

To all Members of the County Council

An ordinary meeting of the County Council will be held at **10.30 am** on **Friday, 22 October 2021** at **County Hall, Chichester PO19 1RQ**.

Note: Any members unable to attend the meeting due to public health concerns can participate remotely but will not be able to vote.

There will be limited public access to the meeting. Admission is by ticket only, bookable in advance via: democratic.services@westsussex.gov.uk.

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

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

Agenda

1. **Apologies for Absence**

2. **Members' Interests**

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

3. **Minutes** (Pages 7 - 30)

The Council is asked to confirm the minutes of the ordinary meeting of the County Council held on 16 July 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. **Governance Committee: Use of hybrid technology for meetings** (Pages 31 - 34)

To consider a proposal for the use of hybrid technology for meetings in some circumstances, in the light of a report by the Governance Committee.

6. **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.

7. **Governance Committee: Terms of Reference of the Corporate Parenting Panel and the Member Development Group** (Pages 35 - 42)

To consider changes to the terms of reference of the Corporate Parenting Panel and the Member Development Group, in the light of a report by the Governance Committee.

8. **Question Time** (Pages 43 - 48)

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 16 July 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.)

9. **Notices of Motion**

(a) **Motion on Gatwick Airport Runway Capacity (for debate)**

To debate the following motion, submitted by Cllr Wall, notice of which was given on 4 October 2021.

'West Sussex County Council is a statutory consultee in the Development Consent Order process with regard to the proposal by Gatwick Airport Ltd (GAL) to bring the Northern/Emergency runway into routine use (for departures only). This Council notes the proposed economic benefits and likely adverse social and environmental impacts of GAL's Northern Runway Project.

This Council resolves to ask the Cabinet to seek evidence and assurance from GAL that it will mitigate the following key impacts as part of the proposed development:

- (1) Any increase in aircraft noise levels/noise distribution pattern.
- (2) Any adverse traffic and surface access impacts (forecasting, transport assessment methodology, modal shift).
- (3) Any additional social and environmental impacts,

including on health and well-being, air quality and carbon reduction targets.

- (4) Any increase in the need for new homes (supply/demand from anticipated additional workforce) and supporting infrastructure, including County Council services.

In addition, whilst not part of the formal consultation, the safeguarded land allocation to the south of the existing runway for an additional runway should be reviewed and recommendations as to its future use should be made by the Cabinet to Her Majesty's Government.'

(b) **Motion on Land Use (for debate)** (Pages 49 - 50)

To debate the following motion, submitted by Cllr Milne, which was referred to the Cabinet Member for Finance and Property at the meeting of the County Council on 16 July 2021.

'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.'

and the report of the Cabinet Member for Finance and Property.

(c) **Motion on Male Violence (not for debate)**

To take note of the following motion, submitted by Cllr Lord, notice of which was given on 5 October 2021. The Chairman has indicated he intends to refer the motion to the Cabinet Member for Community Support, Fire and Rescue for consideration. It will therefore not be debated at this meeting.

'Recent news reports have highlighted the impact of male violence in the UK, including in West Sussex. This Council believes that:

- (a) Victims of male violence are never to blame.
- (b) Significantly reducing male violence will make women and men safer and lessen the suspicion that groups of young men and single men in particular face.
- (c) Alongside enhancing services for victims, agencies

should focus their efforts on preventing male violence rather than asking innocent people to modify their behaviour.

- (d) The causes of male violence are complex and often start in early life.
- (e) Solutions cannot be created by agencies and voluntary organisations working in isolation.

This Council therefore calls on the Cabinet Member for Community Support, Fire and Rescue to convene a cross-agency group (including but not limited to the police, health services, county, district and borough councils, and voluntary organisations) with the remit to:

- (1) Understand the extent and nature of male violence in West Sussex;
- (2) Assess the effectiveness of the programmes currently in place;
- (3) Identify gaps in provision with reference to national and international best practice; and
- (4) Report back to this Council within six months with details of a comprehensive and ambitious plan to ultimately end male violence in West Sussex, including details of the resources and timelines required.'

(d) **Motion on Adult Social Care Charges (not for debate)**

To take note of the following motion, submitted by Cllr Milne, notice of which was given on 5 October 2021. The Chairman has indicated he intends to refer the motion to the Cabinet Member for Adults Services for consideration. It will therefore not be debated at this meeting.

'Recent increases in Adult Social Care charges are causing severe distress to vulnerable individuals and their families, who are being asked to fund charge increases of as much as 400% overnight.

While we recognise the enormous stress on the County Council's budget caused by a decade of government cuts to local authority funding, this is clearly too much of an increase, too fast.

This Council therefore resolves to ask the Cabinet Member for Adults Services to:

- (1) Reconsider the issue of Adult Social Care charges in West Sussex;

- (2) Look at alternative methods of funding and examine ways to reduce the impact on the public; and
- (3) Agree a cap on annual charge increases, such that no individual's bill can rise by more than a fixed maximum percentage in a single year (unless there has been a material change in their service provision).'

County Council concludes

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

Director of Law and Assurance
13 October 2021

Webcasting

Please note: this meeting is being filmed for live and subsequent broadcast via the County Council's website on the internet. The images and sound recording may be used for training purposes by the Council.

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

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West Sussex County Council – Ordinary Meeting

16 July 2021

At the virtual informal Ordinary Meeting of the County Council held at 10.30 am on Friday, 16 July 2021, 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 Markwell
Cllr Bence	Cllr Marshall
Cllr Bennett	Cllr McDonald
Cllr Boram	Cllr McGregor
Cllr Britton	Cllr Mercer
Cllr Burgess	Cllr Milne
Cllr Burrett	Cllr Mitchell
Cllr Charles	Cllr Montyn
Cllr Cherry	Cllr Nagel
Cllr Chowdhury	Cllr Oakley
Cllr Condie	Cllr O'Kelly
Cllr A Cooper	Cllr Oppler
Cllr B Cooper	Cllr Oxlade
Cllr Cornell	Cllr Patel
Cllr Crow	Cllr Payne
Cllr J Dennis	Cllr Pendleton
Cllr N Dennis	Cllr Pudaloff
Cllr Duncton	Cllr Quinn
Cllr Dunn	Cllr Richardson
Cllr Elkins	Cllr Russell
Cllr Evans	Cllr Sharp
Cllr Forbes	Cllr Smith
Cllr Gibson	Cllr Sparkes
Cllr Greenway	Cllr Turley
Cllr Hall	Cllr Urquhart
Cllr Hunt	Cllr Waight
Cllr Johnson	Cllr Wall
Cllr Joy	Cllr Walsh, KStJ, RD
Cllr A Jupp	Cllr Wickremaratchi
Cllr N Jupp	

12 Format of Council meeting

- 12.1 The Chairman reminded members that, as the meeting was being held virtually and was therefore not a formal meeting of the Council, any vote taken on any business would be indicative only.

12.2 Any decisions which needed to be taken on the business on the agenda would be dealt with after the meeting using the Council's Standing Orders on urgent action. Resolutions recorded in these minutes are therefore indicative only.

13 Apologies for Absence

13.1 Apologies were received from Cllr Hillier and Cllr Magill.

13.2 Cllr Patel arrived for the morning session at 10.42 am. Cllr Kenyon and Cllr Markwell gave apologies for the end of the morning session and left at 11.05 am and 12.44 pm respectively. Cllr Nagel left the morning session at 12 noon and Cllr Hall at 12.15 pm.

13.3 Cllr B Copper gave her apologies and was absent from 2.37 pm until 3.38 pm.

13.4 Cllr Markwell left at 3.47 pm, Cllr Quinn at 4.12 pm, Cllr Albury at 4.15 pm and Cllr Oppler at 4.20 pm.

14 Members' Interests

14.1 Members declared interests as set out at Appendix 1.

15 Minutes

15.1 It was agreed that the minutes of the Annual Meeting of the County Council held on 21 May 2021 (pages 5 to 16) be endorsed for approval as a correct record, subject to the additional of the sentence set out below to the minute on notification of Cabinet Members:

'10.3 The Liberal Democrat Group Leader stated that the Group was not supportive of the addition of a Cabinet Member post without explanation.'

16 Appointments

16.1 The Council endorsed the approval of appointments as set out below.

Committee	Change
Children and Young People's Scrutiny Committee	Cllr Evans to fill Conservative substitute vacancy
Environment and Communities Scrutiny Committee	Cllr Baldwin in place of Cllr Payne
Fire and Rescue Service Scrutiny Committee	Cllr Albury to fill Conservative substitute vacancy

Committee	Change
Performance and Finance Scrutiny Committee	Cllr Payne to fill vacancy Cllr Bence to fill Conservative substitute vacancy
Outside Body (Governance Committee appointment): South East Employers	Cllr Cherry to fill vacancy

17 Address by a Cabinet Member

- 17.1 Members received an address by the Cabinet Member for Adults Services on Social Care and Health integration.

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

- 18.1 The Council considered 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 (pages 17 to 20).
- 18.2 An amendment was moved by Cllr Lord and seconded by Cllr O’Kelly.

‘Changes to the existing recommendations on pages 19 to 20 shown in ***bold italic type*** and strikethrough of text.

- (1) ~~That County Local Committees be removed from the Constitution and~~ decision-making arrangements for Traffic Regulation Orders and outside body appointments **are** allocated to the relevant Cabinet Members in consultation with local members ***for the duration of the trial;***
 - (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, ***and any necessary changes to the Constitution and permanent decision-making procedures are made once the future arrangements are finalised.***
- 18.3 The amendment by Cllr Lord was put to a recorded vote under Standing Order 3.35.
- (a) For the amendment – 22

Cllr Baxter, Cllr Cherry, Cllr Chowdhury, Cllr Condie, Cllr B Cooper, Cllr Cornell, Cllr N Dennis, Cllr Gibson, Cllr Johnson, Cllr Joy, Cllr Lord, Cllr Mercer, Cllr Milne, Cllr O'Kelly, Cllr Oppler, Cllr Oxlade, Cllr Pudaloff, Cllr Quinn, Cllr Sharp, Cllr Smith, Cllr Turley and Cllr Walsh.

(b) Against the amendment – 44

Cllr Albury, Cllr Ali, Cllr Atkins, Cllr Baldwin, Cllr Bence, Cllr Bennett, Cllr Boram, Cllr Bradbury, Cllr Britton, Cllr Burgess, Cllr Burrett, Cllr Charles, Cllr A Cooper, Cllr Crow, Cllr J Dennis, Cllr Duncton, Cllr Dunn, Cllr Elkins, Cllr Evans, Cllr Forbes, Cllr Greenway, Cllr Hall, Cllr Hunt, Cllr A Jupp, Cllr N Jupp, Cllr Lanzer, Cllr Linehan, Cllr Markwell, Cllr Marshall, Cllr McDonald, Cllr McGregor, Cllr Montyn, Cllr Nagel, Cllr Oakley, Cllr Patel, Cllr Payne, Cllr Pendleton, Cllr Richardson, Cllr Russell, Cllr Sparkes, Cllr Urquhart, Cllr Waight, Cllr Wall and Cllr Wickremaratchi.

(c) Abstentions – 0

18.4 The amendment was lost.

18.5 The recommendations were put to a recorded vote under Standing Order 3.35.

(a) For the recommendations – 44

Cllr Albury, Cllr Ali, Cllr Atkins, Cllr Baldwin, Cllr Bence, Cllr Bennett, Cllr Boram, Cllr Bradbury, Cllr Britton, Cllr Burgess, Cllr Burrett, Cllr Charles, Cllr A Cooper, Cllr Crow, Cllr J Dennis, Cllr Duncton, Cllr Dunn, Cllr Elkins, Cllr Evans, Cllr Forbes, Cllr Greenway, Cllr Hall, Cllr Hunt, Cllr A Jupp, Cllr N Jupp, Cllr Lanzer, Cllr Linehan, Cllr Markwell, Cllr Marshall, Cllr McDonald, Cllr McGregor, Cllr Montyn, Cllr Nagel, Cllr Oakley, Cllr Patel, Cllr Payne, Cllr Pendleton, Cllr Richardson, Cllr Russell, Cllr Sparkes, Cllr Urquhart, Cllr Waight, Cllr Wall and Cllr Wickremaratchi.

(b) Against the recommendations – 3

Cllr Gibson, Cllr Johnson and Cllr Sharp.

(c) Abstentions – 19

Cllr Baxter, Cllr Cherry, Cllr Chowdhury, Cllr Condie, Cllr B Cooper, Cllr Cornell, Cllr N Dennis, Cllr Joy, Cllr Lord, Cllr Mercer, Cllr Milne, Cllr O'Kelly, Cllr Oppler, Cllr Oxlade, Cllr Pudaloff, Cllr Quinn, Cllr Smith, Cllr Turley and Cllr Walsh.

18.6 The recommendations were carried.

18.7 Resolved – that the approval of the following recommendations be endorsed:

- (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.

19 Governance Committee: Review of the Constitution

- 19.1 The Council considered a number of minor changes to the Constitution, in the light of a report by the Governance Committee (pages 21 to 54).
- 19.2 An amendment was moved by Cllr Lord and seconded by Cllr O’Kelly.

‘Written Questions

Original text as per page 52 of the Council booklet:

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 answers.

Proposed amendment:

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 not otherwise on the agenda for the meeting, and~~ which the Chairman, **in collaboration with group leaders**, does not rule to be irrelevant or inappropriate. **The question will be deferred for a later reply if it** ~~or~~ involves the

expenditure of a disproportionate amount of time or money to prepare the answers.

Notices of Motion

Original text as per page 53 of the Council booklet:

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***);

Proposed amendment:

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;'

19.3 The amendment was lost.

19.4 An amendment was moved by Cllr Sharp and seconded by Cllr O'Kelly.

'Changes to the existing recommendations in item 7, Appendix 1 are shown in bold, underlined type.

Page 40 – Part 3, Appendix 8D, Communities, **Highways** and Environment Scrutiny Committee Terms of Reference:

- 3. To undertake the scrutiny of the performance of the council's services against the outcomes, objectives and measures ***including scrutiny of how effectively relevant corporate, and service and climate change risks are managed*** ~~set through a relevant commissioning process.~~

Page 57 – Part 3 – Appendix 22, ACCESS Joint Committee Terms of Reference

11.4 Performance against the strategic business plan and climate change strategy agreed by the Councils.

19.5 The amendment was lost.

19.6 Resolved – that the approval of the following recommendation be endorsed:

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

20 Standards Committee: Code of Conduct Updates, including IT Policy

- 20.1 The Council considered proposed minor changes to the Code of Conduct in the Constitution, in the light of a report by the Standards Committee (pages 55 to 60).
- 20.2 Resolved – that the approval of the following recommendations be endorsed:
- (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 to the report, be approved.

21 Standards Committee Annual Report

- 21.1 The Council noted a report from the Standards Committee on its activities for the period from April 2020 to March 2021 (pages 61 and 62).
- 21.2 Resolved -
- That the report be noted.

22 Question Time

- 22.1 Members asked questions of members of the Cabinet on matters relevant to their portfolios and asked questions of chairmen, as set out at Appendix 3. This included questions on those matters contained within the Cabinet report (pages 63 to 68) and written questions and answers pursuant to Standing Order 2.38 (set out at Appendix 2).

23 Motion on Mental Health

- 23.1 The following motion was moved by Cllr Oxlade and seconded by Cllr Lord.

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

- (1) Ensure that access to mental health services will remain a priority both whilst 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.'

23.2 An amendment was moved by Cllr Wall and seconded by Cllr Albury as set out below:

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

- (1) Ensure that access to mental health services will remain a priority both whilst 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; **and**
- (3) ***Express its thanks for the collaborative working of partner organisations in delivering mental health services and their commitment to continue working together on this very important topic.'***

23.3 The amendment was carried.

23.4 The motion as amended and set out below was carried and endorsed for approval.

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

- (1) Ensure that access to mental health services will remain a priority both whilst public health restrictions remain in place and beyond;

- (2) consider the potential impact on the mental health of residents when taking decisions for the foreseeable future; and
- (3) Express its thanks for the collaborative working of partner organisations in delivering mental health services and their commitment to continue working together on this very important topic.'

24 Motion on Emergency Services

- 24.1 The following motion was moved by Cllr Boram and seconded by Cllr Burrett.

'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.'

- 24.2 The motion, as set out at minute 24.1 above, was carried and endorsed for approval.

25 Motion on 20mph Speed Limits

- 25.1 The following motion was moved by Cllr O'Kelly and seconded by Cllr Condie:

'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.'

25.2 The motion was referred to the Cabinet Member for Highways and Transport for consideration.

26 Motion on Land Use

26.1 The following motion was moved by Cllr Milne and seconded by Cllr Mercer:

'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.'

26.2 The motion was referred to the Cabinet Member for Finance and Property for consideration.

Chairman

The Council rose at 4.23 pm

Interests

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

Item	Member	Nature of Interest
6 – Governance Committee: Plans for future community engagement	Cllr Atkins	Member of Worthing Borough Council
6 – Governance Committee: Plans for future community engagement	Cllr Walsh	Member of Arun District Council
7 – Governance Committee: Review of the Constitution	Cllr Burrett	Deferred member of the Local Government Pension Scheme
10 – Question Time	Cllr Burrett	Member of Crawley Borough Council
10 – Question Time (Learning and Skills section)	Cllr Atkins	Governor of Durrington Infant and Junior Federated Schools
10 – Question Time (new-look Worthing Library)	Cllr Sparkes	Member of Worthing Borough Council
10 – Question Time (Waste)	Cllr Sharp	Member of Chichester District Council
10 – Question Time (Written Question 6)	Cllr Sharp	Member of Chichester and District Cycle Forum
11(a) – Motion on Mental Health	Cllr Sharp	Chichester City Council representative on Info Shop for Young People

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Written Questions: 16 July 2021

1. Written question from **Cllr Beccy Cooper** for reply by **the Leader**

Question

The County Council's Key Performance Indicators (KPIs) in the Reset Plan are largely unambitious and very modest.

- (a) Please explain the general formula for setting these KPIs, and why they are not more aspirational?
- (b) Please comment specifically on why the target on reducing roads requiring maintenance across the county (KPI 18) is only 2% across four years?
- (c) Please comment specifically on why the target to increase waste recycling is only a 4% increase, from 53% to 57%, over four years, when comparator Councils surpassed both these figures a number of years ago?

Answer

- (a) The priorities in Our Council Plan provide us with a framework for the new context we will now need to operate in as we work to address the impacts of the COVID-19 pandemic on our residents and communities.

Aligning the budget setting process with Our Council Plan will ensure we remain focused on delivering against our agreed outcomes and that the County Council's limited resources are deployed to best effect. The performance indicators set out in the Plan enable the impact of our work to be measured and ensure that the Council remains on track to deliver on commitments.

Members, staff and almost 50 local partners played a key role in the development of the Plan's priorities and outcomes.

- (b) Year-on-year, the road network deteriorates due to the impact of general wear on the road surface from traffic and the effects of high summer temperatures and winter weather, therefore, any target to reduce the number roads requiring maintenance is challenging for many, if not all local authorities.

KPI 18 focuses on the A and B class roads which carry the greatest traffic volumes, including heavy goods vehicles. The KPI measure recognises the economic importance of these roads to keep traffic moving within and through the county.

The County Council's Highways Asset Management Strategy sets out the approach to efficient and effective Highway Infrastructure Asset Management and how the Asset Management Policy will be delivered. The Strategy and Policy, which form part of the Highways Infrastructure Asset Management framework, were approved last year. The [full documents](#) are published on the website.

To achieve a reduction in the roads requiring maintenance requires increased targeted and sustained funding balanced against the needs of all other highway assets such as our footways, bridges, traffic signals and the like. The Council

agreed £12m additional capital funding for Highway maintenance in setting the 2021/22 budget. Any greater reduction would require significant increase in resources and result in greater disruption to undertake works on a very busy highway network.

The West Sussex Transport Plan is currently being reviewed to update our strategic approach to investment in, and management of, the transport network.

- (c) As the waste Disposal Authority, the County Council’s recycling rate, calculated in accordance with Department for Environment, Farming and Rural Affairs (DEFRA) methodology, is highly dependent on the recycling performance of the Waste Collection Authorities (district and borough councils) in the county. The 2020/21 recycling rate for the County Council’s Household Waste Recycling Sites is 66.6%. However, for the District and Boroughs the rates are lower.

Percentage of Households Waste sent for recycling, reuse or composting (NI192)	2020/21
Adur District Council	41.1%
Arun District Council	42.3%
Chichester District Council	44.5%
Crawley Borough Council	31.9%
Horsham District Council	53.5%
Mid Sussex District Council	41.7%
Worthing Borough Council	41.5%
West Sussex	53.1%

Where some comparator counties have higher rates, this tends to be associated with separated food waste collections. The County Council has been encouraging our West Sussex Waste Partnership (WSWP) partners to trial separate food waste collection since 2017 and is pleased to be working with Arun District Council on a trial which commenced in May 2021.

Others aspire to trial and/or adopt this service and it is expected the Government will mandate separate food waste collection by 2023/24. DEFRA are undertaking a major consultation around proposals for ‘consistency in collection’. In our joint response, WSWP partners supported the proposal for separate food waste collection as quickly as contracts allow.

The KPI of 57% by 2025 is realistic in relation to this aspiration while still ahead of the government-imposed target of 55% by 2025. The further step-change required to meet the 2035 target of 65% will require introduction of food waste and other new recycling streams. The County Council is now working with WSWP partners on the development of new Joint Resources and Waste Strategy for the county which will further encourage co-ordinated working with district and borough councils to meet these challenges and do so well before 2035.

2. Written question from Cllr Smith for reply by Cabinet Member for Community Support, Fire and Rescue

Question

I understand that before a traveller encampment can be given notice to leave after 24 hours, a welfare check must be carried out on the travellers who are present at an inspection. Could the Cabinet Member please outline:

- (a) What constitutes a welfare check?
- (b) Who would carry out the welfare check?
- (c) Outline what action the County Council might take if there were welfare concerns?

Answer

- (a) and (b)

Once a report of an unauthorised encampment is received either online or by phone the County Council's Gypsy & Traveller Service will dispatch a Council representative to visit the site as soon as practically possible to carry out a welfare check. This will usually be the same or following day depending on the time of day for arrival/reporting. Visits are conducted at weekends and on bank holidays.

A welfare check is to establish whether there are exceptional circumstances of the individuals which may need to be taken into account in managing the unauthorised encampment. The check will seek to identify any health, social care, education, or wider issues which may require action or advice or may influence the course of action in response to the encampment. This could cover issues such as pregnancy, hospitalisation of a family member, regular medical treatment needs.

- (c) Assessment will cover any need for social worker or health practitioner assessment or support or assistance from a traveller education officer, or wider assistance in relation to financial welfare, housing, and vehicle issues. These would be attended to if needed.

At present we also enquire whether occupants would like information or access to lateral flow tests and vaccinations, and where appropriate and possible work with public health colleagues to facilitate this.

If no issues are identified, then it may be appropriate for the County Council representative to immediately issue a Notice of Direction to leave the site within 24 hours (in line with good practice for local authorities).

Where capacity allows, travellers on public land in West Sussex can be directed by Sussex Police to the transit site near Chichester which has capacity for nine caravans with a maximum stay of three months.

3. Written question from Cllr Quinn for reply by Cabinet Member for Environment and Climate Change

Question

The Prime Minister plans to ban the sale of petrol and diesel cars by 2030-35. The UK's electric vehicle infrastructure has developed significantly in the past five to ten years but in order to deal with the huge cost is this County Council ready? As you are aware, 40% of West Sussex residents homes do not have driveways, so how will they be able to charge their vehicles? At present there are around 3-800 rapid charge points around the country. 69% of electric car users say that not enough charging points are available. Could the Cabinet Member tell me:

- (a) How many new charge points have been installed recently, if any?
- (b) The name of the new contractor who will be installing them and will there be more than one contractor?
- (c) What is the life of batteries and when they run out of power where will they be stored?

Answer

- (a) The County Council has not installed any new charge points recently.
- (b) The County Council is currently leading a partnership of six of the seven district and borough councils across the county seeking to procure a single market-based supplier to deliver a charge point network across the county. The tender has been published and members will be informed of the outcome of the procurement.
- (c) The typical life of an EV battery is eight to ten years, shorter in commercial or high mileage users. In terms of responsibility for disposal, electric vehicle propulsion batteries come within the definition of 'industrial batteries' within the Waste Batteries and Accumulators Regulations 2009.

These Regulations require producers (original equipment manufacturers) to take back waste industrial batteries free of charge and within a reasonable time from an end-user when requested by that end-user.

Vehicle manufacturers are therefore the default recipient of the batteries at end of life. This is an immature industry as there are currently very few end-of-life EV batteries, but the value of materials used will drive recycling of the majority of components.

4. Written question from Cllr Baxter for reply by Cabinet Member for Finance and Property

Question

As the County Council enters an economic recovery stage, can the Cabinet Member please advise:

- (a) What proportion of the overall budget is allocated to supporting local businesses in West Sussex, and;

- (b) Will this reflect an increased direct spend to support the recovery of our local economies?

Answer

The Council's role in supporting local businesses as part of the economic recovery is set out in the Economic Reset approved by the Cabinet in November 2020. The plan was developed to meet business as usual requirements, but in response to the pandemic the following areas of new or additional focus were agreed:

- Crawley, the wider Gatwick Diamond economy and the businesses and people severely impacted by the aviation crisis and current position with Gatwick Airport
- Skills and employment reflecting the significant impact COVID-19 is having on jobs, the self-employed and those seeking to enter the labour market in the county
- The needs of some sectors including the adult social care market, and tourism and the visitor economy
- Progressing work with District and Borough partners to accelerate the adoption and application of digital technology and skills to help address challenges and progress opportunities.

The Council's support to local businesses is reflected in the council's budgets in a number of different areas:

- The economic team - £2m p.a.
- Projects planned in the five-year capital programme
 - Digital Infrastructure - £6.7m
 - Rural Connectivity - £8m
 - Crawley Growth Programme -£21.2m
 - Growth Programme - £5m
 - Worthing Public Realm - £1.4m
 - Burgess Hill Growth Programme - £13.7m

In total the capital projects supporting local businesses is about 10% of the total value of the capital programme. The economic team is about .3% of the revenue budget.

In addition, the Council's social value framework, applied during the Council's procurement process, highlights the importance of added value activities such as job creation and using local suppliers, business can deliver when contracting to deliver services.

There is also a Business Rate Pool fund administered in collaboration with our districts and boroughs that allocates additional funding for projects across West Sussex. Decisions on distribution are agreed by all Leaders and are focussed on economic priorities. The current balance of funds is £7.9m.

Financial help for businesses during the pandemic has been provided by the Government and its support to local government has been administered through our districts and boroughs. The county did receive funding for care homes, and these funds were passed on in accordance with government guidelines. In addition, we arranged for quick payments for our suppliers to assist with cashflow and continued to pay some suppliers who were not able deliver services because of the lockdown such as school transport and school meal providers.

5. Written question from Cllr Smith for reply by Cabinet Member for Finance and Property

Question

- (a) Can the Cabinet Member advise what support (both practically and financially) has been provided to English language schools in West Sussex since the start of the pandemic by both central government and the County Council?
- (b) Would the Cabinet Member consider providing business rates relief for these businesses that feel they have been forgotten?

Answer

- (a) The Government has offered various forms of financial support for businesses during the pandemic. Some schemes are administered through central government and others through local government. At the local government level these schemes were organised through district and borough councils as well as local enterprise partnerships. It is for these bodies to determine the level of support available to English language schools. Our [Economic Reset Plan](#) sets out our approach to supporting businesses. Our lead officers for economy are not aware of any issues raised by English language schools but will explore with district and borough officers at future meetings.
- (b) Business Rates Relief is administered by districts and boroughs. English language schools who have queries regarding reliefs should raise their questions with the relevant district and borough.

6. Written question from Cllr Sharp for reply by Cabinet Member for Highways and Transport

Question

This is a newly-elected council, and I am hoping for a new balance in how we, as a council, think about the way we travel. In the past, this Council often seems to have assumed that a 'transport' problem could only be solved with a 'highways' solution. I would therefore like assurance from the Cabinet Member that there will be a stronger focus on the 'transport' side of things, and that from now on the Highways Authority will be doing its utmost to support Active Travel.

In this context, I would be grateful if you could bring clarity to Twitter rumours that we will not be eligible to bid for Tranche 3 of Active Travel funds. Shoreham residents – posting on Twitter – are already assuming these funds are irretrievably lost for the Shoreham Cycle scheme, and they regard this loss as a real blow for those wanting to travel more sustainably and those who do not have access to a car. It is also a blow for tourists. And more generally this is extremely worrying news for all West Sussex residents wherever they live if they want to see more sustainable travel routes being progressed.

While we surely all welcome the new round of consultation on the scheme, which was announced recently, I would like to understand the ramifications of the possible bar on bidding imposed on the County Council by central government.

- (a) When will West Sussex next be able to bid?

- (b) How many other local authorities are affected?
- (c) What lessons can we learn from this? For example, was the Council disqualified for not following Department for Transport (DfT) guidance, which was already in place, or did the rules as set out by the DfT only become clear retrospectively?
- (d) If the former, how will we go about ensuring that we better follow DfT guidance so as not to disqualify ourselves in the future?
- (e) More generally, what is our approach going to be for wider encouragement of active travel? Have we accepted that we need a major change in the way we carry out active travel projects?
- (f) How can we prove to the DfT that we are now following LTN 1/20 guidance more closely and will not be wasting the Government's money?
- (g) How can we demonstrate to the DfT – and to our residents – that this new council has a new outlook and different ways from the old, and will in the future be deserving of funding?

Answer

The Cabinet Member understands that the County Council is one of an undisclosed number of authorities that are barred from bidding into the Active Travel Fund (ATF) 3. A letter has been sent to the Secretary of State asking why this is the case given the County Council believes the grant conditions for the Emergency Active Travel Fund were followed but has yet to receive a response.

- (a) The next opportunity will be ATF4 which is likely to be during the summer of 2022. However, this is contingent on the successful delivery of the schemes associated with the County Council's ATF2 award.
- (b) Not currently known.
- (c) It is not clear why the County Council has been asked to refrain from bidding for ATF3. The letter from the Secretary of State suggests that in removing the Emergency Active Travel Fund (EATF) schemes, the County Council did not demonstrate good value for money. This, however, appears to be a retrospective view as in all cases the Council followed guidance and grant conditions for EATF. As stated above, the Secretary of State has been asked for an explanation.
- (d) The County Council follows guidance and grant conditions. In order to best manage DfT and Government's expectations, officers are in close consultation with DfT officers to ensure our actions are understood and agreed. As mentioned above, successful delivery of ATF2 is key to be allowed to bid in the future.
- (e) This is currently being considered as part of the development of the revised West Sussex Transport Plan (WSTP) and an Active Travel Strategy (previously the Walking and Cycling Strategy) together with partnership work with the District and Borough Councils. The Cabinet Member has established Task and Finish Groups to advise on the both the WSTP and the Active Travel Strategy.

- (f) It is not accepted that the County Council has wasted the Government's money. All schemes are/will be assessed for alignment with LTN 1/20 to ensure high quality infrastructure is delivered. In the future, the Government intends to constitute a national body called Active Travel England to assist authorities in delivering their ambitions.
- (g) The County Council has made great progress in developing Local Cycling and Walking Infrastructure Plans (LCWIPs) with the District and Borough Councils and the South Downs National Park Authority. The DfT is well aware of this progress and is very supportive of this approach. The review of the West Sussex Transport Plan and Active Travel Strategy together with the LCWIPs will define the County Council's ambitions and make the case for future funding.

7. Written question from Cllr Cornell for reply by Cabinet Member for Support Services and Economic Development

Question

Has an assessment been made, or will one be made, of the money (and miles of car travel) saved during the COVID-induced period of virtual meetings, and has any work been undertaken to review which meetings could reasonably continue to be held remotely to ensure we honour this Council's commitment, set out in Our Council Plan 2021-25, of prioritising a 'cross cutting' theme of Climate Change?

Answer

There have been both financial and Climate Change benefits due to meetings being held virtually. Since the beginning of April 2020, the County Council has saved around £9,000 a month on member meetings, through reduced member travel, refreshments, and venue hire. Of the monthly savings, around £6,000 a month is saved on travel. This equates to 13,000 miles not travelled and a saving of around four tons CO2 equivalent per month. This equates to around 48 tonnes CO2 saved from April to March 2021 through virtual meetings rather than members travelling to meetings.

In addition, the pandemic has impacted on the way the County Council delivers its services to its customers and how it operates internally. Many service areas have had to adapt to different ways of working to enable the business to continue in an efficient and effective manner.

As per government guidelines, the County Council has asked its employees to work from home where possible. To enable the business to deliver its services, new IT software (including Microsoft Teams), has been rolled out which has enabled virtual business meetings to take place and for staff to stay in touch with their teams.

In total the Council has seen savings of just under £3m from these revised working arrangements with the largest of these being staff mileage and travel £1.248m and utility cost savings from reduced occupancy in buildings £0.897m.

Question Time: 16 July 2021

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

Leader

The Leader answered a question on the following matters:

Crawley Growth Programme, from Cllr Ali.

Countywide grant support for business, from Cllr A Cooper.

Omission of significant items from the question time report, from Cllr O'Kelly.

Cabinet Member for Adults Services

The Cabinet Member answered questions on Home First, from Cllr Duncton.

Cabinet Member for Children and Young People

The Cabinet Member answered questions the following matters:

Unaccompanied child asylum seekers, from Cllr Burgess and Cllr Oakley.

In response to a question from Cllr Oakley about the Council's capacity to take child asylum seekers, the Cabinet Member said she would keep him informed about progress with a national voluntary rota of councils.

Progress of phase 1 of inhouse residential review and start of phase 2, from Cllr Linehan.

Cabinet Member for Learning and Skills

The Cabinet Member answered a question on the following matters:

Covid restrictions in schools, from Cllr Lord and Cllr O'Kelly.

In response to a question from Cllr O'Kelly about the number of days lost due to children self-isolating under Covid-19 restrictions, the Cabinet Member said he would make enquires and respond to her.

Summer programme including children eligible for free school meals and holiday clubs, from Cllr Chowdhury.

Cabinet Member for Communities, Fire and Rescue

The Cabinet Member answered questions on the following matters:

New-look Worthing Library, from Cllr Sparkes and Cllr McDonald.

Parliamentary boundary review and implications for the Manhood Peninsular, from Cllr Johnson and Cllr Montyn.

Cabinet Member for Environment and Climate Change

The Cabinet Member answered questions on the following matters:

Joint Arun District Council/County Council 1-2-3 Collections Trial, from Cllr Burrett, Cllr Markwell and Cllr Sharp.

Extending waste sites booking system, from Cllr Baxter, Cllr Gibson and Cllr Quinn.

Climate change and renewable energy, from Cllr Joy.

Cabinet Member for Finance and Property

The Cabinet Member answered questions on the following matters:

Covid emergency grant funding, from Cllr Baldwin and Cllr Baxter.

In response to a question from Cllr Baxter about a decision to demolish a school in Chichester and whether a retendering process had been undertaken, the Cabinet Member said he would check and respond to her.

Joint Venture Partnership, from Cllr Greenway.

Cabinet Member for Highways and Transport

The Cabinet Member answered questions on the following matters:

Countywide investment in roads and footpaths, from Cllr Atkins and Cllr Quinn.

In response to a question from Cllr Quinn about arrangements for monitoring and maintaining road signs, the Cabinet Member said she would write to him.

Grass cutting, from Cllr N Dennis, Cllr O'Kelly, Cllr Payne and Cllr Sharp.

In response to a question from Cllr N Dennis about whether information on the Council's website about grass cutting timings was accurate and whether the schedule could be better linked to the condition of verges, the Cabinet Member said she would check and respond to him.

Written question 6, from Cllr Baxter, Cllr Milne, Cllr Quinn and Cllr Sharp.

In response to a question from Cllr Milne about the Active Travel Strategy and funding, the Cabinet Member said she would keep him updated.

Progress on the road space audit, from Cllr Boram, Cllr Condie, Cllr Oxlade, Cllr Sharp and Cllr Wall.

In response to a request from Cllr Oxlade for an update about the implications for traffic regulation orders in Crawley of a possible replacement for the road space audit programme, the Cabinet Member said she would respond to him.

Cabinet Member for Public Health and Wellbeing

The Cabinet Member answered questions on the following matters:

Health services for the under 18s, from Cllr Mercer.

In response to a question from Cllr Mercer about what proportion and amount of the health budget scrutinised by the Health and Adult Social Care Scrutiny Committee is for health services for under 18s and children and what proportion and amount of that

budget is spent on children and adult mental health services, the Cabinet Member for said he would respond to him.

Covid-19 vaccinations, from Cllr McGregor and Cllr O'Kelly.

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Governance Committee: Use of hybrid technology for meetings

Background and Context

- 1 The Governance Committee has kept plans for Council and committee meetings under review throughout the course of the COVID-19 pandemic. From April 2020 to May 2021 all formal meetings were held virtually in line with emergency regulations made by the Government. The regulations lapsed in early May 2021. Since that time formal decision-making committee meetings have been held in person, in the Council Chamber at County Hall Chichester, without the option to join virtually. This is the only venue large enough to accommodate the necessary number of participants whilst keeping in line with public health restrictions which were in place until 19 July 2021.
- 2 Whilst government social distancing requirements were mostly removed from 19 July, revised guidance relating to enclosed public spaces was published and specific measures to maintain the safety and wellbeing of everyone using council buildings remain in place in consultation with Public Health colleagues. The Council Chamber continues to be used for formal meetings as the safest venue in terms of the spacing of participants and good ventilation. Public health measures continue to operate and public attendance at meetings is limited with those wishing to attend being asked to book in advance. The Governance Committee continues to keep arrangements under review.
- 3 All members were consulted on future meeting arrangements during July and August. Members were specifically asked if they were happy to attend an in-person full Council meeting in the Council Chamber in October subject to suitable measures being in place. On balance the majority of members said they would support the meeting being held in the Chamber as long as infection rates remain low and that simple precautions are taken including adequate ventilation. Currently infection rates are stable but moderately high.

Proposals

- 4 The technology to enable hybrid meetings (with some participants joining in-person meetings remotely) is now available in the Council Chamber. It cannot lawfully be used to enable any councillor to participate in formal decision-making business but could assist officer, non-committee member or third-party involvement. Depending on the nature of the meeting, where members are unable to attend a meeting in person for good reason, it may be possible for them to join an in-person meeting remotely, but they will not be able to vote on substantive business. Such flexibility will be specifically available for scrutiny committees and some aspects of full Council meetings and for non-cabinet members attending Cabinet meetings.
- 5 For councillor involvement in formal meetings, the Governance Committee has agreed as follows:
 - **County Council:** Members who are uncomfortable with attending an in-person meeting with all members plus officers in the Chamber can take part remotely. Members taking part remotely may not vote on any business but joining virtually allows them to take part in items such as Cabinet question time.

- **Cabinet:** Cabinet Members will be able to participate virtually in formal meetings but, when doing so, they will not be able to vote. Non-Cabinet Members attending these meetings (scrutiny chairmen and minority party leaders) will be able to participate virtually.
 - **Non-executive decision-making committees** (Governance, Pensions, Planning and Rights of Way, Standards, Regulation, Audit and Accounts): committee members may only lawfully take part in debates and decisions if physically present. Members not on the committee wishing to address the committee may do so virtually.
 - **Scrutiny Committees:** committee members can participate virtually subject to the chairman's discretion (except where the committee is due to take any formal decisions, such as appointing the chairman and vice-chairman).
- 6** Minor changes to Standing Orders to put these proposals into effect are set out at **Appendix 1**. If approved, these changes will take effect immediately.

Recommended

That the proposed changes to Standing Orders, as set out at Appendix 1, be approved.

Pete Bradbury

Chairman of Governance Committee

Contact Officer: Clare Jones, Senior Democratic Services Officer, 033 022 22526
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Appendices

- Appendix 1 – Proposed changes to Standing Orders

Background papers

None

Proposed changes to Standing Orders

Proposed additions to Part 4, Section 1 of the Constitution

- 2.04 Addition of final sentence to existing text: 'See also Standing Order 3.09e.'
- 3.09e When a member is unable or unwilling, for good reason, to attend a meeting of the Council in the chamber due to public health concerns, the Chairman will allow the member to participate virtually via video conferencing, when the facility is available. This will be treated as attendance at the meeting but members attending remotely cannot vote or count for the purpose of calculation of the quorum of the meeting. Members participating remotely may take part in information and non-decision items only, namely the items of business set out in Standing Order 2.23 (d), (e), (i), (j) (save for a vote on any proposition), (k) (save for any decision items or voting required), (n), (o), (q), (r), (s) and (t) (save for any decision items or business requiring a vote).
- 3.09f When a member of a committee is unable or unwilling, for good reason, to attend a meeting of that committee due to public health concerns, the Chairman of the committee will allow the member to participate virtually via video conferencing, when the facility is available. This will be treated as attendance but the member does not count for the purpose of the calculation of the quorum for the meeting. The member may not participate in any business for which a vote on a decision is required unless it comprises the recommendations on an item of business of a Scrutiny Committee.

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Governance Committee: Terms of Reference of the Corporate Parenting Panel and the Member Development Group

Terms of Reference of the Corporate Parenting Panel

Background and context

- 1 The County Council's Corporate Parenting Panel (CPP) is a multi-agency advisory Panel that meets at least four times a year to ensure the voice of the child is at the centre of services for children looked after and care leavers.
- 2 Following the updates to the CPP's terms of reference that were agreed at the County Council on 17 December 2019, further work has been done to review the remit and purpose of the Panel with input from the Children in Care Council and Care Leavers Advisory Board. This includes reviewing the membership to ensure it is focused and effective and that the voice of the child is central to its work.

Proposal details

- 3 Final updated terms of reference were endorsed by the CPP on 24 June 2021. The revised terms of reference are **set out at Appendix 1**. Although the changes are minor the format of the document has been changed significantly and therefore the revisions are not shown in track changes. The current version of the terms of reference can be found in Appendix 12 of Part 3 of the Constitution (the Scheme of Delegation) in the [Constitution library](#). A summary of the changes is set out below:
 - (a) **Membership:** The membership of the CPP includes officer representation from key service areas to enable any issues raised at the Panel to be fed directly back and actioned. An officer representative from a district and borough council has also been added to the core membership.
 - (b) **The Promise:** The Promise is a partnership commitment to support young people and care leavers. Its inclusion reflects how children and young people have the power to develop and influence the service.
 - (c) **Vision, purpose and remit:** These have been refocused to highlight how the CPP will measure progress for children and young people and hold itself accountable. It has also added ways of celebrating successes and its role in promoting Corporate Parenting responsibilities to the wider County Council.
 - (d) **Quorum:** It is proposed that the quorum be increased to include a minimum number of young people representatives as well as officer attendance in addition to elected members. This is to reflect the multi-agency nature of the Panel and that the young people's voice is central to the Panel's work.
 - (e) **Special Interest areas:** It is proposed that elected members and young people are given leads on special interest areas within the remit of the Panel. They will work with lead officers on the sub-groups to co-produce work and ensure that the voice of the child is central to all its work.

Resources

- 4 This proposal will have no additional impact on resources. Support for the CPP is provided by lead service officers within the Children, Young People and Learning

directorate and meeting support is provided by Democratic Services.

Consultation

- 5** All CPP members, which includes the Cabinet Member for Children and Young People, councillors appointed to the Panel, the Executive Director Children, Young People and Learning, Assistant Director – Corporate Parenting, Foster Carer and Adopter representatives and representatives from the Children in Care Council and Care Leavers Advisory Board, have been consulted on the revised terms of reference.

Recommended

- (1) That the revised terms of reference for the Corporate Parenting Panel, as set out in Appendix 1, be approved; and

Terms of Reference of the Member Development Group

Background and context

- 6** A small amendment to the terms of reference of the Member Development Group (MDG) in the Council's Constitution is required. This follows the award of Charter status for councillor development in November 2020, as part of the Councillor Development Charter and Charter Plus, managed by South East Employers.

Proposal details

- 7** The proposed minor addition to the MDG's terms of reference (Part 3 of the Constitution: Responsibility for Functions – Appendix 7) clarifies the role the MDG undertakes in relation to overseeing participation in the Charter and monitoring its progress. The proposed amendment is **set out at Appendix 2**.

Recommended

- (2) That the proposed amendment to the terms of reference of the Member Development Group, as set out in Appendix 2, be approved.

Pete Bradbury

Chairman of Governance Committee

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Appendices

- Appendix 1 – Changes to the terms of reference of the Corporate Parenting Panel
- Appendix 2 – Change to the terms of reference of the Member Development Group

Background papers: None

Changes to the terms of reference of the Corporate Parenting Panel

Our Vision:

- To act in the best interests, and promote the physical and mental health and well-being, of our children and young people.
- To encourage our children and young people to express their views, wishes and feelings and to challenge each other if their voices are not actively listened to and acted on.
- To listen, hear and do something when our children and young people tell us things.
- To make sure our children and young people know how to access, and make the best use of, services provided by us as a local authority and partners.
- To promote high aspirations, and seek to secure the best outcomes, for our children and young people.
- For our children and young people to be safe, and have stability in their home lives, relationships and education or work; and to prepare our children and young people for adulthood and independent living.
- This will make sure that our children and young people are not placed at significant disadvantage when compared with the support any child or young person may receive from their family.

Our Promise

THE PROMISE 2020

The Promise 2020 is a partnership commitment to support young people in care and care leavers. It has been written by young people in care, care leavers, professionals who work with them and the West Sussex Corporate Parenting Panel.

INVOLVING YOU WE PROMISE

- To ask your views, listen and act on what you tell us
- Tell you what you need to know
- To give you information you need at the right time, to help you make the right decisions
- To be a good friend

HEALTH AND HAPPINESS WE PROMISE

- That you will have somewhere safe to live
- To help you stay in touch with people who are important to you
- To support you to be happy and healthy

SUPPORT AND ADVICE WE PROMISE

- To avoid unnecessary changes
- To make sure you know who will support you and that important people keep in touch with each other to help you
- You will get the support and resources you need to help toward your goals
- You will have a social worker and have access to other professionals you might need

EDUCATION, TRAINING AND WORK WE PROMISE

- We will help you develop skills for life and work
- To celebrate your successes with you
- To champion your education
- To help you get the qualifications, interview skills, training and opportunities you want

LEAVING CARE WE PROMISE

- To put in place what you need when you leave care
- To help you make a clear plan for your life ahead after care

west sussex county council Children first

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Constitution

A multi-agency advisory panel to the Council with seven members of the County Council appointed from those with the most relevant experience but including the Cabinet Member for Children and Young People, at least one minority group member and one from the foster panels. At least two County Council members of the Panel will also be members of the Children and Young People's Services Scrutiny Committee.

The core membership of the Panel is set out below. The Panel can decide to invite representatives from across the Council and partner agencies as required, depending on agenda items.

Core Membership:

- Seven elected members including Cabinet Member for Children and Young People
- Children in Care Council (CiCC) and Care Leavers Advisory Board (CLAB) representatives – at least three from across the two groups
- Foster Carer
- Adopter
- WSCC Executive Director Children's Services
- WSCC Assistant Director of Corporate Parenting
- Strategic leads for Health (WSCC & NHS – designated nurse)
- WSCC Strategic lead – Voice and Participation
- WSCC Strategic lead for Education (Head of Virtual School)
- WSCC Area team representation (Service lead for Corporate Parenting and other area service leads as required)
- WSCC Quality Assurance Service Manager
- WSCC Independent Reviewing Officer
- District and Borough Officer representative

The Chairman of the Panel is the Cabinet Member for Children and Young People, the Vice-Chairman to be appointed by the Leader. The Chairman of the CiCC or CLAB will be Co-Chairman of the Corporate Parenting Panel. The quorum is four elected members (including the Chairman or Vice-Chairman), three CiCC/CLAB members and one Executive Director or Assistant Director.

The Panel shall meet no less often than four times a year, with thematic workshops to be held between main Panel meetings if required.

Meetings will be held in private. Reports and minutes for the Panel will be reported in a confidential manner. A summary of the work of the Panel will be available to elected members and an Annual Report will be reported to full Council each year.

The agenda and supporting papers for the Panel meetings will be circulated to Panel members two weeks in advance of each meeting.

The Panel will set up sub-groups to carry out work on specific areas in relation to outcomes for our children and young people including, but not limited to, journey to independence, education, health and wellbeing and children we care for. These groups will report on their work to each Panel meeting. Each sub-group will include lead officers, an elected member and a representative from CiCC/CLAB. Each elected member will be assigned to a special interest area, based on their area of expertise, and attend the sub-groups relating to that area. Special Interest areas are:

- Adoption and Fostering
- Education, Employment and Training
- Health (physical and mental wellbeing)
- Children placed out of county
- Children we care for and asylum-seeking children
- Care experienced young people
- Edge of care and residential

Purpose

- To act as a consultative panel for the Council and other professionals, to raise awareness of the Council's universal corporate parenting responsibilities and duties.
- To oversee the progress of our children and young people including all health and wellbeing needs (education, physical and mental health).
- To monitor the delivery of our 'Promise' and how we are ensuring our children and young people have the power to develop and influence the service.
- To ensure that all children, young people have a positive experience and that the strategy enhances their outcomes.
- To encourage all partners to work together (support and challenge each other) in the best interests of our children and young people.
- For frontline teams to be active members of the panel.
- To lead cultural and behavioural change to promote better outcomes for our children and young people, ensuring everyone is on a level playing field and is approached openly and honestly.
- To engage and hold all agencies to account (including; Children in Care Council (CiCC), County Council, District and Borough Councils, Education, Health, Children and Adolescent Mental Health Services (CAMHS), Children's Social Care and voluntary organisations) for their role in the delivery of services to our children and young people.

Remit of the Corporate Parenting Panel

The Panel will:

- Take responsibility for exploring the quality of services for our children and young people and produce an annual report.
- To have a clear line communication with the full council and scrutiny (via the chairmen of the Panel) on matters of interest or those that require escalation.
- Explore the priority needs for services for our children and young people, as a panel and make recommendations to the appropriate forums as required.
- Celebrate successes of what has been achieved between panel meetings, what this has led to and the impact this has had on the lived experiences of our children and young people.
- Maintain high values, treating all children and young people as if they were your own family, and make a positive difference, improving the outcomes for our children and young people and those who use our services (both statutory and non-statutory responsibilities).
- Produce a blog/newsletter with our children and young people after each meeting and share this with all other professionals and elected members.
- Hold thematic workshops when required to focus on specific priorities/issues.
- Ensure that the Panel maintains oversight of the County Council's placement strategy, understands placements and resources availability for children (both in and out of county) and how they are being used.

- When actions are identified, these will be assigned to a specific person(s) to take forward and then reported back to the panel.
- Receive feedback on the learning from children safeguarding practice reviews.

The Panel won't:

- Oversee specific pieces of work for individual children, acknowledging that area teams are responsible for this. However, the Panel will take responsibility for any themes that are identified and act on these immediately for a child.
- Be the main vehicle for the voice of our children and young people, this will be the responsibility of the Children in Care Council. The Panel will however regularly listen, respect and act on the views of children and young people.

Change to the terms of reference of the Member Development Group

Part 3, Appendix 7 of the Constitution

(Changes shown in bold, italic text)

Member Development Group

Constitution

An advisory body to the Governance Committee on all aspects of member roles and the training and development needed by members to undertake their work on the County Council.

Note:

Members of the Group will be appointed by the Governance Committee after consultation with Group Leaders and will reflect the principles of proportionality (current size 10 members, quorum is three).

The County Vice-Chairman and a Cabinet Member nominated by the Leader will be ex-officio members.

The Chairman will be elected by the Group.

Terms of Reference

1. To be the custodian of all aspects of the member role and its development.
2. To be proactive in making plans and proposals for member development as part of the corporate planning process, to address all emerging issues and work-streams of importance to the membership.
3. To have ownership of the annual training and development programme for the membership, so as to enable members to undertake their roles effectively and to ensure that training and development are aligned to member priorities.
4. To consider and prioritise topics for learning and development for all members ensuring that arrangements meet member expectations and requirements.
5. To monitor and review the effectiveness of the member development programme to inform the planning and prioritisation of the programme.
6. To have ownership of the all-member survey, to be undertaken at regular intervals, to provide intelligence on all aspects of the member role, capacity, support and training needs and to use the findings to inform the training and development programme.
7. To have ownership of the induction programme and materials for the new Council following elections, with priority areas being highlighted through the group's on-going work and member feedback and to evaluate the success of the programme and ensure that learning points inform future programmes.
8. To oversee expenditure against the member training budget.

- 9. *To oversee the Council's participation in the Councillor Development Charter and Charter Plus and to monitor the effectiveness of all aspects of the Charter.***

Reporting Arrangements

The Chairman shall provide a regular report to the Governance Committee regarding the work of the Group, member development activities and member training and development priorities and plans.

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

- In response to **Afghan nationals arriving in to the UK** on rescue flights from Afghanistan during August as the situation escalated, the County Council has been actively supporting the Government's '[Operation Warm Welcome](#)'. This commitment seeks to ensure that Afghan arrivals get the health, education, employment and accommodation support they need to fully integrate into their new communities. Council officers have worked in partnership over a number of weeks to deliver vital practical support, including clothing, shoes, toiletries, baby care items and other essential supplies to individuals and families during their required quarantine period as many were unable to bring any luggage or personal items with them. Officers are now working with district and borough councils, voluntary and community organisations and other key partners to assist following the conclusion of quarantine stays with the transition to bridging arrangements and the identifying of suitable self-contained, longer-term accommodation options within the county. Further details can be found on the Council's [website](#), including information on the resettlement programme, volunteering opportunities and how you can assist.

Adults Services – Amanda Jupp

- A joint bid from West Sussex County Council, East Sussex County Council and Brighton & Hove City Council was one of 15 out of 100 bids to be **successfully awarded funding from the [Changing Futures initiative](#)**. The £4.425m awarded funds will enable local partners to deliver a programme that protects vulnerable residents from crisis by improving access to essential support such as help with homelessness, substance misuse, poor mental health, domestic abuse and contact with the criminal justice system.
- The County Council's Adults Services are asking residents to help **[shape the future of adult social care in West Sussex](#)**. During the past 18 months the Council's adult social care staff have worked resiliently through the difficult conditions presented by COVID-19. The service will now seek to explore how to best meet residents' needs for long-term future demand with a series of engagement events and workshops, visiting different settings across the county and running a survey, until 8 November, to capture everyone's views.

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

- In recognition of the **impact of the pandemic on children and young people's emotional wellbeing and mental health** a further £1.283m has recently been committed by the Government to fund additional support. The [support offer](#) is being delivered in conjunction with partners including the NHS, other local authorities and community groups and encompasses both in person and online resources. This includes providing mental health first aid in schools and online courses to support parents and carers develop tools to help children manage their feelings and mental health.

- The wisdom and experience of Roger and Pauline Fitter, [a West Sussex couple who have fostered more than 600 children over 56 years](#), is offering inspiration to those who are considering becoming foster carers. There is a growing need for more carers and the **County Council is looking for new and experienced foster carers** who wish to help a child have a better future. Full training is provided along with a competitive financial allowances package and ongoing support, with extra help given to new carers during their first year of fostering.

Learning and Skills – Nigel Jupp

- The County Council's **Back to School** webpage provided parents, carers and pupils all the information they needed to know to ensure a safe return to learning at the start of the new school year. This included explaining what COVID-19 measures were in place at schools and how schools will manage outbreaks, a section to advise young people on keeping themselves and others safe and still enjoy life, and advice and guidance on mental health and wellbeing.
- The proposal to open a new all-through school in Burgess Hill has moved onto the next stage with a **free school competition undertaken to seek a Multi-Academy Trust** (MAT), with a proven track record of improving educational attainment, to become the provider. The school will deliver additional pupil places to assist in meeting the demand created by housing development in and around the Burgess Hill area. The proposals submitted by the MATs will be assessed against set criteria after which the Cabinet Member will make a recommendation to the Secretary of State for Education as to who the preferred provider should be.

Community Support, Fire and Rescue – Duncan Crow

- **The West Sussex Record Office has been awarded a grant** of £427,809 from the Wellcome Trust to conserve and increase accessibility to important post-war planning and building documents relating to Crawley, identified as a suitable New Town site in January 1947. The [Crawley New Town Development Corporation Archive](#) comprise records that include minutes, departmental filing, plans and photographs. The archive will be catalogued and fragile items, that could otherwise be lost forever, will be conserved.
- In partnership with [The Reading Agency](#), the County Council's Library Service held its 2021 annual **Summer Reading Challenge**, themed on Wild World Heroes. More than 8,000 children signed up to the challenge and over 70,000 books, eBooks and audio books were loaned to children and their families. As a result of the challenge over 1,000 children have [joined the library](#).
- To keep West Sussex residents 'Safe Against Scams' the West Sussex Community Safety & Wellbeing Team, alongside Trading Standards, have been running [free monthly scams awareness webinars](#) for residents to attend. The Council, in partnership with [Get Safe Online](#), has also started a search for volunteers to become part of a new group of '[Digital Ambassadors](#)' to help educate and support their local communities to become safer online.
- In recognition of the contribution all emergency service personnel make, the Cabinet Member attended the West Sussex County Council's Fire and Rescue

Service [Emergency Services Day](#) on 9 September with a Fire and Rescue Service-led activity at County Hall, Chichester and at Crawley Fire Station. The County Council also marked the day by flying the Emergency Services Day official flag at County Hall, Chichester.

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

- Registrations for the latest round of [Solar Together Sussex](#) opened in August. The group buying scheme, which is run by iChoosr and co-ordinated by the County Council on behalf of local authorities across Sussex, helps residents to install high quality solar panels and battery systems to reduce their impact on the environment. More than 6,600 residents have registered their interest in this latest round and will receive a recommendation from an accredited installer in the autumn which they can choose to accept.
- The County Council, in partnership with district and borough councils, has awarded a contract to electric vehicle (EV) infrastructure specialists Connected Kerb to fund, install, market and operate **EV chargepoints** across the county to encourage take up of EVs by residents. Installations are expected to start in spring 2022, initially in public car parks, and later will include on-street and other community parking areas. Plans for the network will be sent to members as soon as possible.

Finance and Property – Jeremy Hunt

- The Cabinet at its [meeting](#) on 19 October will be considering the Council's Medium Term Financial Strategy for endorsement. The report presents an update to the key assumptions made in the [February Budget report](#) (PDF, 2MB). It also provides an update on the Council Plan as well as a summary of the national and local policies, including reference to the proposed Comprehensive Spending Review due later this month and the Fairer Funding Review and Business Rate Retention Scheme which are both delayed. The provisional Local Government Settlement expected in December will be key to determining how the budget gap for 2022/23 can be addressed.

Highways and Transport – Joy Dennis

- The South Downs National Park Authority (SDNPA), in partnership with the County Council, started a pilot project this year to explore how highway verges in the Park could be more sensitively managed to improve biodiversity and improve/introduce wildlife corridors. The [Cut and Collect](#) pilot will run for three years and if, when evaluated, is shown to be successful, may be rolled out more widely in West Sussex. The 11 pilot sites were chosen by the SDNPA due to the presence of [Notable Road Verges](#).
- The [Highways Major Projects programme](#) continues at pace with £105m value of schemes; £52m of which are in the construction phase including the A2300 corridor improvement scheme and the Littlehampton to Ferring A259 widening scheme. The A24 Robin Hood Roundabout was completed in September and the A2300 scheme will be completed in late autumn. An additional four major highways projects or packages are being progressed across the county facilitating economic growth, housing and easing traffic congestion and are funded from a number of sources including developer contributions, Local

Enterprise Partnership and the Department for Transport as well as the County Council.

- Ash Dieback is a disease that is likely to kill 95% of the county's ash trees over the next 10 to 20 years and this will have a major impact on the landscape and wildlife. It will also pose a significant risk to people, property, and the delivery of services. An [Ash Dieback Action Plan](#) (PDF, 1.9MB) is in place and the [procurement process](#) for a specialist contractor to deliver the tree removal phase of the plan is underway.

Public Health and Wellbeing – Bob Lanzer

- Throughout October, the organisations in the [Smoke Free West Sussex partnership](#) (PDF, 1MB), led by the County Council, are supporting the Stoptober campaign - an annual Public Health England stop smoking challenge, encouraging and supporting smokers to make a quit attempt during October. Stoptober celebrates its 10th anniversary this year and during that time an estimated two million smokers have used the campaign as an opportunity to make a quit attempt. In addition to stop smoking support tools available on the [Better Health website](#), including an enhanced version of the [Stoptober app](#), those living and working in West Sussex can access support to stop smoking from [West Sussex Wellbeing](#).
- **[West Sussex Wellbeing celebrates 10 years](#)** this year. Delivered in partnership by West Sussex Public Health with all district and borough councils across the county, the adult-focused prevention programme is targeted to reduce health inequalities by supporting people with a range of programmes. These include those that help people to become more active, lose weight, stop smoking, reduce their alcohol use and avoid falls. The programme works with adults who live and/or work in West Sussex; helping them to set their own goals, it supports and motivates them to make changes. The first Wellbeing Programme started in 2009 and a full countywide programme came into place by 2011.
- West Sussex Public Health has recently been engaged with a pilot event in Phase 3 of the [Government's Events Research Programme](#). In collaboration with the Goodwood Estate and key partners including Chichester District Council Environmental Health, Public Health England and the Department for Digital, Culture, Media & Sport, Public Health contributed to arrangements for the Goodwood Festival of Speed (8 to 11 July). The Goodwood Estate has continued to implement many of the good practice measures used as part of the pilot event in the planning and delivery of their subsequent events such as Glorious Goodwood and Goodwood Revival.
- The NHS in Sussex (Sussex Health and Care Partnership (SHCP)) continues to lead the [Sussex COVID-19 Vaccination Programme](#), and has started delivering the [safe and effective annual flu vaccination programme](#). This year, the flu vaccination is more important than ever as it is expected that this will be the first winter when COVID-19 will co-circulate alongside the seasonal influenza virus and people who get infected with the flu and COVID-19 virus at the same time are more likely to be seriously ill. The flu vaccine is available for free at GP surgeries or local pharmacies for people in [eligible groups](#). West Sussex Public Health is working in partnership with the SHCP to increase

uptake of both vaccines; this work includes a focus on reducing health inequalities in the local population.

Support Services and Economic Development – Steve Waight

- On 9 September Gatwick Airport Limited (GAL) launched its [12-week public consultation](#) concerning **plans to bring Gatwick Northern Runway into routine use**. The consultation will run until 1 December with all materials available on [GAL's website](#). As a consultee, the County Council will be drawing up a response for agreement by the Cabinet at its meeting on 16 November, prior to submission to GAL.
- In December 2020 a proposal was approved via decision [ECR04\(20/21\)](#), to **insource and recommission, through new contracts, the services currently provided by Capita** under the Information Technology Outsource contract (ITO). Work has progressed well and the ITO contract was concluded on 30 September. The IT service has been reshaped to include the staff returned to the County Council and is now focusing on enabling services to have the right infrastructure and digital capabilities to deliver efficient and effective outcomes for residents.

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Background papers

None

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Motion on Land Use

- 1 The Chairman of the County Council referred the motion on land use submitted by Cllr John Milne to the County Council on 16 July 2021, to the Cabinet Member for Finance and Property for consideration.
- 2 A [briefing note on factual background information](#) (PDF, 350KB) was supplied to all members in the 16 July Council papers.
- 3 The Cabinet Member met Cllr Milne on 5 October 2021 to discuss the motion; the Director of Property and Assets and the Head of Assets also attended the meeting.
- 4 Cllr Milne explained that he wished to see a proper process by which parish councils and others could be notified of assets (land and buildings) declared surplus to County Council purposes and given a length of time, perhaps six months, to input on future use before the County Council determined the assets for sale/development or submission into the Joint Venture Partnership.
- 5 In the discussion that followed it was also noted that:
 - There is already a process in place whereby communities can put forward a bid to have an asset nominated as an Asset of Community Value. If successful in the application to the local district or borough council, the property is listed and, if a landowner wants to sell the asset, there is a six-month moratorium in which time the community has the opportunity to raise the funds to purchase the asset.
 - It is the County Council's duty to achieve a commercial return on any assets declared surplus and achieve best value (Section 123 of the Local Government Act 1972).
 - There are some instances where the creation of employment is a key driver in development of assets declared surplus, such as the development of Horsham Enterprise Park.
 - There are some instances where carbon offset can also determine future use.
 - The Council is aware of community aspirations through engagement on neighbourhood and parish plans.
- 6 The Cabinet Member explained that, in line with the briefing note supplied, the Council already does what the motion calls for. He felt that the present surplus declaration process does ensure that the local member is advised of the proposed decision ahead of it being taken and gives the local member ample opportunity of engaging with parish councils or the wider community, if they wish to do so, which is part of their function as a county councillor.
- 7 The Cabinet Member proposed that the planned review of the Asset Management Policy should detail the local member engagement part of the process to ensure that all were aware of its breadth and scope.
- 8 Cllr Milne noted the further information given and the Cabinet Member's proposal concerning the review of the Asset Management Policy but felt the point at which the local member is engaged does not give enough time for any meaningful engagement with the wider community.

- 9** For the reasons set out above, the Cabinet Member is unable to support the motion and proposes to recommend that members do not support it should it be submitted for debate at the County Council meeting on 22 October 2021.
- 10** The response to the motion was published via the Bulletin on 13 October 2021.

Jeremy Hunt

Cabinet Member for Finance and Property

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Background papers

None