet meeting frequency and removing obsolete reference to senior advisers)

- 2.07 When major decisions are to be discussed or made, these are published in the Cabinet's Forward Plan insofar as they can be anticipated. Formal meetings of the Cabinet **are held monthly and** ~~which are infrequent and held mainly around the time of the budget in January each year~~ are open to the public except where exempt or confidential matters are being discussed. The Cabinet and Cabinet Members have to make decisions which are in line with the County Council's overall policies and budget. If they wish to make a decision which is outside the budget or Policy Framework, this must be referred to the County Council as a whole to decide.
- 2.08 The Cabinet and Cabinet Members are assisted in their work by advisers ~~and senior advisers~~ to cabinet members and cross-party executive task and finish groups, which provide advice to a Cabinet Member in relation to the development of commissioning plans or plans for service provision, or such other service-related proposal as the Cabinet Member decides. The terms of reference and the membership of an executive task and finish group is decided by the Cabinet Member and published to all members. The output from such work will also be available to all members.

Changes to Part 3 – Responsibility for Functions

Appendix 1 – Cabinet

(removal of obsolete differentiation in minority group leader size)

10. The leaders of each of the ~~large and medium~~ minority groups of the Council shall be invited to attend any meeting of the Cabinet and may speak for up to three minutes on any item **for decision** on the agenda.

Appendix 2 – Cabinet Members

(removal of obsolete reference to senior advisers and clarification of risk responsibility)

- 1.6 Cabinet members may be supported by advisers ~~or senior advisers~~ and by cross-party executive task and finish groups, which provide advice to a cabinet member on service-related matters. The terms of reference and the membership of an executive task and finish group are decided by the Cabinet Member and published to all members. Task and finish groups will operate for a time-limited period set by the Cabinet Member. The output of their work will be available to all members save in exceptional cases.
- 1.7 **An** ~~senior~~ adviser shall be appointed to advise and lead on the support to the Cabinet Member in relation to the County Council's responsibilities as the Fire and Rescue Authority.

3.1 The collective responsibilities of the Cabinet are as follows:

- ❑ Co-ordinating priorities and policies across the County Council
- ❑ Assurance and performance management of Council Plan and budget (Revenue and capital), **seeking assurance that corporate risk is effectively managed**
- ❑ Development of future Council Plan and the budget, policies and programmes to achieve it
- ❑ Ensuring value for money and co-ordinated external bidding
- ❑ Climate Change Strategy
- ❑ The West Sussex Economy
- ❑ Co-ordinating communications, lobbying
- ❑ Customer service and providing a focus for community leadership
- ❑ Ensuring co-ordinated and effective partnership working
- ❑ Representing and promoting the reputation of the County Council
- ❑ Ensuring sound democratic systems, effective scrutiny and local member engagement
- ❑ Fire and Rescue Authority functions except where delegated to the relevant Cabinet Member or Chief Fire Officer.

Appendix 4 - Proper Officers Functions Designated by the County Council

(Correction of missing designation of Proper Officer)

Highways Act 1980

Section	Subject	Proper Officer
S59	Issuing certificates associated with the recovery of expenses due to extraordinary traffic	Director of Highways, Transport and Planning
S96	Signing consents to plant in the highway	Director of Highways, Transport and Planning
S115B&E	Approving and issuing public notices for the installation of public seats and notice boards in the highway	Director of Highways, Transport and Planning
S142	Signing licences to plant in the highway	Director of Highways, Transport and Planning

Appendix 5 – Regulation, Audit and Accounts Committee

(clarification of risk responsibility and removing obsolete reference to senior adviser)

12. To agree revisions to the County Council’s Standing Orders on Procurement and Contracts, Financial Regulations and Risk Management Procedures.
13. To oversee the production of the County Council’s Annual Governance Statement and to recommend its adoption.
14. To monitor the effective development ~~and operation~~ of risk management,

including annually agreeing the Council's risk approach as detailed in the Risk Management Strategy. ~~in the County Council.~~

Explosives Act Applications Panel

A sub-committee of the Regulation, Audit and Accounts Committee comprising the Chairman of the Regulation, Audit and Accounts Committee, an Adviser ~~or Senior Adviser~~ to the Cabinet Member for Community Support, Fire and Rescue and the local member of the County Council for the application site. Quorum is three.

Appendix 6 – Standards Committee

(updating terminology of policies)

10. To advise the County Council on any aspects of Standing Orders relating to conduct, or otherwise on propriety including the Code of Practice on Probity in Planning, Protocol on Relationships between Members and Officers, ~~Protocol for Use of IT~~ **Policy for** Equipment Supplied to Members, Code of Practice on Publicity, Guidance on Propriety and Official Conduct for Officers and Confidential Reporting **Whistle Blowing** Policy (~~Whistle Blowing~~).

Appendix 7 – Governance Committee

(updating terminology)

21. To receive a report on staffing matters twice a year ~~and a report on the output of the Culture Board once a year.~~

Appendix 7 - Pensions Committee

(confirming arrangements for appointing a member to the ACCESS Joint Committee)

Constitution

A sub-committee of the Governance Committee comprising seven members of the County Council and three representative members.

Quorum: Five members, the majority of whom must be members of the County Council

Note:

The three representative members will comprise the following:

- One representing the borough and district councils
- One representing the scheduled bodies
- One representing members.

It is not part of the Administering Authority's remit to administer the selection process for the borough and district, scheduled body or employee members sitting on the Pensions Committee or to ensure their attendance at meetings, unless they wish to do so, but instead to determine what sectors or groups are to be invited to sit on the Pensions Committee and to make places available.

However, as far as possible, employer representatives should have a democratic mandate in addition to the mandate from their governing body or equivalent.

The term of office of representative members will be equivalent to the length of the election cycle of the body of which they are an elected member. The usual maximum length of committee membership will be three terms.

The Chairman of the Pensions Committee will be the Council's main representative on the ACCESS Joint Committee.

Terms of Reference

To exercise the powers and duties of the County Council in its capacity as Administering Authority in relation to the Local Government Superannuation Acts and Regulations made thereunder including to be responsible for:

1. Appointment of professional and specialist investment advisers and managers on a consultancy basis.
2. Consideration of the recommendations of the advisers and managers including the Fund's investment strategy.
3. Determination of the Pension Fund's investment strategy and oversight of the delivery of the strategy.
4. Consideration of and response to the recommendations of the LGPS ACCESS Joint Committee.
5. Consideration of and response to key scheme governance, funding and administration issues, including responses to statutory consultations.
6. Monitoring the Fund's performance.
7. Ensuring that arrangements are in place for consultation and communication with stakeholders as necessary.
8. Establishing member groups to review aspects of investment strategy or to undertake work on key themes and to report back to the Committee.
9. Consideration of the work of the Regulation, Audit and Accounts Committee with regards to the Pension Fund accounts, internal and external auditors' reports, development and operation of risk management and approval of changes to anti-fraud and corruption strategy.
10. ***To appoint a substitute representative for the ACCESS Joint Committee.***

Note:

1. Standing Orders relating generally to committees shall apply to the Pensions Committee, subject to a quorum of five members, the majority of whom must be County Council members.
2. To meet quarterly or as required.
3. Members of the Pensions Committee are required to acquire and maintain an appropriate level of expertise, knowledge and skills as set out by CIPFA in order to remain members of the Committee.

Appendix 8 – Scrutiny Committees

(updating and simplifying terminology, clarifying risk responsibilities and to streamline scrutiny work programme approval process)

Scrutiny committees complement the work of the Cabinet and Cabinet Members, acting as a democratic check and balance to executive decision-making. They monitor the plans and decisions of the Cabinet and can 'call-in' and scrutinise proposals which have not yet been implemented. They may also choose to or be invited by the Cabinet to advise on emerging proposals and the development of policy. There are five scrutiny committees:

- Performance and Finance Scrutiny Committee (***see terms of reference at Appendix 8A***)
- Health and Adult Social Care Scrutiny Committee (***see terms of reference at Appendix 8B***)
- Children and Young People's Services Scrutiny Committee (***see terms of reference at Appendix 8C***)
- Communities, ***Highways*** and Environment Scrutiny Committee (***see terms of reference at Appendix 8D***)
- Fire and Rescue Service Scrutiny Committee (***see terms of reference at Appendix 8E***)

~~Their constitutions and terms of reference are set out in the Appendices. Each committee shall undertake ***scrutiny of the Cabinet portfolio areas set out in the table below (full details of [Cabinet portfolio responsibilities](#) are contained in Appendix 2)*** the functions set out below in respect of those items relevant to the Scrutiny Committee's specific service area.~~

Each ***scrutiny committee*** shall have no more than 12 County Council members with the exception of the Performance and Finance Scrutiny Committee which will have 15 members to include the other ~~Select~~ ***scrutiny*** committee chairmen where compliant with rules on political proportionality. ***This will be followed by*** ~~following~~ confirmation of their appointment ***to the Performance and Finance Scrutiny Committee*** at the next meeting of the County Council. The members of each ***scrutiny committee*** shall be appointed, having taken into account the following guiding principles:

- That the member has an interest in the business of the Committee.
- That the member is able to devote the time needed to undertake the work of the Committee.
- That the member remains free to serve on scrutiny or executive task and finish Groups.
- Four of the members of the Performance and Finance Scrutiny Committee shall be the four members who are at any time the chairmen of the other four Scrutiny Committees, providing that this can be accommodated in line with political proportionality for that committee.

~~A list of Scrutiny Committees is below, including areas of responsibility:~~

Scrutiny Committee	Area of scope for scrutiny Responsibility
Performance and Finance	<p>Leader's portfolio Finance and Property portfolio Support Services and Economic Development portfolio</p> <p>Strategic overview of scrutiny process; Leader's portfolio; general strategy issues; Partnership Working; County Local Committees; IT and Customer & Community Access; Finance; Property; Procurement; Human Resources Strategy; Performance Management; Equality and Diversity; Law and Governance; Communications; Media & Marketing; Europe liaison; Economic Strategy</p>
Health and Adult Social Care	<p>Adults' Services portfolio Public Health and Wellbeing portfolio relating to both adults and children</p> <p>Adults' Social Care Services; Adults' Safeguarding; Coroner and Mortuaries; Dementia Services; Drug and Alcohol Action; Health and Health Partnerships; Public Health;</p> <p>Review and scrutiny of the planning, provision and operation of health services in West Sussex (The health functions of the Health and Adult Social Care Scrutiny Committee arise under Part I of the Health and Social Care Act 2001)</p>
Children and Young People's Services	<p>Children and Young People's Services portfolio (apart from public health for children) Learning and Skills portfolio</p> <p>Social Services relating to children and young people; Education; Educational Attainment and Skills; Adult Skills and Learning; Youth Services; Youth Justice</p>
Communities, Highways and Environment	<p>Environment and Climate Change portfolio Communities, Fire and Rescue portfolio (apart from Fire and Rescue and Emergency Planning) Highways and Transport portfolio</p> <p>Environment; Coast and Countryside Matters (including the South Downs National Park); Rights of Way; Transport Planning and Policy; Highway Infrastructure; Aviation; Public Transport Liaison; Land use Planning; Minerals and Waste; Fracking; Waste Minimisation; Community Safety; Trading Standards; Gypsies and Travellers; Police Liaison; Registration Services; Arts & Heritage Liaison; Libraries and Archives; ; Domestic Violence</p>

Scrutiny Committee	Area of scope for scrutiny Responsibility
	Crime and Disorder <i>functions of the Crime and Disorder (Overview and Scrutiny) Regulations 2009</i>
Fire & Rescue Service Scrutiny Committee	<i>Communities, Fire and Rescue Service portfolio (apart from Communities), including</i> Emergency Planning

Business Planning Groups

Each Scrutiny Committee, except for the Fire and Rescue Service Scrutiny Committee, shall have a Business Planning Group comprising the Chairman and Vice-Chairman of that Committee and three other members. Two of the five members shall be minority group members. The Chairman of the Scrutiny Committee shall be the chairman of the Business Planning Group and the Vice-Chairman of the Scrutiny Committee shall be the vice-chairman of the Group.

The Business Planning Group shall oversee the planning of the Committee's business **using**, and may identify issues of common interest to other scrutiny committees. It may do this by acting jointly with the Business Planning Group of another scrutiny committee. In doing this, the Business Planning Group will use the '[Scrutiny Business Planning Guide and Checklist](#)'.

The Business Planning Group(s) shall discuss with the relevant Cabinet Member(s) the need for any referral by the Cabinet Member to the Committee for the their **plans for** undertaking of work relating to the planning of services or their commissioning **and how that work is best carried out**. In such circumstances, the Business Planning Group shall decide its terms of reference in discussion with the Cabinet Member(s).

The Business Planning Group shall have responsibility for deciding whether an area of work is considered by a **scrutiny** Task and Finish Group, - The Business Planning Group is responsible for deciding to establish a Task and Finish Group and for defining its outline terms of reference. The Fire and Rescue Service Scrutiny Committee will carry out the establishment of Task and Finish Groups itself.

Scrutiny Task and Finish Groups

Each Scrutiny Committee may choose to establish from its members or from the whole non-executive membership a cross-party group that will be given the task of undertaking detailed work which falls within its area of **scope for scrutiny responsibility**. The Scrutiny Committee Business Planning Group will decide the size and membership of the **Task and Finish** Group and its outline terms of reference. It will also decide how the outcome of the work of the Group will be reported - to the Committee or direct to the Cabinet Member.

A Task and Finish Group shall comprise no more than seven members (cross party) and the membership shall be decided by the Business Planning Group(s), but it may co-opt such other persons as the Task and Finish Group considers appropriate to the task in hand.

The Chairman of the Task and Finish Group shall be appointed by the members of the Task and Finish Group unless there is an urgent need to progress the initial work, in

which case the Business Planning Group will appoint the chairman ~~of the Group~~.

Where the work is related to the business of more than one Scrutiny Committee a Task and Finish Group ~~will~~ **may** be established to undertake the work. The outline terms of reference and reporting lines ~~of the task and finish group~~ will be agreed by the relevant Scrutiny Committee Business Planning Groups co-ordinated by the relevant Scrutiny Committee chairmen.

Appendix 8A Performance and Finance Scrutiny Committee

Constitution

15 members of the County Council. Quorum is four.

Terms of Reference

1. To consider existing policies and the effectiveness of their delivery relevant to the Scrutiny Committee's **area of scope for scrutiny** ~~specific portfolio and to issues of major strategic importance to the County Council.~~
2. To consider the effectiveness of the Council's arrangements and systems for the management of contracts **relevant to the Committee's area of scope** and for the scrutiny of the achievement of such commissioning outcomes as have been determined.
3. **To undertake the scrutiny of the performance of the Council's services against the agreed outcomes, objectives and measures; including the scrutiny of how effectively relevant corporate and service risks are managed.**
4. To review **or preview proposed** decisions of the Executive (**including officers**) **within the Committee's area of scope for scrutiny, including call-in.**
- ~~5. To review proposed decisions of the Executive including Executive decisions made by County Local Committees and key decisions under delegated powers made by officers on behalf of the Executive (call in).~~
- ~~6. To review the manner in which non-Executive committees take decisions.~~
7. To consider matters referred to the Scrutiny Committee by the Executive.
- ~~8. To consider, as a "preview", items raised by any member where the matter is likely to be considered by the Executive because of its sudden prominence.~~
- ~~9. To consider items raised at meetings of the County Council and referred initially to the Cabinet for re-examination and which the Executive asks the Scrutiny Committee to consider.~~
- ~~10. To refer any matter arising within these terms of reference to a County Local Committee for consideration.~~
- ~~11. To receive and consider a referral from a County Local Committee made in accordance with the procedures for a Councillor Call for Action.~~
12. ~~In addition to the budget and performance scrutiny responsibilities of its portfolio,~~ **To consider the annual budget and performance framework on a strategic basis at each meeting (rather than the detail of individual portfolios which are the preserve of the individual Scrutiny Committees) and to scrutinise the annual Treasury Management Strategy and performance in delivering it.**
13. To consider a programme of work which the Committee believes is in the interests of the County Council for it to review ~~in relation to its portfolio for~~

approval as part of the Scrutiny Committee work programme.

- ~~14. To consider the Scrutiny Committees' suggested programme of work as a whole, its relevance and its resource implications, before proposals are finally recommended to the County Council for approval.~~
15. To **be responsible for** monitor and co-ordinate the Scrutiny Committees' work programme including the resolution of any disputes as to where a piece of **scrutiny** work should be placed **between the scrutiny committees**.
16. To **contribute to** receive annual written reports from Scrutiny Committees on work activity to include outcomes/impacts etc to be used to produce an Annual Scrutiny Report on scrutiny activity during the previous year and endorse the Annual Scrutiny Report for publication.
17. To identify major items of work undertaken by Scrutiny Committees to be reported to meetings of the County Council for debate, with the intention that no more than one item will be reported to any one meeting of the County Council.
- ~~18. To oversee the scrutiny function including the development of good practice and supporting arrangements, member training and development, and the consideration of any proposals for revisions to the scrutiny function.~~
- ~~19. To consider any relevant local government matter raised by any member.~~
20. To consider a petition in accordance with the Petitions Scheme in accordance with Standing Order 3.43 (b) **and to** consider a request for a review of the County Council's response to a petition in accordance with the Petitions Scheme.
21. To consider any relevant report of joint scrutiny work undertaken under the auspices of the West Sussex Joint Scrutiny Steering Group and refer the report to the relevant Cabinet Member for consideration.
22. To consider the business plans of the other four Scrutiny Committees and to advise on the establishment of cross-cutting Task and Finish Groups as needed for the better discharge of the business of scrutiny **and only** to undertake cross-cutting work in relation to its own areas of responsibilities.
- ~~23. To oversee the effectiveness of arrangements for Scrutiny Task and Finish Groups.~~
24. To encourage members to lead on specific topics within the Committee's remit, as agreed by the Committee.

Appendix 8B - Health and Adult Social Care Scrutiny Committee

Constitution

12 members of the County Council and seven members comprising one from each of the borough and district councils (voting on health matters only) and one Local HealthWatch representative (non-voting). Quorum on health matters is five members **of which at least three should be members of the County Council**. Quorum on adult social care matters is three members of the County Council.

Terms of Reference

1. To consider ~~existing~~ policies and the effectiveness of their delivery relevant to the Scrutiny Committee's specific ~~service~~ area **of scope for scrutiny**.
2. To consider and align its business in the context of the Council's ambitions and objectives **in the Council Plan relevant to its area of scope for scrutiny** ~~associated with needs and aspirations of the community for later life~~.
3. To discharge the **statutory** Health Scrutiny functions (including power of referral) on behalf of the County Council (see also paragraphs **18 to 26** below).
4. To undertake the scrutiny of the performance of the Council's services against the outcomes, objectives and measures **including the scrutiny of how effectively relevant corporate and service risks are managed** ~~set through a relevant commissioning process~~.
5. To review **or preview proposed** decisions of the Executive (**including officers**) **within the Committee's area of scope for scrutiny, including call-in**.
- ~~6. To review proposed decisions of the Executive including Executive decisions made by County Local Committees and key decisions under delegated powers made by officers on behalf of the Executive (call in).~~
- ~~7. To review the manner in which non-Executive committees take decisions.~~
8. To consider matters referred to the Scrutiny Committee by the Executive.
- ~~9. To consider, as a "preview", items raised by any member where the matter is likely to be considered by the Executive because of its sudden prominence.~~
- ~~10. To consider items raised at meetings of the County Council and referred initially to the Cabinet for re-examination and which the Executive asks the Scrutiny Committee to consider.~~
11. To consider a programme of work which the Committee believes is in the interests of the County Council for it to review, ~~and to recommend it to the Performance and Finance Scrutiny Committee for approval by the County Council as part of the Scrutiny Committee work programme.~~
- ~~12. To refer any matter arising within these terms of reference to a County Local Committee for consideration.~~
- ~~13. To receive and consider a referral from a County Local Committee made in~~

~~accordance with the procedures for a Councillor Call for Action.~~

- ~~14. To consider any relevant local government matter raised by any member.~~
15. To consider a petition in accordance with the Petitions Scheme in accordance with Standing Order 3.43 (b) **and to** consider a request for a review of the County Council's response to a petition in accordance with the Petitions Scheme.
 16. To consider any relevant report of joint scrutiny work undertaken under the auspices of the West Sussex Joint Scrutiny Steering Group and refer the report to the relevant Cabinet Member for consideration.
 17. To review and scrutinise any matter relating to the planning, provision and operation of health services in the geographical area covered by West Sussex County Council, the health of the people of West Sussex and matters of general concern affecting the determinants of health for the community of the West Sussex area.
 18. To set up appropriate procedures in accordance with the relevant statutory framework to facilitate the conduct of health review and scrutiny in West Sussex, in consultation with the district and borough councils in West Sussex and with the local NHS bodies.
 19. To make reports and recommendations to local NHS bodies and to West Sussex County Council or any borough or district council in West Sussex on any health matter reviewed or scrutinised by it.
 20. To respond to consultation by any local NHS body with reference to any proposal for a substantial development of the health service in the area of West Sussex or for a substantial variation in the provision of such service with the exception of urgent proposals as defined in Regulation 23 (2) of the Local Authority (Public health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 and to make comments by the due date specified by the local NHS body referring the matter.
 21. To delegate health scrutiny powers to, appoint members to and agree terms of reference of a joint committee when there is an intention by a local NHS body to consult on a substantial variation or development to health services that extends beyond West Sussex.
 22. To report to the NHS body(ies) or to the Secretary of State in writing in any case where the Committee is not satisfied that
 - (a) consultation on any proposal has been adequate in relation to content or time allowed; or
 - (b) that the reasons given by the local NHS body for failing to consult because of urgency are not adequate.
 23. To report to the Secretary of State in writing on any such proposals as are referred to above which it considers would not be in the interests of the health service in the area of West Sussex.

24. To take such other steps as may be appropriate including requiring the attendance of officers of local NHS bodies and other relevant people to attend the Committee and take steps to obtain appropriate information and explanations as may be appropriate to enable the Committee to discharge its functions effectively.
25. To delegate health scrutiny powers to one or more West Sussex borough and district councils whether or not they are acting jointly with the County Council when exercising its health scrutiny powers or to another county or unitary, borough or district council. To agree the terms of reference for any delegation and, in the case of any joint committee, to appoint members from the Committee.
26. To make such recommendations to the County Council as it sees fit as to the constitution of the Committee within the statutory framework.
27. To encourage members to lead on specific topics within the Committee's remit, as agreed by the Committee.

Note:

A local NHS body is any body or organisation which provides, or arranges for the provision of, or performs any management function in relation to, NHS services to persons residing within West Sussex.

Appendix 8C Children and Young People's Services Scrutiny Committee

Constitution

12 members of the County Council and four nominated members (voting). Quorum on education matters is four ***of which at least three should be members of the County Council***. Quorum on social care matters is three members of the County Council.

Note:

The four nominated (voting on education matters only) members on the Children and Young People's Services Scrutiny Committee will comprise the following representatives:

Two parent governors

One from the Church of England Diocese of Chichester

One from the Roman Catholic Diocese of Arundel and Brighton

The term of membership of parent governor representatives will be four years. Where a 'casual' vacancy is filled, the new representative will be appointed for the remainder of the term.

Terms of Reference

1. To consider ~~existing~~ policies and the effectiveness of their delivery relevant to the Scrutiny Committee's specific service area ***of scope for scrutiny***.
2. To consider and align its business in the context of the Council's ambitions and objectives ***in the Council Plan relevant to its area of scope for scrutiny*** ~~associated with needs and aspirations of the community for the start of life.~~
3. To undertake the scrutiny of the performance of the Council's services against the outcomes, objectives and measures ***including the scrutiny of how effectively relevant corporate and service risks are managed*** ~~set through a relevant commissioning process.~~
4. To review ***or preview proposed*** decisions of the Executive (***including officers***) ***within the Committee's area of scope for scrutiny, including call-in***.
5. ~~To review proposed decisions of the Executive including Executive decisions made by County Local Committees and key decisions under delegated powers made by officers on behalf of the Executive (call-in).~~
6. ~~To review the manner in which non-Executive committees take decisions.~~
7. To consider matters referred to the Scrutiny Committee by the Executive.
8. ~~To consider, as a "preview", items raised by any member where the matter is likely to be considered by the Executive because of its sudden prominence.~~
9. ~~To consider items raised at meetings of the County Council and referred initially~~

- ~~to the Cabinet for re-examination and which the Executive asks the Scrutiny Committee to consider.~~
10. To consider a programme of work which the Committee believes is in the interests of the County Council for it to review, ~~and to recommend it to the Performance and Finance Scrutiny Committee for approval by the County Council as part of the Scrutiny Committee work programme.~~
 - ~~11. To refer any matter arising within these terms of reference to a County Local Committee for consideration.~~
 - ~~12. To receive and consider a referral from a County Local Committee made in accordance with the procedures for a Councillor Call for Action.~~
 - ~~13. To consider any relevant local government matter raised by any member.~~
 14. To consider a petition in accordance with the Petitions Scheme in accordance with Standing Order 3.43 (b) **and to** consider a request for a review of the County Council's response to a petition in accordance with the Petitions Scheme.
 15. To consider any relevant report of joint scrutiny work undertaken under the auspices of the West Sussex Joint Scrutiny Steering Group and refer the report to the relevant Cabinet Member for consideration.
 16. To encourage members to lead on specific topics within the Committee's remit, as agreed by the Committee.

Appendix 8D – Communities, Highways and Environment Scrutiny Committee

Constitution

12 members of the County Council. Quorum is three.

Terms of Reference

1. To consider existing policies and the effectiveness of their delivery relevant to the Scrutiny Committee's specific service area **of scope for scrutiny**.
2. To consider and align its business in the context of the Council's ambitions and objectives **in the Council Plan relevant to its area of scope for scrutiny** associated with needs and aspirations of the community for the economy of the county.
3. To undertake the scrutiny of the performance of the Council's services against the outcomes, objectives and measures **including the scrutiny of how effectively relevant corporate and service risks are managed** set through a relevant commissioning process.
4. To review **or preview proposed** decisions of the Executive (**including officers**) **within the Committee's area of scope for scrutiny, including call-in**.
- ~~5. To review proposed decisions of the Executive including Executive decisions made by County Local Committees and key decisions under delegated powers made by officers on behalf of the Executive (call-in).~~
- ~~6. To review the manner in which non-Executive committees take decisions.~~
7. To consider matters referred to the Scrutiny Committee by the Executive.
- ~~8. To consider, as a "preview", items raised by any member where the matter is likely to be considered by the Executive because of its sudden prominence.~~
- ~~9. To consider items raised at meetings of the County Council and referred initially to the Cabinet for re-examination and which the Executive asks the Scrutiny Committee to consider.~~
10. To consider a programme of work which the Committee believes is in the interests of the County Council for it to review, and to recommend it to the Performance and Finance Scrutiny Committee for approval by the County Council as part of the Scrutiny Committee work programme.
- ~~11. To refer any matter arising within these terms of reference to a County Local Committee for consideration.~~
- ~~12. To receive and consider a referral from a County Local Committee made in accordance with the procedures for a Councillor Call for Action.~~
- ~~13. To consider any relevant local government matter raised by any member.~~
14. To consider a petition in accordance with the Petitions Scheme in accordance with Standing Order 3.43 (b) **and to** consider a request for a review of the

County Council's response to a petition in accordance with the Petitions Scheme.

15. To consider any relevant report of joint scrutiny work undertaken under the auspices of the West Sussex Joint Scrutiny Steering Group and refer the report to the relevant Cabinet Member for consideration.
16. To hold an annual meeting to scrutinise the work of the County Council and partner organisations in tackling crime and disorder.
17. To encourage members to lead on specific topics within the Committee's remit, as agreed by the Committee.

Appendix 8E - Fire & Rescue Service Scrutiny Committee

Constitution

7 members of the County Council. Quorum is three.

Terms of Reference

1. To consider policies and the effectiveness of their delivery for the County Council's responsibilities as Fire and Rescue Authority for the County.
2. To plan and carry out its business in the context of the Council's ambitions and objectives associated with needs and aspirations of the community in relation to fire and rescue functions and associated responsibilities.
3. To undertake the scrutiny of the performance of the Council's fire and rescue services against the outcomes, objectives and measures, **including the scrutiny of how effectively relevant corporate and service risks are managed** ~~set by the Council.~~
4. To consider developing policies, proposals or decisions of the Executive in relation to fire and rescue responsibilities.
5. To review **or preview** proposed decisions of the Executive (including key decisions ~~under delegated powers made by officers~~) **within the Committee's area of scope for scrutiny, including** ~~on behalf of the Executive (call-in).~~
6. To consider matters referred to the Committee by the Executive.
7. To consider a programme of work which the Committee believes is in the interests of the County Council **to review**, ~~and to recommend it to the Performance and Finance Scrutiny Committee for approval by the County Council.~~
8. To consider a petition in accordance with the Petitions Scheme in accordance with Standing Order 3.43 (b) and to consider a request for a review of the County Council's response to a petition in accordance with the Scheme.
9. To consider any relevant report of joint scrutiny work undertaken under the auspices of the West Sussex Joint Scrutiny Steering Group and refer the report to the relevant Cabinet Member for consideration.
10. To encourage members individually or in a group to lead on specific topics within the Committee's remit, as agreed by the Committee.

Part 3, Appendix 15 – Health and Wellbeing Board

(removal of obsolete reference to senior adviser)

Constitution - West Sussex County Council

- Cabinet Members whose portfolio responsibilities include:
 - Community Development
 - Health and Adults' Services
 - Children and Families

Note: the relevant ~~Senior~~ Adviser may attend in place of the Cabinet Member

Appendix 22 – Local Government Pension Scheme ACCESS Joint Committee

Constitution of the Joint Committee

Part 1 Membership

1. The Joint Committee shall consist of one elected councillor appointed by each Council. The member so appointed must, at the time of the appointment, be an elected councillor serving as a member of the Committee of a Council which discharges the functions of that Council as pension administering authority.
2. Each Council may appoint a substitute. Any substitute must meet the eligibility requirements in paragraph 1. The substitute may attend any meeting of the Joint Committee or any of its sub-Committees in place of that authority's principal member if notice that the substitute will attend is given to the Secretary of the Joint Committee by the Council concerned.
3. Where a substitution notice is in effect with respect to a particular member at a particular meeting, the substitute shall be a full member of the Joint Committee for the duration of the meeting in place of the principal member.
4. Each Council may remove its appointed member and appoint a different member by giving written notice to the Secretary to the Joint Committee.
5. Each appointed member shall be entitled to remain on the Joint Committee for so long as the Council appointing them so wishes, but shall cease to be a member if he or she ceases to meet the eligibility criteria in paragraph 1 or if that Council removes the appointed member.
6. Any casual vacancies will be filled as soon as reasonably practicable by the Council from which such vacancy arises by giving written notice to the Secretary to the Joint Committee or his or her nominee.
7. The Joint Committee may co-opt any other person whom it thinks fit to be a non-voting member of the committee. The Joint Committee may from time to time make rules as to:
 - 7.1 Registration and declaration of interests by co-opted members.
 - 7.2 Standards of behaviour required to be observed by co-opted members when acting as such.
8. The Chairman of the Joint Committee will be appointed from time to time by the members of the Joint Committee. Subject to paragraph 5, the Chairman of the Joint Committee shall hold that office until ***another member is appointed*** ~~their replacement is appointed which shall be at the first meeting to take place after the second anniversary of their appointment.~~ ***The appointment of the Chairman shall take place every two years, beginning with the Commencement Date with subsequent appointments falling not later than the first meeting of the Joint Committee following the annual meetings of the Councils in the relevant years.***
9. The Vice-Chairman of the Joint Committee will be appointed from time to time by the members of the Joint Committee. Subject to paragraph 5, the Vice-Chairman of the Joint Committee shall hold that office until their replacement is appointed ~~which shall be at the first meeting to take place after the second~~

anniversary of their appointment. ***The appointment of the Vice-Chairman shall take place every two years, beginning with the Commencement Date with subsequent appointments falling not later than the annual meetings of the councils in the relevant years.***

10. The Joint Committee may appoint such sub-committees from among its membership as it thinks will help it to enable it to fulfil its remit. The Joint Committee may delegate its responsibilities to such sub-committees. Sub-Committees may co-opt non-voting members.
11. The Joint Committee may set up working groups to advise it on matters within its remit. Such working groups may be formed of members or officers of the constituent ***councils*** authorities or any other third party as the Joint Committee sees fit. Such working groups are advisory only and the Joint Committee may not delegate its responsibilities to such working groups.
12. Each member of the Joint Committee and any Sub-committee shall comply with any relevant code of conduct of their Council when acting as a member of the Joint Committee.
13. The Chairman may direct the Secretary to call a meeting and may require any item of business to be included in the summons.
14. Any 5 members of the Joint Committee may by notice in writing require the Chairman to call a meeting to consider a particular item of business and if the Chairman fails to do so within 20 working days of receipt of the notice then those 5 members may direct the Secretary to call a meeting to consider that business.
15. The Committee may, if the law permits, arrange for attendance at meetings via video conferencing. Any such attendance shall be in accordance with the law and any other requirements imposed by the Joint Committee from time to time.

Part 2 Proceedings

16. Time and Place of Meetings

16.1 The Joint Committee will meet at least four times each year. All meetings of the Joint Committee will take place at a suitable venue and at a time to be agreed by the Councils.

16.2 ***Any Section 151 Officer or Monitoring Officer is entitled to attend all parts of all meetings of the Joint Committee or of any sub-committee appointed by the Joint Committee.***

17. Notice of and Summons to Meetings

The Secretary to the Joint Committee will give notice to the public of the time and place of any meeting in accordance with Part VA of the Local Government Act 1972. At least five clear days before a meeting, the Secretary to the Joint Committee will send a summons by email and if a member so requests by post to every Member at their last known address. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

18. **Chairing of Joint Committee**

The Vice-Chairman shall preside in the absence of the Chairman. If there is a quorum of members present but neither the Chairman nor the Vice-Chairman is present at a meeting of the Joint Committee, the other members of the Joint Committee shall choose one of the members of the Joint Committee to preside at the meeting.

19. **Quorum**

19.1 The quorum of a meeting will be at least 8 members who are entitled to attend and vote.

19.2 If there is no quorum present at the start of the meeting the meeting may not commence. If after 1 hour from the time specified for the start of the meeting no quorum is present then the meeting shall stand adjourned to another time and date determined by the Secretary.

20. **Voting**

20.1 **Majority**

Each elected member shall have one vote. Co-opted members will not have a vote. Any matter will be decided by a simple majority of those members of the Councils represented in the room at the time the question is put. In the event of equality of votes the person presiding at the meeting will be entitled to a casting vote under paragraphs 39(1) and 44 of Schedule 12 of the Local Government Act 1972.

20.2 **By Substitutes**

The member appointed as a substitute shall have the same voting rights as the member for whom he or she is substituting. Where notice of substitution has been given for a particular meeting the principal member may not vote unless the notice of substitution is withdrawn before the start of the meeting.

20.3 **Show of hands**

The Chairman will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

20.4 **Recording of individual votes**

The minutes of the meeting shall record how a member of the Committee voted on a particular question if, at the time that the vote is taken or immediately thereafter, that member asks the Secretary or his or her representative at the meeting to record his vote.

21. **Minutes**

22.1 The Secretary to the Joint Committee shall arrange for written minutes to be taken at each meeting of the Joint Committee and shall present them to the Joint Committee at its next meeting for approval as a correct record. At the next meeting of the Joint Committee, the Chairman shall move that the minutes of the previous meeting be signed as a correct record. If this is

agreed, the Chairman of the Joint Committee shall sign the minutes. ~~The only part of the minutes that can be discussed is their accuracy.~~

22.2 Draft minutes or a summary of the decisions taken at the meeting and a note of the actions arising shall be circulated to the Committee and to each Council by email no later than 7 days after the date of the meeting.

22.3 Minutes of the meeting shall be published by the Host Authority to the extent required by Part VA of the Local Government Act 1972.

22. **Access for elected members of the Councils**

Any elected member of the Councils who is not a member of the Joint Committee may speak at a meeting of the Joint Committee if the Chairman of the Joint Committee invites him or her to do so but an elected member of the Councils who is not a member of the Joint Committee shall not be entitled to vote at a meeting of the Joint Committee.

23. **Public Access**

Meetings of the Joint Committee shall be open for members of the public to attend unless the Joint Committee determines that it is necessary to exclude members of the public in accordance with Part VA of the Local Government Act 1972 or the Joint Committee determines that it is necessary to close the meeting to the public because of a disturbance.

23.1 Copies of the agenda for meetings of the Joint Committee and any reports for its meetings shall be open to inspection by members of the public at the offices of the Councils with the exception of any report which the Secretary to the Joint Committee determines relates to items which in his or her opinion are likely to be considered at a time when the meeting is not to be open to the public.

24. If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will arrange for their removal from the meeting room and will suspend the meeting until the member of the public has left or been removed.

25. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.

26. **Overview and Scrutiny**

26.1 Each Council has overview and scrutiny committees which have the right to scrutinise the operation of the Joint Committee and the Joint Committee and the Host Authority will co-operate with reasonable requests for information from any of the Councils' overview and scrutiny committees.

26.2 The decisions of the Joint Committee are not subject to call-in.

27. **Regulation of Business**

27.1 Any ruling given by the Chairman as to the interpretation of this constitution with respect to the regulation of proceedings at a meeting shall be final.

27.2 Subject to the law, the provisions of this Constitution and the terms of any contract, the Joint Committee may decide how it discharges its business.

Terms of Reference

Part 1 – Operating the Pool and Taking Advice

1. ***The Joint Committee shall consult with and consider the advice of the Section 151 Officers Group (and, where requested, the Monitoring Officers and from appropriate professional advisers) in discharging its functions, recording, if appropriate, where such advice is not followed and the rationale for not doing so. It may decide to procure such professional advisers on such terms as it thinks fit. Accordingly, any procurement of advisers must comply with the constitution of the Council designated to undertake the procurement and that Council will enter into a contract with the appointed adviser on behalf of the Councils.***
2. ***The Joint Committee shall decide which functions shall be performed by the ASU.***
3. ***The Joint Committee shall at all times have regard to the principles set out in Schedule 1.***

Part 2 - Functions in relation to the Operator(s)

1. **Specifying Operator services:** Deciding, in consultation with the Councils, the specification of services and functions that **each** the Operator will be required to deliver including the sub-funds and classes of investments required to enable each Council to execute its investment strategy.
2. **Procuring an the Operator:** agreeing the method and process for the procurement and selection of the **one or more** Operators.
3. **Appointing an the Operator:** Making a recommendation to the Councils as to the identity of the **each** Operator and the terms upon which **each** the Operator is to be appointed.
4. **Reviewing the Performance of the Operator:** Keeping the performance of **each** the Operator under constant review and making arrangements to ensure that the Joint Committee is provided with regular and sufficient reports from the **ASU Officer Working Group** to enable it to do so including but not limited to:
 - 4.1 the performance of **an** the Operator against its contractual requirements and any other performance measures such as any Service Level Agreement (SLA) and key performance indicators (KPIs) and officer Working Group recommendations on any remedial action;
 - 4.2 sub-fund investment performance;
 - 4.3 investment and operational costs including the annual review of investment manager costs;

4.4 performance against the strategic business plan agreed by the Councils.

5. **Managing the Operator:** The Joint Committee shall:

5.1 Make recommendations to the Councils on the termination or extension of the Operator **Agreements** Contract; and

5.2 Make decisions about any other action to be taken to manage the Operator **Agreement** Contract-including the giving of any instruction or the making of any recommendation to the **relevant** Operator including but not restricted to recommendations on investment managers (within any regulatory constraints that may apply); **and**

5.3 **Make recommendations to the councils about appropriate arrangements to replace an Operator Agreement on its termination.**

~~6. **Appointment of Advisers**~~

~~6.1—The Joint Committee may appoint such professional advisers on such terms as it thinks fit. Any procurement of advisers must comply with the constitution of the Authority designated to undertake the procurement and that Authority will enter into a contract with the appointed adviser on behalf of the Authorities.~~

~~6.2—The Joint Committee shall decide which tasks shall be performed by the Client Unit and which Council shall manage the Client Unit including the employment arrangements for employees in the Client Unit.~~

(all paragraphs renumbered from here)

Part 3 2 Functions in relation to management of Pool Assets

6. The Joint Committee shall make recommendations to the Councils on the strategic plan for transition of assets that are to become Pool Assets.

Part 4 3 Functions Concerning Pool Aligned Assets

7. **The Joint Committee shall make** making recommendations to the Councils about Pool Aligned Assets (including proposals concerning the migration of investments such as passive investments via life fund policies to become Pool Aligned Assets) in accordance with this Agreement or any other delegation to the Joint Committee by the Councils.

8. **Specifying services of Pool Aligned Assets Provider(s): Deciding, in consultation with the Councils, the specification of Services which any Pool Aligned Assets provider will be required to deliver including the sub-funds and classes of investments required to enable each Council to execute its investment strategy.**

9. **Procuring a Pool Aligned Assets Provider: Agreeing the method and process for the procurement and selection of one or more Pool Aligned Assets Providers.**

10. ***Appointing Pool Aligned Assets Providers: Making a recommendation to the Councils as to the identity of each Pool Aligned Assets Provider and the terms upon which each Pool Aligned Assets Provider is to be appointed.***
11. ***Reviewing the Performance of a Pool Aligned Assets Provider: Keeping the performance of each Pool Aligned Assets Provider under review and making arrangements to ensure that the Joint Committee is provided with regular and sufficient reports from the ASU to enable it to do so including but not limited to:***
 - 11.1 ***The performance of a Pool Aligned Assets Provider against its contractual requirements and any other performance measures such as any Service Level Agreement (SLA) and key performance indicators (KPIs) and officer recommendations on any remedial action;***
 - 11.2 ***Investment performance of the Pool Aligned Assets Vehicle(s) or sub-funds, as appropriate;***
 - 11.3 ***Investment and operational costs including the annual review of investment manager costs;***
 - 11.4 ***Performance against the strategic business plan agreed by the Councils.***

Part 5 4 Functions concerning Business Planning and Budget

12. ***Having taken account of any advice from the Section 151 Officers Group (or, where relevant, recording the rationale for not following such advice) the Joint Committee shall do the following:***
13. Make recommendations to the Councils about the annual strategic business plan for the Pool.
14. Determine the budget necessary to implement that plan and meet the expenses of undertaking the Specified Functions (insofar as they will not be met by individual transaction costs paid by Councils to the Operator) in accordance with Schedule 5 hereof.
15. Keep the structures created by this Agreement under review from time to time and make recommendations to the Councils about:
 - 15.1 the future of the Pool;
 - 15.2 any changes to this Agreement; and
 - 15.3 as to the respective merits of continuing to procure operator services by means of a third party or by creation of an operator owned by the Councils.

Part 6 – Functions concerning communications

16. The Joint Committee ***may agree a protocol for communications in respect***

of the Pool with third parties, including the LGPS Scheme Advisory Board, other LGPS administering authorities, press relevant government departments is required to commence the first review by the second anniversary of its first meeting.

Part 7 – Review of this Agreement

17. The Joint Committee is required to undertake a review of the Pool and this Agreement:
 - 17.1 to be completed 18 months before the expiry of each and every Operator Contract including as a result of the exercise of any option to terminate the Operator Contract;
 - 17.2 whenever a Council gives notice of withdrawal under clause 12 of this agreement;
 - 17.3 **at such times as a Council may request under clause 11 (Variation of Agreement).**

Changes to Part 4, Section 1

(removal of obsolete references to senior advisers, adding external audit report to list of County Council reports and clarification of written question and notice of motion expectations. Also includes clarification of Regulation 11 decision-making roles and call-in notification arrangements)

Extract from the Council (section 2)

- 2.14 The Leader shall appoint the cabinet members and advisers ~~or senior advisers~~ to cabinet members (up to two per cabinet member) on such terms and to such areas of responsibility as the Leader may determine and shall do so in such a manner that enables the County Council to discharge its obligations to take executive decisions under Standing Order 3.02 without undue delay.
- 2.15 Members of the Cabinet may not be members of a scrutiny committee nor County Council appointed members of the West Sussex Joint Scrutiny Steering Group. An adviser ~~or senior adviser~~ to a cabinet member may not be a member of the Scrutiny Committee that deals with his or her Cabinet Member's portfolio.
- 2.16 If a member resigns from his or her political group, his or her resignation carries with it an automatic resignation from any posts to which he or she has been appointed (other than cabinet member or adviser ~~or senior adviser~~ to a cabinet member) in accordance with the wishes of his or her group, unless agreed otherwise by that group, in which case he or she will remain in post until the matter is considered by the County Council.
- 2.22 New item of business to be added to Council - **(s) to receive an annual report from the External Auditor.**

Written Questions

- 2.38 Subject to the giving of the notice required by Standing Order 2.39, a member may ask a question on any matter in relation to which the County Council has powers or duties or which affects West Sussex (including any matter considered by the Executive, a scrutiny committee or non-executive committee) ~~which is~~. **The subject should not already otherwise be** on the agenda for the meeting, and ~~which the Chairman does not~~ **may rule out any questions considered** to be irrelevant or inappropriate. The question **will be deferred for a later reply** if it involves the expenditure of a disproportionate amount of time or money to prepare the answer.

Notices of Motion

- 2.45 Except as provided by Standing Order 2.56, every notice of motion shall be in writing, signed by the member giving the notice, and shall be delivered to the Director of Law and Assurance, no later than noon on the seventeenth day before the next meeting of the County Council and no earlier than four weeks before the meeting.

[N.B. The deadline will be before [noon on the Tuesday two weeks before that of the meeting, when this is held on a Friday].

- 2.46 A motion may be considered with less than the required notice if the Chairman decides that the matter is urgent i.e. it could not have been anticipated before the deadline for notices of motion, and that the proposer has given as much notice as was practical.
- 2.47 Every notice of motion shall be relevant to some question over which the County Council has power, or which affects the county as such. The Director of Law and Assurance will advise the Chairman accordingly.
- 2.48 The Chairman, in consultation with political group leaders, may decide that a motion shall be:
- (a) moved and debated at the next meeting (***usually no more than two per meeting unless the Chairman determines otherwise***);
 - (b) moved and referred to a cabinet member or non-executive committee at the next meeting;
 - (c) moved at a later meeting;
 - (d) moved and referred to a cabinet member or non-executive committee at a later meeting; or
 - (e) dealt with outside the meeting.

Extract on Access to meetings and documents (section 4)

- 4.35(f) a report of the membership and terms of reference of each scrutiny or executive task and finish group or partnership board established since the last such report and the appointment, nature and duration of role of any advisers ~~or senior advisers~~ to cabinet members;

Extract from Cabinet and Executive Decision-Making (section 5)

- 5.05 Cabinet members shall comply with a request to attend a meeting of a scrutiny committee to address issues relating to the Cabinet Member's area of responsibility, unless attendance is impracticable in which case any relevant adviser ~~or senior adviser~~ to a cabinet member shall attend or another cabinet member at the discretion of the Leader.
- 5.07 (b) may consult an adviser ~~or senior adviser~~ to a cabinet member or an executive task and finish group before deciding a cabinet member matter.

Extract from Special Urgency (Regulation 11) Provisions (section 5)

- 5.23 If the date by which a decision must be taken and the general exception provisions cannot be followed, then the decision can be taken urgently ***by the usual decision maker (in the absence of a relevant cabinet member, this will be the Leader). The decision can be taken*** only if the Director of Law and Assurance or Chief Executive obtains the agreement of
- ~~(a) the usual decision taker (if an individual) or the chairman of the usual body making the decision (in the absence of a relevant cabinet member, this will be the Leader)~~

- (b) the chairman of a relevant scrutiny committee that the taking of the decision cannot be reasonably deferred. If there is no chairman of a relevant scrutiny committee or if the chairman of each relevant scrutiny committee is unable to act, then the agreement of the Chairman of the County Council must be obtained. If there is no chairman of either the relevant Scrutiny Committee or the County Council, agreement must be sought from the Vice-Chairman of the County Council.

- 5.24 As soon as reasonably practicable after the decision maker has obtained agreement under Standing Order 5.23 that the making of the decision was urgent and could not reasonably be deferred, the **Director of Law and Assurance** decision maker must make available at the offices of the County Council and on its website a notice setting out the reasons why the decision was urgent and could not reasonably have been deferred.

Extract from Scrutiny Committees (section 8)

(to remove obsolete reference to senior adviser and to streamline scrutiny work programme approval)

~~8.12 The Scrutiny Committees shall submit to the Performance and Finance Scrutiny Committee and then to the County Council by the end of May each year, proposals for the reviews and development of County Council policies for the following year. Such proposals shall be reviewed to assess their suitability for joint scrutiny following their approval by the County Council.~~

~~8.13 Scrutiny committees may submit proposals to amend their approved programmes and substitute alternative studies to the Performance and Finance Scrutiny Committee, in the light of any overlap between the work of scrutiny committees, or changed circumstances.~~

8.19(b) An adviser ~~or senior adviser~~ to a cabinet member;

~~8.21 Chairmen of the four service scrutiny committees who are not already members of the Committee may attend and speak at meetings of the Performance and Finance Scrutiny Committee when the scrutiny work programme and annual report are considered.~~

Extract from Call-In Protocol (section 8)

(to clarify notification requirements)

8.29 A member wishing to request the call-in of a proposed decision must notify the **Monitoring Officer** ~~statutory Scrutiny Officer~~ by, at the latest, 5 p.m. on the seventh working day (fifth day for CLC decisions) after the proposal is published via the EDD. The request must be supported by four (including the requester) members of the County Council. The request should be in writing (which includes e-mail), should contain the reason for the request and the outcome being sought. The decision whether to call-in a proposed decision will be taken by the Monitoring Officer or, in his or her absence, the Deputy Monitoring Officer.

Standards Committee: Code of Conduct updates including IT Policy

Background and context

- 1 There are two changes which need to be made to the Code of Conduct (Part 5, Section 1 of the Council’s Constitution).
- 2 Firstly, references to the former role of ‘Senior Adviser’ to Cabinet Member need to be removed in line with a wider review of the Constitution by the Governance Committee which is subject to a separate report on the agenda.
- 3 Secondly, the IT Policy for members, which is included as part 6 of the Code of Conduct, needs updating following a review of the IT equipment offered to members by the then Cabinet Member for Economy and Corporate Resources in early 2021, ahead of the elections that took place in May 2021.

Proposal details

- 4 The references to the former role of ‘Senior Adviser’ to Cabinet Member which need deleting are in paragraph 8(1)(b) of part 2 of the Code of Conduct.
- 5 Proposed changes to the IT Policy are **set out at Appendix 1**. In summary the changes are as follows:
 - All members are now offered the opportunity to use the ‘Intune’ app to access the County network on a private device, so the text in paragraph 2(3)(a) is amended to reflect this.
 - Printers are no longer included as part of the standard IT equipment provided to members because of the Council’s drive to increase digitization and to reduce the use of paper. It is therefore recommended that the direct reference to the provision of printers in paragraph 2(4)(b) should be deleted. Printing can still be carried out at County buildings where necessary. Paragraph 2(3)(b) gives a general ability for requests for other IT equipment to be made which, in exceptional circumstances could include a printer.
 - Paragraph 4 contains the duties of care. Two revisions are proposed – firstly, to explicitly refer to data protection duties of care and, secondly, to update the requirements for members to ensure that their laptops receive updates, to reflect current practice which was changed at the beginning of the pandemic in 2020 when remote working became more common.

Finance

- 6 There are no revenue budget consequences.

Risk implications and mitigations

Risk	Mitigating Action (in place or planned)
Reputational risks and risks to decision-making through members not maintaining high standards in IT usage.	Training is made available to all members on the need to promote high standards of conduct and new members received an IT induction that included the principles of acceptable usage.

Policy alignment and compliance

7 Not applicable.

Recommended

- (1) That the removal of the term 'senior adviser' to Cabinet Member in paragraph 8 of the Code of Conduct be approved; and
- (2) That the proposed changes to the IT Policy, as set out at Appendix 1, be approved.

Pete Bradbury

Chairman of Standards Committee

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

Appendices

- Appendix 1 – Proposed changes to Code of Conduct IT Policy

Background papers

None

Proposed updates to part 6 of Part 5, Section 1 of the Constitution

(Proposed additions are shown in bold italic type with deletions struck through.)

Part 6

IT Provision and Usage Policy

1. Introduction

- (1) IT equipment is provided to members to support them in carrying out their role as county councillors. All members are expected to adhere to the West Sussex County Council Acceptable Use Policy, which is available on the West Sussex County Council Intranet. **The County Council will conduct routine monitoring of internet and email traffic in order to measure compliance and mitigate security risk.**

2. Computers and Phones

(2) Computers and connection

- (a) West Sussex County Council will provide all members with a standard (lightweight) **touchscreen** laptop which will include all software required to connect to the West Sussex County Council network and conduct day-to-day business. This includes an electronic diary, **integrated telephone** phones and video conferencing facilities. Members are encouraged to make full use of the functionality of the IT available to enable virtual working, and reduce paper consumption where appropriate and help ensure the most efficient use of member and officer time.
- (b) The computer equipment will connect to the ~~West Sussex County Council's~~ network via home broadband (and directly in any ~~West Sussex County Council~~ building).

(3) Access via personal mobile devices ~~Smartphones and additional hardware/software~~

- (a) ~~Mobile devices (such as Smartphones) or County network access to a members' own smartphone~~ **Access to Council emails and calendars on personal smartphones or tablets** via **the Intune Company Portal app** ~~MobileIron~~ **is available to all members**. Corporate **mobile devices (such as smartphones) can** be issued upon request to members who undertake responsibilities for which they receive a Special Responsibility Allowance (SRA) and subject to approval of the appropriate cabinet member. Should the member cease to undertake such responsibilities the Smartphone will be switched off, recalled and reissued if needed to the member taking over those responsibilities if applicable. ~~Members not in receipt of an SRA will only be issued with a Smartphone or MobileIron access if the appropriate cabinet member responsible for IT approves this following the recommendation of the member's group leader with justification for the request.~~

- (b) Any further hardware or software requirements need to be approved by the appropriate cabinet member following the recommendation of the member's group leader with justification for the request. Any necessary additional software or hardware will be obtained and only installed by IT Services Unit specialists.

(4) **Printing**

- (a) ***Members are encouraged to avoid printing where possible to support digital working and to save paper.*** Through the laptop and software provision, all members will have access to the network printing facilities (which includes photocopying and scanning). This enables members to send documents from their home for collection at any of the main County Council premises and similarly to scan a document from the printing device and send it to the member's County Council e-mail address.
- ~~(b) Printing if required in your home location will be done using the standard black and white lightweight Laser printer. There is no support for connecting personal printers to a County Council-supplied laptop. Paper and black and white toner cartridges for County Council equipment can be obtained through Democratic Services.~~

3. Support and Lost or Stolen equipment

- (1) The equipment is maintained under the County Council's hardware and software support contract. Any faults will be dealt with either by correcting them on the existing equipment or by the provision of replacement equipment.
- (2) The County Council does not offer a home visit service and as such any faults that require hardware replacement or fix will need to be brought in to the nearest County Council building at agreed times to suit both members and support staff.
- (3) You can report any problems or faults through the dedicated Members' Service Desk telephone line (01243 777007) or on the intranet. The operating hours of the service are 7.00 a.m. to 7.00 p.m. on Monday to Friday. Your fault will be logged and you can expect a four hour response and four day fix in line with the service level agreements contracted between the County Council and Capita IT.
- (4) In the unfortunate event of any equipment being lost or stolen contact the IT Service Desk to report the incident on 01243 777007 as soon as possible, you will also need to report the situation to the police if stolen and retain the police incident reference.

4. Duties of Care

- (1) Your principal duties under the Protocol are:
- To take reasonable care to safeguard the computer equipment.

- To follow instructions given by the County Council, its agents and manufacturers of the equipment as to its use, and not to allow it to be interfered with.
 - To allow reasonable access to the equipment for any necessary work, adjustment, removal or replacement.
 - To report any damage to the equipment within one week of its occurring.
 - Comply with the terms of the Protocol and Acceptable Use Policy.
 - To manage your email mailbox content to ensure removal of old emails no longer required keeping the mailbox within the agreed size limits. Email mailbox sizes limits will not be increased due to mismanagement of emails.
 - **To treat personal information carefully in line with data protection requirements and be aware of the possibility of having to disclose emails as part of freedom of information requests.**
 - You must not send emails or documents from County Council email addresses to your personal or a family email address other than for the purpose of printing or reading the document, after which the document will be deleted. Only your County Council email address may be used for sending information held by the County Council.
 - You must **switch off and restart** your laptop at least once **a week to makes sure that any updates that have been downloaded are installed** every 30 days to a network connection. This is required to ensures that the laptop receives the latest security, antivirus and system updates that will keep the laptop optimised for use. **The longer the time between restarts, the longer it will take to power up a laptop and multiple reboots may be required.**
 - Password resets can be performed over the phone. However, proof of identification is required to ensure details are provided to the correct person. Members will be required to provide these security details during a call to enable the password to be reset.
- (2) The County Council's principal duties are to take reasonable care to carry out its obligations under the Protocol responsibly and to make appropriate and timely arrangements with any agent or contractor for appropriate supply and maintenance. It is important you appreciate, however, that the County Council does not:
- **Accept liability for loss of any personal data stored on the computer.**
 - **Accept liability for accidents arising out of work done on your computer in your home, unless they result in death, injury or loss of property and are directly due to the negligence of the County Council or its agents.**
- (3) When you cease to be a member of the County Council, for whatever reason, all computer equipment **and** software ~~and lines, which~~ remains the property of the County Council, and will need to be returned to the nearest County Council building normally within a two-week period after the end of your term of office. You should not use the equipment, other than on terms agreed in advance with the County Council, after the date

when you cease to be a member. All data on the machine will be deleted so that the equipment can be reused. ~~Where provided by the Council, the County Council will also request the telephone company to disconnect the dedicated telephone line unless it is transferred to your personal use by agreement between yourself and the County Council.~~

Standards Committee: Annual Report 2020/21

Introduction

- 1** This report outlines the activities of the Committee from May 2020 to April 2021 and records issues the Committee considers important for the future. In summary, the work of the Standards Committee is:
 - Promoting and maintaining high standards of conduct.
 - Casework conducted through Sub-Committees
 - Ensuring that appropriate training is organised for members.
 - Overseeing Council policies on complaints handling and whistle blowing.

Promoting and maintaining high standards of conduct

- 2** The promotion of high standards of conduct was principally demonstrated through the comprehensive training provided for members and the casework undertaken. Following the County Council elections in May 2017, a comprehensive induction programme included sessions on standards and the code of conduct, including an initial introduction for new members on 16 May 2017, then workshop training for all members during June 2017, undertaken by the Monitoring Officer and Deputy Monitoring Officer. Only one member was unable to attend a workshop and this member attended a meeting with the Monitoring Officer to undergo the training.
- 3** All members newly elected in May 2017 submitted their register of interests forms by 24 May 2017. All members have been reminded to keep their register of interests up to date and many updates have been recorded over the last year. Advice was given by the Monitoring Officer and Democratic Services staff to assist members in making complete and correct entries. The most recent reminder to all members was issued in October 2020.
- 4** Plans were put in place ahead of the May 2021 elections to ensure that members receive appropriate standards and code of conduct training from the Monitoring Officer.

Independent Persons

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

Casework

- 7** In the period 1 May 2020 – 31 April 2021 two cases were considered. An Assessment Sub-Committee took place on 12 March 2021, comprising

Cllr Barnard, Cllr R Oakley and Cllr Sparkes. The matters concerned were determined as being of not sufficient importance to warrant further investigation and the matters were closed.

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

Ethical Governance, Whistle Blowing and Complaints Handling

- 9** The Committee receives reports on any cases under the County Council's Whistleblowing Policy. The reports are helpful in indicating whether any measures are needed to address underlying problems. There have been no cases in the last year.
- 10** The Committee also receives regular reports about complaints handling across the authority. Generally, there is a positive culture within the organisation about complaints and levels of complaints were broadly stable.

Conclusion

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

Recommended

That the report be noted.

Pete Bradbury

Chairman of the Standards Committee

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

Background papers

None

Cabinet Report: Delivering Our West Sussex Plan 2021-25

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.

Leader – Paul Marshall

- Priorities to deliver outcomes for West Sussex residents, communities and businesses for the coming four-year term of this administration are set out in [Our Council Plan](#): keeping people safe from vulnerable situations; a sustainable and prosperous economy; helping people and communities to fulfil their potential; and making best use of resources, underpinned by a cross-cutting theme of climate change. Aligning the budget-setting process with the Plan will ensure focus is maintained on delivery of the agreed outcomes and that the Council's limited resources are deployed to best effect. The performance indicators set out in the Plan will enable the impact of the Council's work to be measured and ensure that it remains on track to deliver on commitments.
- The [West Sussex Economy Reset Plan](#) was agreed by the Cabinet in November 2020 and confirmed as part of the Our Council Plan at County Council in February 2021. Since that time work has focused on medium-term recovery and longer-term growth, including working with the County Council's partners and appointed operators to open the doors of [The Track](#) in Bognor Regis, the progression of seven bids to the Government through the Community Renewal Fund, and projects to deliver support for digital adoption by West Sussex Small and Medium Enterprises. As the Government Roadmap continues to unfold, work with residents and partners on business support and employment and skills initiatives will continue to support the West Sussex economy in its recovery from the effects of the COVID-19 pandemic.

Adults Services – Amanda Jupp

- The County Council's [Safeguarding Adults Board](#) has developed a number of initiatives, publicised through its [podcast](#), to explain what safeguarding adults means. This includes [Making Safeguarding Personal \(MSP\)](#), and [a new Multi-Agency Risk Management protocol](#). This work is supported and promoted by the Local Government Association, the Association of Directors of Adult Social Care and other national partners.
- Adult Social Care has developed a new [Quality Assurance Framework](#) (PDF, 511KB) which sets out how the Council will ensure a culture of performance and continuous improvement, maintaining high standards throughout Adults' Services. This is further supported by [a set of core standards](#) (PDF, 213KB) which Adult Social Care expects to be applied by its staff in all activity.
- Adult Social Care, working jointly with Health partners, has developed [Home First](#) to provide appropriate and timely support for residents who are being discharged home from a stay in hospital. From March 2020 to date, 5,446 people have been discharged straight from hospital to their homes, with the average length of time for a person waiting on a ward to be discharged moving from 10 to 14 days to 1 to 3 days.

- The West Sussex scheme, [Mental Health Discharge to Assess \(D2A\)](#), has been recognised by NHS England as an excellent example of how health, social care, and housing can work together to support working age adults to be discharged from acute mental health hospitals in a safe and timely manner. To date 243 discharges have been achieved, supporting the pandemic response by minimising delays to hospital discharges.
- In 2021 two new [Extra Care Housing Schemes](#) will open in West Sussex, Monaveen and Lingfield Lodge, to provide much needed adapted housing for vulnerable adults who require housing with care. The schemes will provide an alternative to traditional residential placements and customers from both older people, working age, mental health, learning disabilities and Lifelong services are being referred.

Children and Young People (Lead Member for Children) – Jacquie Russell

- The [report](#) has been published following the recent **Ofsted monitoring visit**, focussing on achieving a stable and long-lasting home for children and young people looked after by the Council. The report highlighted that the local authority is making steady progress in this area and that senior leaders are ambitious and determined to improve services for children and young people, with a realistic plan in place to do this.

Learning and Skills – Nigel Jupp

- A **summer programme** has been developed aimed at encouraging children to eat more healthily and be more active during the school holidays. The £1.6m that the County Council has received to fund provision during the Easter, Summer and Christmas holidays as part of the [Holiday Activities and Food Programme](#) will enable children to attend holiday clubs that provide engaging activities, promote a greater knowledge of health and nutrition and reduce social isolation.
- A range of opportunities to assist pupils to **catch-up on missed learning** caused by the pandemic are being funded through the [catch-up premium](#). Schools have received funding to use in a way that suits their cohort of pupils and circumstances, to provide specific activities which will support their pupils' education recovery.

Community Support, Fire and Rescue – Duncan Crow

- The Cabinet Member visited the **new-look [Worthing Library](#)** which opened to customers on 22 June. The custom-designed building provides new facilities, bringing together West Sussex County Council Registration Services; Children and Family Services; Find it Out and Youth Emotional Support Services and an enhanced Library Service, all under one roof.
- West Sussex Fire and Rescue Service (WSF&RS) has been conducting a [Smoke Alarm Campaign](#) reminding residents of the importance of having working smoke alarms with regular testing. WSF&RS also offer a [Safe and Well Visit](#), a free pre-arranged visit to the home to provide advice on how to make it safer and, where appropriate, to fit smoke alarms free of charge.
- [A sampling programme](#), funded by the Food Standards Agency and carried out by West Sussex County Council Trading Standards, has investigated the

safety of food products brought online. Cases of concern were found leading to a recall of some food products. Residents are encouraged to report any issues by contacting Trading Standards via [report it online](#) or [Citizens Advice](#).

Environment and Climate Change (and Deputy Leader) – Deborah Urquhart

- Working with its [Business West Sussex](#) partnership the County Council is encouraging local small businesses to sign up to the Government's [Business Climate Hub](#) and start their climate action journey by committing to cutting carbon emissions in half by 2030 and reaching net zero by 2050. Businesses can access tools and resources to support them in setting targets, taking action, tracking progress and publishing results.
- The [Bronze Carbon Literacy Certification](#) from the Carbon Literacy Trust was awarded to the County Council in June. Officers are now developing plans to roll-out Carbon Literacy training across the Council which will equip officers and Members with the knowledge, confidence and clarity of purpose needed to deliver the commitment to be a net zero Council.
- The **Joint Arun District Council/County Council 1-2-3 Collections Trial** started in May and has generally been well received by residents who now have food waste collections (and, if required, absorbent hygiene products collected separately) on a weekly basis. Recycling is collected fortnightly and remaining residual waste on a three-weekly basis. The amount of residual waste collected in the trial area has virtually halved and only a handful of issues have arisen for residents. A second phase, involving properties in a more central area with flats and multi-occupancy properties, will start in September.
- The County Council's **solar farm at Westhampnett** was [highly commended](#) at the national Decentralised Energy Awards for its contribution towards achieving net zero. The commendation recognised how the solar farm and its battery installation generates and stores clean electricity and supports the National Grid to balance electricity supply and demand. The batteries, which are managed on the County Council's behalf by Npower Business Solutions, can respond within seconds when additional power is needed at peak times or when generation capacity is lost elsewhere on the grid.

Finance and Property – Jeremy Hunt

- In late March this year, the County Council [confirmed competitive selection](#) of the construction organisation Morgan Sindall Group plc, through its development company Lovell Partnerships Limited, to become its long-term partnering company in the Council's commercial joint venture. **The Joint Venture Partnership** will carry out development on areas of land in which the Council has an interest. The partnering company will provide property development funding, expertise, resources and services to the joint venture. The Council is now involved in drawing up the required business cases and governance structure to support the venture, engaging with architects and engineers and other technical advisers for design and planning applications to build.
- Since the beginning of the **COVID-19 pandemic** the Government has invested heavily in ensuring that councils are supported to deal with the financial implications of the pandemic. In West Sussex the level of government support

through grant funding has meant that the financial impact has, so far, been mitigated. As an example, some grants have been passported through the County Council direct to care home providers, whilst the remaining grants received have covered such areas as the cost of increased activity, such as funding the Community Hub, the increased costs of service provision, as well as the loss of income from fees and charges, council tax and business rates. Prior to end of the 2020/21 financial year, the Council also received a number of grants to address pressures arising in the current financial year. Details of the grants which have been carried forward will be set out in the Outturn Performance Monitor, which will be published as part of the papers to be presented to the Cabinet on 27 July.

Highways and Transport – Joy Dennis

- The County Council will be consulting on all elements of the [Active Travel programme](#) during July and August which will include the Upper Shoreham Road Cycle Scheme including a Low Traffic Neighbourhood (LTN); the A24 Findon to Findon Valley Cycle Scheme; and small-scale active travel improvements. Subject to consultation, the A24 Findon to Findon Valley and all active travel improvements will start to be constructed from Easter 2022. The Upper Shoreham Road and LTN scheme is subject to further successful funding bids.

Public Health and Wellbeing – Bob Lanzer

- [The COVID-19 Vaccination Programme](#), led by the NHS (Sussex Health and Care Partnership), has been rolled out in line with the Government and Joint Committee on Vaccination and Immunisation (JCVI) requirements, with all adults now invited to receive their vaccination. The County Council is supporting this programme, carrying out targeted work with partners to encourage all adults to have their vaccination, engaging with communities in innovative ways such as mobile vaccination units, flexible clinics, as well as utilising community and faith links.
- [The West Sussex COVID-19 Local Outbreak Engagement Board's \(LOEB\) quarterly report](#) was presented to the West Sussex Health and Wellbeing Board subgroup on 24 June, highlighting the Board's progress. The LOEB has supported its partners during the period February to May on the Asymptomatic Testing Programme for West Sussex, COVID-19 Vaccination Programme, Local Tracing Partnership, early years, schools and university, preparations for the election, adult social care, and event management.

Support Services and Economic Development – Steve Waight

- The County Council is looking at how it should return to office-based working as lockdown restrictions ease. A flexible **Smarter Working approach** is planned from the start of October which will make improvements on how the County Council operated before the pandemic. Smarter Working will be based on business need, recognising the diverse services provided for residents while continuing to ensure the Council's offices are a safe environment for work.
- The County Council and District/Borough Councils have been working together to accelerate [gigabit capable connectivity](#) across the county and have completed the national gigabit pilot under the government's Local Full Fibre

Network Programme. The jointly funded pilot has connected 151 public sector sites across all eight councils including libraries, hospitals and civic offices and showcased West Sussex as a county that can work collaboratively to deliver regional ambitions. The public sector network is now being further extended alongside commercial fibre investments which will enable gigabit capable connections to homes and businesses in Worthing, Crawley, Horsham, Chichester, Littlehampton and Bognor Regis, putting West Sussex on track to meet the national gigabit targets.

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Background papers

None

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