

# Public Document Pack

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10 November 2022

## **Communities, Highways and Environment Scrutiny Committee**

A meeting of the Committee will be held at **10.30 am** on **Friday, 18 November 2022** at **County Hall, Chichester, PO19 1RQ**.

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

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

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### **Agenda**

- 10.31 am    1.    **Declarations of Interest**
- Members and officers must declare any pecuniary or personal interest in any business on the agenda. They should also make declarations at any stage such an interest becomes apparent during the meeting. Consideration should be given to leaving the meeting if the nature of the interest warrants it. If in doubt please contact Democratic Services before the meeting.
- 10.33 am    2.    **Urgent Matters**
- Items not on the agenda which the Chairman of the meeting is of the opinion should be considered as a matter of urgency by reason of special circumstances, including cases where the Committee needs to be informed of budgetary or performance issues affecting matters within its terms of reference, which have emerged since the publication of the agenda.
- 10.35 am    3.    **Minutes of the last meeting of the Committee** (Pages 5 - 14)
- The Committee is asked to agree the minutes of the meeting held on 21 September 2022 (cream paper).
- 10.40 am    4.    **Responses to Recommendations** (Pages 15 - 20)
- The Committee is asked to note the responses to recommendations made at previous meetings of the committee.

10.45 am 5. **Digital Crime** (Pages 21 - 40)

Under the Crime and Disorder (Overview and Scrutiny) Regulations 2009, the Committee undertakes the Council's Crime and Disorder functions.

The Committee is asked to scrutinise the current partnership approach to tackling Digital Crime in West Sussex in order to obtain a more coherent and detailed picture of the threats, harms, risks and vulnerability that impact our residents, and the work being done to address these.

**Adjournment for lunch**

The Committee will adjourn for 30 minutes for lunch.

1.15 pm 6. **Performance and Resources Report 2022-23 - Quarter 2** (Pages 41 - 80)

Report by Director of Finance and support services setting out the finance and performance position as at the end of September 2022.

The Committee is asked to examine the Council's corporate performance, finance, savings delivery and business performance for services within the remit of this Committee and to make any recommendations for action to the relevant Cabinet Member.

Members are reminded that only the performance data on Community Support in section 4 (Community Support, fire and Rescue Portfolio) falls within the remit of this Committee.

1.45 pm 7. **Speed Limit Policy** (Pages 81 - 104)

The Cabinet Member for Highways and Transport is proposing to revise the Speed Limit Policy, building on the work of an Executive Task and Finish Group. The Committee is asked to preview the proposed decision.

2.45 pm 8. **Work Programme Planning and Possible Items for Future Scrutiny** (Pages 105 - 106)

The Committee is asked to review its current draft work programme taking into account the Forward Plan of key decisions and any suggestions from its members for possible scrutiny taking into account the attached revised scrutiny checklist (attached at Appendix A).

(a) **Forward Plan of Key Decisions** (Pages 107 - 120)

Extract from the Forward Plan dated 1 November 2022 (attached at Appendix B).

An extract from any Forward Plan published between the date of despatch of the agenda and the date of the meeting will be tabled at the meeting.

The Committee is asked to consider whether it wishes to enquire into any of the forthcoming decisions within its portfolio.

(b) **Work Programme** (Pages 121 - 126)

The Committee is asked to review its draft work programme (attached at Appendix C) which reflects the outcome of the Business Planning Group (BPG) meeting held on 31 October 2022, and discussions at Scrutiny Committee meetings.

Members to mention any items they believe to be of relevance to the business of the Scrutiny Committee, and suitable for scrutiny, e.g. raised with them by constituents, arising from central government initiatives, etc.

If any member puts forward such an item, the Committee's role at this meeting is just to assess, briefly, whether to refer the matter to its BPG to consider in detail.

2.50 pm 9. **Requests for Call-in**

There have been no requests for call-in to the Scrutiny Committee and within its constitutional remit since the date of the last meeting. The Director of Law and Assurance will report any requests since the publication of the agenda papers.

2.52 pm 10. **Date of Next Meeting**

The next meeting of the Committee will be held on 23 January 2023 at 10.30 am at County Hall, Chichester. Probable agenda items include:

- Electric Vehicle Strategy Process
- Highways Maintenance Contract Performance Report
- Energy Strategy Action Plan

Any member wishing to place an item on the agenda for the meeting must notify the Director of Law and Assurance by 11 January 2023.

**To all members of the Communities, Highways and Environment Scrutiny Committee**

## **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.

## **Communities, Highways and Environment Scrutiny Committee**

21 September 2022 – At a meeting of the Communities, Highways and Environment Scrutiny Committee held at 10.30 am at County Hall, Chichester, PO19 1RQ.

Present: Cllr Britton (Chairman)

Cllr Oakley	Cllr Kenyon	Cllr Patel
Cllr Albury	Cllr Milne	Cllr Quinn
Cllr Ali	Cllr Oppler	Cllr Cooper
Cllr Greenway	Cllr Oxlade, left at 1.06pm	

Apologies were received from Cllr Baldwin

Also in attendance: Cllr Crow, Cllr J Dennis and Cllr Urquhart

### **19. Declarations of Interest**

19.1 In accordance with the County Council's code of conduct, the following declarations of interest were made:

- Cllr Oxlade declared a personal interest as an employee of Manor Royal under the Climate Change Strategy Delivery Update.
- Cllr Oakley declared a personal interest as a member of Chichester District Council, a waste collection authority, under the Performance and Resources Report.

### **20. Urgent Matters**

20.1 No urgent matters were raised.

### **21. Minutes of the last meeting**

21.1 The members were asked to agree the minutes of the meetings held on 10 June and 8 July 2022.

21.2 With regard to the minutes of 10 June 2022, comment was made that there needed to be reflection that footway and verge parking in rural and urban areas needed to be considered differently

21.3 Resolved – that the minutes of the Committee meeting held on 10 June 2022 be approved as correct record with the addition of the point raised under 21.2 above and signed by the Chairman.

21.4 Resolved – that the minutes of the Committee meeting held on 8 July 2022 be approved as a correct record and that they be signed by the Chairman.

## 22. Responses to Recommendations

22.1 The Committee noted the response to recommendations made at the meetings on 10 June and 8 July 2022.

22.2 A question was raised on the triggers for future work of the Bus Enhanced Partnership Plan Task and Finish Group (TFG). Officers reported that information on funded schemes was expected in October 2022, and there could be some work for the TFG following those outcomes on the schemes proposed and how they could be delivered.

## 23. Transport for the South-East Strategic Investment Plan Consultation

23.1 Mr Hemmings, Transport Policy and Planning Manager, introduced the report by informing the Committee that the County Council was part of the Transport for South East (TfSE), a sub-national transport body. The report is the County Council's draft response to the latest consultation by TfSE on the Draft Strategic Investment Plan (SIP). The SIP is a 30-year investment plan underpinned by a set of technical exercises and evaluations. A presentation on the item was shared and a copy is appended to the minutes.

23.2 Members of the Committee then asked questions and a summary of those comments, questions and answers follows.

23.3 It was felt that better **public transport** would be a key to help reaching zero carbon targets, however increased fares were making the option unaffordable for many people. Officers confirmed work was being done to find funding for fare subsidies.

23.4 Members asked how the SIP was taking in to account the dramatic increases in cost prices over the last few years? Officers confirmed that the estimates contained in the SIP were recently updated.

23.5 It was highlighted that maintenance costs for highways were high and were likely to be unaffordable going forward and this would be of concern to residents across the county. Officers reported that they believed the costs may have been overestimated by TfSE and had indicated this to them.

23.6 Concerns were raised about the high aspirations and vagueness in the SIP and officers reported that the SIP is high-level long-term regional proposal to enable the Council, other planning authorities and stakeholders to plan for the investments that will give the outcomes desired. The County Council's 15-year transport plan and a series of 5-year plans for road and rail will also mesh with the SIP. The TfSE would present a voice to Government advising how they should in future invest to gain greater influence on investment programmes by speaking with one voice for the region.

23.7 TfSE had made assumptions about the scale of investment in active travel across the region. The scale of ambition in the SIP exceeds current

spending and future maintenance would be unaffordable so investments would need to be prioritised. This had been highlighted to TfSE, who had been asked to apply consistency. TfSE's influence on the Government for funding of multi-modal routes could be invaluable.

23.8 Members raised concerns on whether local planning could undermine some of the ambition in the SIP e.g. the impact of a second runway at Gatwick Airport and new roads serving new developments. Officers reported that the TfSE approach is different to local plan and strategic transport type studies. It is not a specific set of proposals but a model to understand the connection between economy and the transport model e.g. how an investment in transport could lead to economic growth. The County Council works closely with local planning authorities to give transport guidance, considering if there is a better way to introduce a development to give a more sustainable infrastructure. If developments could be located properly this could reduce the need for travel and provide more sustainable land use.

23.9 Members highlighted concerns of their residents on congestion points, and questioned the deliverability of projects, particularly the A27 and A29, and asked that the also A27 be included.

23.10 Members asked how the recent change in working patterns had been taken into account, and whether the new mobility patterns e.g. the use of e-bikes and e-scooters would help reduce vehicle trips? Officers reported that work patterns had not been considered and Government legislation was still needed on the use of e-scooters before there could be the opportunity of using active travel options.

23.11 Members highlighted that the overall funding capability needed to ensure transport system resilience to climatic events, e.g. flooding, heated railway lines, land shrinkage. Officers reported that assumptions had been made at an early stage including climate change and the resilience of network corridors.

23.12 Officers informed members that the consultation responses had been given through an online platform and that two weeks previously over 500 different responses had been received. A breakdown of responders was not available but was expected by the end of October.

23.13 Resolved – That the Committee:

1. Thanked officers for guiding the Committee through the report and answering questions.
2. Acknowledged concern about the ongoing costs of public transport and how that contributes to public transport perhaps being prohibitive to members of the public. They would welcome officers looking at how public transport could be made a more attractive option to use.
3. Expressed concerns about aspirations within the SIP, around mitigating pinch points on busy highways within the county e.g. on the A27 and A29.

4. Expressed concerns around the vagueness and aspirations of the SIP and now understood how the SIP could influence the Government in the longer term. Remained concerned about the influence of future local planning decisions, and wished to understand who takes the initiative.
5. Raised concerns about the vehicle fleet, especially in relation to decarbonisation, and about the deliverability of the aspirations of the SIP.
6. Wished that on page 24 of the agenda papers, in the first bullet highlighting the need to safeguard strategic active travel routes from interdiction by incremental development, second bullet point, that concerns about maintenance costs be extended to all highway assets, not just active travel, and that the third bullet point be extended to include Chichester as well as the Worthing/Lancing area.
7. Wished to ensure the alignment between the SIP and shorter-term local plans and development management processes.
8. Highlighted the risk to overall funding capability of the need to ensure transport systems are resilient to climate change and the need to maintain the existing network.

## **24. Climate Change Strategy Delivery Update**

24.1 The Cabinet Member for Environment and Climate Change, Cllr Urquhart, introduced the item, reminding members of the County Council's commitment to be net zero on carbon emissions by 2030. This commitment underpinned all operations and the Council Plan, and the report set out progress, focussing on the County Council estate, and the challenges faced.

24.2 The Assistant Director (Environment and Public Protection), Mr Read, outlined that the Committee's views were being sought on whether the right linkages were being made, whether the approach was coherent, whether the right data was being collected and whether the authority remained on track to achieve carbon neutrality by 2030.

24.3 Members of the Committee then asked questions and a summary of those questions and answers follows.

24.4 Although most UK local authorities had adopted a climate change policy or equivalent, there was a wide variation in priorities, targets, and timelines. Currently there was no national standard set of data to enable **benchmarking**. Through discussion with other authorities in the South East 7 group (SE7) and other groups it was hoped to be able to benchmark where we could. It was agreed data needed to consider carbon reduction as well as cost elements.

24.5 The most effective way of spending money was not just to invest in reducing direct emissions but, for example, to look to reduce the



dependency on fossil fuels in the longer term. The development of a medium-term strategy over the next 6-12 months would help identify the projects over which the Council has control. A large amount of emissions arise from the County Council's supply chain. We have identified the top 25 contractors and are starting to examine how it could be feasible to reduce the emissions associated with them. We are also working to ensure, through the Procurement Team, better contracts with future suppliers, many of whom are working towards similar goals. Transport for pupils with special educational needs was identified as an area for potential improvement.

24.6 The Smarter Working Programme had looked at the future demand for office space and highlighted the need for smaller, more modern working accommodation. The Council did not want to spend funds on decarbonising buildings which had no long-term future. To eliminate the dependency on fossil fuels, schemes were being considered, such as removing and replacing gas boilers with more modern efficient options (reducing heat leakage) and alternative energy sources, e.g. solar power. At the next update officers would provide some specific case studies for buildings.

24.7 Whilst good progress was being made in County Council buildings more work was needed on the wide range of **commercial assets** owned. These can vary from a parcel of empty land to a fully functioning office block. Work is in hand to survey all assets, to assess contractual conditions and durations of occupancy, in order see how carbon emission reductions can be handled. Areas of good practice would be shared with other tenants to help and encourage them.

24.8 For areas where there is low confidence in the data, often caused by the absence of data, data sets could often be obtained from other areas, e.g. suppliers, who often held data and this also helped send a signal that the Council wants to take action. This meant that areas of low confidence could be prioritised. Discussions with Cabinet and the executive leadership also helped to focus limited resources to areas that could show a demonstrable difference.

24.9 **Partnership working** takes place through the Inter-Authority Climate Change Board, chaired by the Cabinet Member for Environment and Climate Change, Cllr Urquhart, and attended by representatives from district and borough councils, the South Downs National Park Authority, and other stakeholders. The option of community engagement through online tools is being explored. This could start conversations to help understand community priorities. Discussions with the NHS are also underway and these will subsequently expand to include private sector partners.

24.10 Once County Council estate buildings are disposed of there would be no responsibility for any environmental impact. Any new building on sites sold would need to meet the higher carbon standards that now exist. Academy schools have their own distinct governance and would do their own scrutinising and monitoring of carbon emissions. With the Government's aim that all schools become academies in future, there might be no future specific duty for the County Council unless there was a

maintenance agreement in place, through which agreement could be sought to enhance any future measures.

24.11 A model is being built on **carbon sequestration** through tree planting and other options. It is likely that there will not be enough County Council land for the offsetting required and work would need to be done in collaboration with others. A Member asked if planting trees for carbon sequestration would have any impact on balancing the number of trees removed from highways land for reasons of safety or disease.

24.12 Climate change has been part of the **decision-making** process for some time now and is considered in every decision made within the Council. Work is also being done to build climate change considerations into the business planning process.

24.13 The Chairman thanked the Cabinet Member and officers for the report and for answering questions so fully.

24.14 Resolved – That the Committee recognised there were no national standard datasets but that officers were striving to establish data of a high standard.

## **25. Performance and Resources Report 2022-23 - Quarter 1**

### **Communities**

25.1 The Cabinet Member for Community Support, Fire and Rescue, Cllr Crow, reported that business was getting back to pre-pandemic levels but there were still a lot of challenges to both staffing and workload.

25.2 The Assistant Director (Communities), Mrs King, reported that customer demand was rising, particularly for the Ceremonies team, but also in libraries. This had put pressure on staffing levels and some services were struggling to meet the demand of customers due to challenges on recruiting staff. The Coroner's Service was under pressure due to the level of need.

25.3 Mrs King reported that the Homes for Ukraine scheme had not been in the business plan and there had been no workforce ready to respond. The directorate had modelled their response on the pandemic response and gathered colleagues from across the directorate and remodelled. She had been very proud of the outcome.

25.4 Mrs King reported that the increase in demand for ceremonies had raised income, which had been used to offset losses such as video rentals in libraries. Officers were looking at changes in customer behaviour in order to provide the best service to customers.

25.5 Members of the Committee then asked questions and a summary of those questions and answers follows.

25.6 **Homes for Ukraine Scheme** – When the national online portal launched, a lot of interest had been expressed by West Sussex residents, leading to a very busy time in April and May. Expressions of interest

continue to feed through but many who initially expressed an interest in hosting have not taken the matter further. Many hosts are keen to continue support beyond the initial 6 months of the scheme. New guests continue to arrive through various schemes e.g. the unaccompanied minors pathway, and extended family scheme. Records are held on the guests within the Homes for Ukraine Scheme and all guests have 4-monthly check-ins from their date of arrival and each guest has a tailored package. Information is fed back to the Government on the grant scheme. Within this scheme there have been minimal safeguarding issues presented.

25.7 Other **refugee schemes** are based on a tariff model with an allocation per individual where the Government identifies the cost over several years. The directorate ensures costs do not impact on the County Council by ensuring the money achieves the most it can.

25.8 It was difficult to measure how judicial sentences, as the outcome of **Trading Standards investigations**, were proving a deterrent to others. Successful outcomes were always publicised to raise public awareness. Information would be sought through the National Trading Standards (NATS).

25.9 **Communities Hub** – The hub was transitioning well from its initial Covid-facing service to more general information e.g. cost of living, callers seeking government grants, etc. The team were skilled and talented people who could be trained to answer questions on any subject. The team are trained to understand and reflect on tone, trigger words, and help to explain what is going on to callers.

### **Environment and Climate Change**

25.10 Members of the Committee asked questions and a summary of those questions and answers follows.

25.11 The **1-2-3 collections trial** in partnership with Arun District Council had gone extremely well and another trial was being run in Mid Sussex. District and borough councils were awaiting an announcement from Government on future proposals before committing to such schemes. A report detailing the outcomes of the trial could be shared with the Committee. Lobbying of Government continued by the Cabinet Member who had written to the new Secretary of State, through consultation responses and through the Association of Directors of Environment, Economy, Planning and Transport (ADEPT) via their current president Mr Read, Assistant Director of Environment and Public Protection.

25.12 The **Solar Together Sussex** scheme had reached a milestone of 1,000 installations during the reporting quarter. It was reported that suppliers were struggling to get sufficient staff and components to complete installations, so the project had been paused until spring 2023. The County Council in partnership with district and borough councils received a commission for installations. The County Council receipt goes into the fuel poverty fund and the district and borough councils used their income to promote and market the next round of the scheme.

25.13 It was hoped to open a **Re-Use Shop** in a southern centre and ways were being explored with the sub-contractor of the waste sites. Due to space constraints and health and safety it would not be possible to have a re-use shop at every household waste recycling centre.

### **Highways and Transport**

25.14 The Assistant Director (Highways Transport and Planning), Mr Davey, reported that report gave a good summary of the key issues the portfolio was dealing with. Like other portfolios staffing capacity was a major concern. He reported much effort was being put in to changing the approach to recruitment. He reported that that there had been a good uptake of apprenticeship roles. The impact of the increasing energy costs had started to show in the quarter and efforts were being made to address this however there was capacity in the County Council budget to accommodate the rise in costs in year.

25.15 Members of the Committee asked questions and a summary of those questions and answers follows.

25.16 **Bus Service Improvement Plan** – It was confirmed that the consultations which had taken place had been on the bus station improvements in Horsham and a bus lane in Manor Royal, Crawley.

25.17 **KPI 18 Percentage length of A and B roads that require maintenance** – It was confirmed that the data was an average of information over a period of time rather than being based on a benign winter.

25.18 **KPI 41 Killed or seriously injured casualties** – It was difficult to prove that the road safety schemes delivered had a direct impact on the number of road casualties, but it was hoped that by making the overall road network safer that a reduction in injuries would be seen.

25.19 **A29 Road Scheme** – For the northern section the County Council had agreed to work with the housing developers to provide the road. However, the developers were having difficulty in acquiring the land for the scheme, so a compulsory purchase process had commenced. The southern section is expected to be funded by the housing developers which would be impacted by the viability of their developments, however there was confidence the scheme would be delivered.

25.20 **A284 Road Scheme** – There was confidence that the scheme would be delivered despite recent price increases.

25.21 The Government had continued to fund support for the **English National Concessionary Travel Scheme** for this financial year. Further announcements were awaited. Data suggested there was still a reduction in bus patronage.

## **26. Work Programme Planning and Possible Items for Future Scrutiny**

26.1 The Committee received a tabled copy of the most recent Forward Plan of Key Decisions dated 15 September 2022, copy appended to these minutes, and Work Programme from the Business Planning Group.

26.2 A request was received for a progress report on the A27 Arundel bypass to highlight at what point the next steps might become visible.

**27. Requests for Call-in**

27.1 There had been no requests for call in to the Scrutiny Committee within its constitutional remit since the date of the last meeting.

**28. Date of Next Meeting**

28.1 The next meeting would be held on 18 November 2022 at 10.30am.

The meeting ended at 2.25 pm

Chairman

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## Action and recommendations tracker

The recommendations tracker allows scrutiny committees to monitor responses, actions and outcomes against their recommendations or requests for further action. The tracker is updated following each meeting. Once an action has been completed, it will be removed from the tracker at the next meeting.

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
<b>Transport for the South-East Strategic Investment Plan Consultation</b>	21/09/22	1. Thanked officers for guiding the Committee through the report and answering questions.	Darryl Hemming/ Anand Pillay	-	-	Complete
		2. Acknowledged concern about the ongoing costs of public transport and how that contributes to public transport perhaps being prohibitive to members of the public. They would welcome officers looking at how public transport could be made a more attractive option to use.		-	Various options are being explored to make public transport more attractive to users, including addressing the cost of travel as already outlined in the Draft SIP. A concessionary fares scheme for young people is also being pursued as part of the County Council's Bus Service Improvement Plan.	Complete

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
		<p>3. Expressed concerns about aspirations within the SIP, around mitigating pinch points on busy highways within the county e.g. on the A27 and A29.</p> <p>4. Expressed concerns around the vagueness and aspirations of the SIP and now understood how the SIP could influence the Government in the longer term. Remained concerned about the influence of future local planning decisions, and wished to understand who takes the initiative.</p>		<p>-</p> <p>-</p>	<p>The highway interventions in the SIP align with the Road Network Strategy in the West Sussex Transport Plan.</p> <p>Local planning authorities are responsible for identifying the infrastructure needed to support planned development and take this into account in planning decisions. The County Council provides technical advice and support to this process. An additional point was added to the County Council's consultation response to highlight the risk of planning decisions to delivery of the SIP.</p>	<p>Complete</p> <p>Complete</p>



Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
		<p>5. Raised concerns about the vehicle fleet, especially in relation to decarbonisation, and about the deliverability of the aspirations of the SIP.</p> <p>6. Wished that on page 24 of the agenda papers, in the first bullet highlighting the need to safeguard strategic active travel routes from interdiction by incremental development, second bullet point, that concerns about maintenance costs be extended to all highway assets, not just active travel, and that the third bullet point be extended to include Chichester as well as the Worthing/Lancing area.</p>		<p>-</p> <p>-</p>	<p>Noted. The County Council has ongoing initiatives related to fleet transition. These include electric vehicle charging infrastructure rollout and a program of replacement of fleet vehicles.</p> <p>Safeguarding active travel routes – it is not the role of the SIP to safeguard routes as this should take place through local plans as part of the planning system.</p> <p>Active travel maintenance costs – ongoing maintenance costs have been considered for all the proposed interventions. The purpose of this bullet point was specifically highlight an issue with the maintenance cost</p>	<p>Complete</p> <p>Complete</p>

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
		<p>7. Wished to ensure the alignment between the SIP and shorter-term local plans and development management processes.</p>			<p>of active travel infrastructure in the coastal area which appears to be an error.</p> <p>A27 deliverability – Noted. The response highlighted a general issue about deliverability and gave A27 Worthing and Lancing as an example. The A27 Chichester scheme is already being developed as part of the pipeline for the Government’s Roads Investment Strategy and was included in the Draft SIP.</p> <p>Noted – A SIP Delivery Plan is currently being prepared by TfSE. Collaboration between TfSE &amp; WSCC will seek to ensure there is alignment between the SIP and local plans.</p>	Complete

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
		8. Highlighted the risk to overall funding capability of the need to ensure transport systems are resilient to climate change and the need to maintain the existing network.			Noted and an additional point was added to the County County Council's consultation response to request that resilience of existing infrastructure should be considered alongside the transport network improvements already identified in the SIP.	

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**Key decision: No  
Restricted/Unrestricted  
Ref:**

## **Report to Communities, Highways and Environment Committee**

**18 November 2022**

### **Digital Crime**

#### **Report by Assistant Director (Communities)**

**Electoral division(s): All**

### **Summary**

The scale of how digital risk and harm impacts safeguarding on a national and local level is unprecedented. The consequences of which result in ever increasing pressure on local services. It is essential that the Safer West Sussex Partnership continues to provide strong and effective partnership response, to minimise harm, mitigate demand pressures and robustly meet existing and future challenges. The partnership is and will remain committed to finalising the county wide digital and inclusion strategy and the associated delivery plans and wherever possible increasing the resource capacity focussed on this growing critical agenda.

### **Focus for Scrutiny**

Scrutinise the Safer West Sussex Partnership arrangements for Digital Safety in West Sussex to obtain a more coherent and detailed picture of the threats, harms, risks and vulnerabilities that impact our communities and residents. In particular, that the Committee:

- (1) Supports the current partnership approach to reducing harm sustained or enabled via digital devices/platforms.
- (2) Asks all members to sign up to and publicise the monthly staying safe online e-newsletter and follow the associated social media accounts.
- (3) Considers opportunities when engaging with communities to raise awareness of and promote the services provided by the Safer West Sussex Partnership.
- (4) Utilises networks to share wider public messages to increase safety and raise awareness of new developments.

## **1 Background and context**

### **International overview**

- 1.1 The global nature of the internet, ease of communication, the fast-paced nature of technology, including the fact that connected devices are integral to

people's lives, means the online world has added complexity to safeguarding and protecting children and vulnerable adults.

- 1.2 Illegal and unacceptable content and activity is widespread online, the most serious of which threatens national security and the physical safety of children.
- 1.3 Online platforms can be, amongst other things:
  - A tool for abuse and bullying.
  - A means to undermine democratic values and debate, including mis and disinformation.
  - Used by terrorist groups to spread propaganda and radicalise.
  - A way for sex offenders to view and share illegal material, or groom and live stream the abuse of children.
  - Used by criminal gangs to promote gang culture and incite violence.
  - Increasingly used for criminal gain.
- 1.4 Additionally, platforms can be used for other online behaviours or content which may not be illegal but may be detrimental to both children and adults, for example:
  - The potential impact on mental health and wellbeing.
  - Echo chambers and filter bubbles driven by algorithms; being presented with one side of an argument rather than seeing a range of opinions.
- 1.5 It is widely recognised that the internet was never designed with children in mind; many protective measures are reactive and inconsistent rather than proactive. Historically, global technology companies have largely self-regulated in relation to content, contact and conduct of users, seemingly only responding when there is public outcry.
- 1.6 Whilst there are statutory measures to prevent or remove content that is illegal, this is less clear when it relates to content that is legal but potentially harmful. Most interactive online services have age restrictions, commonly age 13, to comply with advertising laws (the U.S. Children's Online Privacy and Protection Act, and in the UK the General Data Protection Regulations, GDPR), yet very few have effective age-verification processes or parental controls. Furthermore, potentially harmful content doesn't just relate to children, it can significantly affect adults too. For example, misinformation and disinformation related to COVID-19 or the efficacy of vaccines, election campaigns and much more.

## **National Overview**

- 1.7 The UK has started to lead the way in this area with the introduction of the [Age-Appropriate Design Code](#). Often called The Children's Code, this is a statutory code of practice under the Data Protection Act 2018 brought into legislation in September 2020 which places a baseline of protection automatically by design and default. However, the Children's Code is UK legislation; the internet is global. Whilst everyone is at some level of risk, front of mind for any service delivery should be protections for those who are vulnerable, children and adults alike. Evidence is clear that those with a real-world vulnerability are not only more likely to experience online risks but suffer more than their non-vulnerable peers.

- 1.8 In April 2019, the [Online Harms White Paper](#) was published proposing that all technology companies, big or small, will have a duty of care to their users commensurate with the role those companies play in our daily lives. After a period of consultation, the Government released their full response to the white paper on 15 December 2020 and on 12 May 2021 the Government released the draft Online Safety Bill.
- 1.9 [The Online Safety Bill](#) establishes a new regulatory framework encompassing plans for a system of accountability and oversight for technology companies which moves beyond self-regulation and with the aim of preventing harm to individuals in the United Kingdom. This framework will make clear to companies their responsibilities to keep users in the UK safer online by imposing duties of care in relation to illegal content and content that is harmful to children, whilst also imposing duties on providers to protect rights to freedom of expression and privacy. Providers of user-to-user services, which includes a broad range of businesses including social media platforms, dating apps, online marketplaces etc, which meet specified thresholds, will have additional duties imposed specifically in relation to content that is harmful to adults, content of democratic importance and journalistic content.
- 1.10 An inquest took place during September 2022 about the death of 14-year-old Molly Russell. Coroner Andrew Walker concluded that Molly Russell "died from an act of self-harm while suffering from depression and the negative effects of online content". He continued to say that Molly was "exposed to material that may have influenced her in a negative way". In some cases, the content was particularly graphic, tending to portray self-harm and suicide as an inevitable consequence of a condition that could not be recovered from".
- 1.11 It is clear from the Molly Russell inquest that considerable areas within the field of online safety need to be addressed. As well as this, it has brought into discussion the Online Safety Bill and how the Government will ensure children and young people are efficiently protected online. Following the inquest Sir Peter Wanless, NSPCC CEO, has said, "Tech companies must expect to be held to account when they put the safety of children second to commercial decisions. The magnitude of this moment for children everywhere cannot be understated."
- 1.12 During 2020/21 Childline delivered more than 73,000 counselling sessions about mental health, and in the same period there were 24,200 counselling sessions about suicidal thoughts or feelings.
- 1.13 The serious and organised crime landscape has changed drastically in recent years - in large part due to advances in technology. Criminals quickly adopt and integrate new technologies into their modus operandi or build brand-new business models around them. The use of new technologies by organised crime groups (OCGs) has an impact on criminal activities across the spectrum of serious and organised crime. This includes developments online, such as the expansion of online trade and widespread availability of encrypted communication channels, as well as other aspects of technological innovation. Technology has become a key component of most, if not all, criminal activities carried out by OCGs and has afforded organised crime with an unprecedented degree of flexibility.

## Research and Reports

- 1.14 The [Internet Watch Foundations \(IWF\) 2021 annual report](#) highlighted some key concerns in relation to child sexual abuse material.
- Sexual abuse imagery of girls is increasing.
  - The IWF took action to remove over a quarter of a million URLs (Uniform Resource Locator - a URL is the address of a given unique resource on the internet) which contained images or videos of child sexual abuse.
  - Over 182,000 URLs contained images and videos of self-generated material, an increase of over 374% of pre-pandemic levels.
  - Sexual abuse imagery of children aged 11-13 is most prevalent, accounting for 70% instances identified in the past year.
- 1.15 New data released by the IWF shows almost 20,000 webpages of child sexual abuse imagery in the first half of 2022 included 'self-generated' content of 7- to 10-year-old children. That is nearly 8,000 more instances than the same period last year. When compared to the first half of 2020, when the UK entered its first Covid lockdown, there has been a 360% increase in this type of imagery of 7- to 10-year-olds.
- 1.16 The internet gives young people unprecedented opportunities to engage with the world around them and plays an increasingly important part in their education and learning. For some young people, and in particular those who are lesbian, gay, bi and trans (LGBT), the internet also provides a way to reach out to others having similar experiences to them. A report published by [Stonewall, Staying Safe Online](#) states that nine in ten LGBT young people (90 per cent) say they can be themselves online, and nearly all LGBT young people (95 per cent) say the internet has helped them find positive role models. In this sense, it can be a great source of hope for those who have few LGBT peers around them at school, college, at work or in their community. It can provide opportunities for unsafe behaviour, with two in five (39 per cent) young people aged 13-19 having met up with someone they contacted and talked to online. Of those, nearly one in five (18 per cent) did not tell anyone they were meeting up. For those who are LGBT, the risks are often even more pronounced – either because the information they are given around internet safety doesn't specifically address LGBT issues, or because they're afraid they will be judged or outed for their sexual orientation or gender identity if they ask for advice. Homophobic, biphobic and transphobic abuse is rife online, with nearly all LGBT pupils being exposed to offensive content about LGBT people.
- 1.17 Vulnerable young people are more at risk online. The [Internet Matters Refuge and Risk report](#) states that vulnerable young people experience high levels of cyberbullying, cyberaggression and manipulation or coercion. Their greater exposure to unknown people, as they seek out new friends or 'people like me,' tends to make them targets. Age, social isolation and digital competence all contribute to the extent of the online risks young people face.
- 1.18 The [Violence Against Women \(VAWG\) and Girls Code of Practice](#) guidance has been created due to the high prevalence of VAWG perpetrated in the digital sphere. This includes technology-facilitated abuse (activities carried out with



the use of technology and communication equipment, including hardware and software) enabling abusers to stalk, harass, survey, and control victims. The obligations placed on regulated providers as set out in the Online Safety Bill, are to prevent harm against adult and child users in this context. It is a 'living' document that will continue to evolve as the Online Safety Bill progresses through Parliament.

- 1.19 The [United Nations](#) (UN) recent research explores the intersection between gaming and violent extremism. The report notes increasing evidence that extremists are using gaming-related content and are present on gaming or gaming-adjacent platforms. It is documented that extremists are using gaming-related content to produce their own games, modify existing games, making use of in-game chats/platforms, using gaming references and finally making use of top-down/bottom-up gamification practices to increase the familiarity and attractiveness of their propaganda/ideology. Gaming spaces operate in a very-similar way to social media platforms where users discuss a variety of topics they are interested in, and therefore it's reasonable to expect that political views are taken into the spaces and then exploited by extremist individuals. This was noted to be the case with both the Christchurch and Halle terrorist attacks, where the individuals understood themselves to be part of gaming communities and tailored their livestreams and manifestos accordingly. In addition, gaming spaces are more prone to being exploited by extremists through the lack of moderation, potential audience reach, networking opportunities and customisation options.
- 1.20 In data terms, the research by the UN recorded in respect of gaming-related activities, participants (of which there were 644) generally used more than one platform, including Discord (83%), Twitch (45%), YouTube (39%) and Reddit (24%). A small percentage (less than 1%) used 4chan, Instagram, Slack, Skype, and Snapchat, indicating that these spaces are generally not of interest for most gaming-related activities. The toxicity in gaming communities was the most prominent complaint by participants, with a note that this has increased since the start of the Coronavirus pandemic. 85% of research participants remarked they had witnessed toxic behaviour when gaming. 30 to 34% of participants stated they had witnessed "a great deal" or "a lot" of misogyny, racism/xenophobia, or homophobia, only 15% to 16% said they had witnessed similar levels of extremism, antisemitism, or islamophobia. This apparently confirmed some of the thoughts expressed in focus groups that casually racist, heteronormative, and misogynistic language often appears in open and public gaming spaces, but rarely targets individuals based on religious identity or is explicitly extremist in nature. This does identify that misogyny, racism/xenophobia and homophobia are regular occurrences in gaming spaces and may be used as a springboard for extremist actors.
- 1.21 [Europol's Internet Organised Crime Threat Assessment \(IOCTA\) 2021](#) states that COVID-19 fuelled the increase of cybercrime in all its forms. In this year's report, the impact of the COVID-19 pandemic remains visible. The accelerated digitalisation related to the pandemic has significantly influenced the development of several cyber threats, including ransomware affiliate programs that enable a larger group of criminals to attack big corporations and public institutions by threatening them with multi-layered extortion methods such as distributed denial-of-service (DDoS) attacks. Mobile

malware is evolving with criminals trying to circumvent additional security measures such as two-factor authentication. Online shopping has led to a steep increase in online fraud. Explicit self-generated material is an increasing concern and is also distributed for profit. Criminals continue to abuse legitimate services such as virtual private networks (VPNs), encrypted communication services and cryptocurrencies.

- 1.22 Online fraud puts increased pressure on local Public Health & Social Care services. Research produced by [AGE UK](#) identifies that people defrauded in their own homes are 2.5 times more likely to either die or go into residential care within a year. The impact of being a victim of fraud not just being a financial one, but also encompassing the physical and mental health related effects of being a victim. National Trading Standards have reported of some cases where fraud victims have considered, attempted, or committed suicide. The threat from fraud has almost certainly increased as a result of COVID-19. The pool of potential victims living and working online is larger than ever and additional vulnerabilities are created through isolation or financial instability. The pandemic and most recently the cost-of-living situation, has become a key 'hook' and narrative for offenders.

### **West Sussex Overview**

- 1.23 The current Safer West Sussex strategic intelligence assessment identified that reports of fraud had increased during 2021 compared with 2020. This reflects the national picture where fraud and computer misuse rose exponentially by 54% during 2021.
- 1.24 A quarterly fraud report is produced by Sussex Police. The report enables partners to better understand the impact of fraud locally and facilitates better focusing of prevention activity and resource. The report identifies top fraud types, amounts lost, any trends and victim demographics.
- 1.25 Data from these reports during 2021 identifies that online shopping and auction fraud and courier fraud/impersonator fraud were the highest reported fraud types in West Sussex. This trend has continued into the first half of 2022 with courier fraud/impersonator fraud being the highest reported fraud type.
- 1.26 £21.4million was lost due to fraud in West Sussex during 2021 (figures from reported action fraud reports).
- 1.27 Dating and romance fraud has been consistently one of the most reported fraud types in West Sussex over the past few years (in the top five most reported). Recent data from 1st January 2022 – 28th September 2022 shows that there have been 131 reports of romance fraud (12% of all fraud reports) resulting in a £1.82 million total loss, £21,360 average loss of those with a loss. The scale of Romance Fraud and the financial and emotional impact on victims is enormous and it is the fraud type with the highest links to suicide. Fraudsters set up fake profiles on legitimate dating sites, appear charming, sincere and loving and eventually the conversation turns to requests for money. These scams are usually perpetrated from abroad meaning most relationships rarely result in a face-to-face meeting. Romance Fraudsters usually pretend to be coming to the UK, but something prevents them like an accident, issue at customs etc. We sometimes see victims travel to Gatwick

and call police to report a partner missing as they haven't arrived on their intended flight.

- 1.28 The County Council recently undertook a county-wide parent/carer online safety survey, with the aim of better understanding the local picture in terms of how parents & carers feel about their child's digital resilience. It will also help to inform safeguarding professionals and shape future digital safety resources. The results and analysis of the survey will form a report due to be completed and shared with partners in December 2022.
- 1.29 For online Radicalisation and Extremism, whilst we cannot share local Channel data, we are seeing children and young people as an area of concern, with partners (particularly schools) noting concern with their student's use of the online space and the risks inherent in this. As noted from the national research, Discord is one app that we have seen flagged up in several cases of concern. Increasingly local referrals into Prevent involve an online element, such as accessing extremist material on websites and forums, and contacting others on encrypted and gaming platforms. Self-Initiated Terrorism is an increased concern in the UK and accessing extremist material online is a key driver for SIT self-radicalisation. Online platforms are increasingly used by those promoting extremist narratives to influence and engage vulnerable people. Groups are documented as increasingly using misinformation and propaganda to engage and radicalise individuals in easy to access mainstream online spaces.

### **West Sussex Partnerships**

- 1.30 The current priorities for the Safer West Sussex Partnership are;
- Violence and Exploitation
  - Domestic and sexual violence and Abuse
  - Substance misuse
  - Social inequality and hate crime
  - Digital Safety
  - Preventing Radicalisation and Violent Extremism
- 1.31 Digital Safety is a cross cutting theme across all of these priorities and our response is focussed on three priority groups which are:
- Children and Young People
  - Working Age Adults
  - Older Residents
- 1.32 Strategic responsibility for the partnership response to Digital Safety sits within the Community Safety and Wellbeing Service, with the Digital Safety Lead Officer currently reporting to the Head of Community Safety and Wellbeing.
- 1.33 In West Sussex the partnership response is soon to be coordinated through a newly formed Digital Safety Steering Group.
- 1.34 The current partnership network includes Citizens Advice Bureau, Carers Support, Turning Tides and Parish Councils. With some of the key partnership activity currently being driven and delivered by Sussex Police, Victim

Support, South East Regional Organised Crime Unit, NHS Sussex, WSCC Libraries, WSCC Trading Standards, Neighbourhood Watch and District & Borough Councils.

### **West Sussex Partnership Response**

- 1.35 The County Council has commissioned and worked with Get Safe Online (GSO) for the past 6 years, delivering their online safety programme across the county. Originally a police-based programme, West Sussex was one of the first counties to deliver the GSO programme at a local government level. The programme includes engagement work at local events, training for professionals and communities, access to a range of resources and monthly themed campaign materials.
- 1.36 The partnership promotes on-line safety at local events including the Worthing Fire and Rescue Service Open Day, Crawley 999 Event, Crawley Shopping Centre and Freshers Fair days at Chichester University sites. It also provides a wide range of resources to support key safety messaging and training including a partners website containing leaflets, guides and presentations. The County Council have worked with GSO to produce local resources including posters to support residents' safety and for parents and carers to support their children to be safe online. The GSO monthly campaign material is widely utilised and shared via an extensive partner network.
- 1.37 In September 2021 West Sussex built on the strong partnership relationship with GSO and was the first local authority area in the UK to launch a Get Safe Online Digital Ambassador programme. The original programme had previously been delivered in a number of Commonwealth countries. WSCC took the programme and tailored it to work effectively at a local level. We have recruited and trained 23 volunteers, giving them key knowledge, tools and resources to deliver online safety advice and support. The Digital Ambassadors are now able to offer online safety advice and assistance via local communications, 1:1 session support with residents, local event attendance and delivering talks to community groups. The Digital Ambassadors in West Sussex have further developed our reach into communities identifying additional ways to share key digital safety advice. This has included working with a range of local parish magazines and writing blog posts to be shared via the County Council and other partners networks. As a result of the GSO programme and Digital Ambassador initiative, we currently have an estimated reach of around 200,000 residents receiving online safety information via various communications monthly. Further recruitment of more Digital Ambassadors is soon to start taking place. This to expand the network and to meet need where there are gaps of support coverage across the county.
- 1.38 Sussex Police lead a programme called Operation Signature. Operation Signature is the force campaign to identify and support vulnerable victims of fraud. As part of the initiative, if a bank has concerns about a customer's request, they can contact the police and 'freeze' the funds for 72 hours while officers attempt to engage with the individual and ascertain whether or not the transaction is fraudulent.

- 1.39 Sussex Police also lead on the delivery of the preventing victims of fraud programme. This programme links to the local training offer, events and resources delivered by WSCC.
- 1.40 The Southeast Regional Organised Crime Unit and WSCC have worked in partnership over the past 5 years to deliver a range of training and events to professionals, businesses and residents across the county. This has included training focused on young people being drawn into cybercrime, how businesses can prevent themselves falling victim to online crime and training for professionals about key cyber security principles. The SEROCU will soon be delivering training to Domestic Abuse professionals in relation to digital safety and online harm.
- 1.41 The County Council has been working with the NHS to support with digital safety as part of their Digital Inclusion agenda.
- 1.42 The County Council is part of Parent Zone's research partner network. Together the focus has been to improve how we can support and share key messages with parents and carers to support their children's digital resilience.
- 1.43 The district and borough councils' community safety partnerships support online safety messaging and events through their local networks and communities.
- 1.44 Chichester District Council and Arun District Council are looking to train their Community Wardens as GSO Digital Ambassadors to better incorporate digital safety as part of their roles.
- 1.45 The West Sussex Safeguarding Children's Partnership (WSSCP) are due to host a countywide safeguarding conference focusing on online risk and harm. Members of the County Council's Community Safety and Wellbeing Team (CSWB) will be presenting about key online risks and gamification. A stand will also be hosted during breaks to share information about the range of training and resources professionals can access.
- 1.46 The WSSCP have recently worked with CSWB to develop new webpage content to better inform digital safety information, training and resources. A number of children's services professionals have attended specific online safeguarding training sessions delivered by the CSWB Team on an annual basis. A recently launched online risk and harm training package is now available for children's safeguarding professionals to access. Training has also been delivered to foster carers and refugee families.
- 1.47 A range of training has been delivered to the County Council's Adult Service staff and Adult Safeguarding professionals. This has included scams awareness, online safeguarding, and specific subject matter areas such as romance fraud. The Prevention Assessment Team is very engaged with digital safety training and resources, they receive regular updates and communications about key online safeguarding issues.
- 1.48 The partnership also works closely with Neighbourhood Watch to promote and share the monthly GSO campaign material and other key online safety advice and resources with their large membership.

- 1.49 Information is regularly shared and presented to partnership groups including the Safeguarding Adults Board Children's Safeguarding Partnership and Prevent Board.
- 1.50 The SWSP is developing a new webpage to improve the way it can promote digital safety information and resources to its partners and communities.

### **Strategic Response**

- 1.51 The County Council has committed to developing a cross-directorate digital access, inclusion and safety strategy that also has firm links across the wider statutory and voluntary sector partnership.
- 1.52 To do this we have identified an external partner, Citizens Online, with extensive experience in this field to review our approach and make recommendations on how the strategy can be delivered.
- 1.53 The strategy and any associated framework will further improve and support our partnership work to reduce online harm as well as improving how digital safety is embedded within digital inclusion and access delivery.

### **Service delivery in West Sussex**

- 1.54 At the County Council, digital safety training, resources, and engagement activity for both professionals and residents are managed by the Digital Safety Lead Officer and delivered by the Digital Safety Delivery Officer, who work in the Community Safety and Wellbeing (CSWB) Team.
- 1.55 A range of training and resources are available for professionals and residents to access, produced and developed by the CSWB team. Training topics include online risk and harm, safeguarding adults and children online, gamification and online radicalisation, scams awareness, cyber security, cybercrime and romance scams. Resources include leaflets, guides, and a monthly staying safe online e-newsletter that has over 5,500 subscribers.
- 1.56 Due to the challenge of some County Council services and external partner organisations being able to attend in person training or live webinars, an online safety E-learning programme is being developed. This is currently scheduled to be available from April 2023 for staff and professionals working or engaging with adults/older residents.
- 1.57 The County Council's Countering Extremism Team offer and deliver training focussed specifically on gamification and extremism, delivering this across agencies. Both schools and wider professionals have accessed the training, which aims to increase awareness and build resilience to the risks associated with gaming and extremism.
- 1.58 A scheme of digital safety provision is being developed to support West Sussex refugees. On a fortnightly basis key safety information and guidance will be translated and shared with refugee families. This is in response to digital harm issues that the refugees have been experiencing.
- 1.59 Schools are required to meet online safety requirements as set out in 'Keeping Children Safe in Education' (September 2022). The Statutory guidance states that: 'All staff should receive appropriate safeguarding and

child protection training (including online safety) at induction. The training should be regularly updated. In addition, all staff should receive safeguarding and child protection (including online safety) updates (for example, via email, e-bulletins, and staff meetings), as required, and at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.' It is also recommended that schools consider any parental engagement.

- 1.60 Schools are also expected to meet online safety requirements as set out in RSHE guidance as well as the 2019 Department for Education guidance 'Teaching online safety in school'. The guidance states that the school culture should "incorporate the principles of online safety across all elements of school life ... Be reflected in the school's policies and practice ... And communicated with staff, students and parents." And "Schools should also ensure they extend support to parents, so they are able to incorporate the same principles of online safety at home."
- 1.61 In response to these requirements, the County Council developed a Digital Safety Package and associated training. This is available for schools to access help and enable them to support their pupils' digital resilience.
- 1.62 From September 2020, the new Relationships and Sex Education (RSE) curriculum became statutory in England. As part of RSE and Health education, online safety is considered a mandatory part of the teaching requirements for both primary and secondary schools.
- 1.63 In response to these new requirements, WSCC developed the Education for Safeguarding (E4S) curriculum. The E4S curriculum is based on the national Department for Education Relationships, Sex and Health Education (RSHE) guidance and numerous national frameworks, including the PSHE Association, but adapted and enriched for schools in West Sussex. It has been developed via a multi-agency approach combining teams from Safeguarding in Education, Contextual Safeguarding, Health and Education in West Sussex.
- 1.64 Digital and Media Literacy (DML) forms one of the four cornerstones of the E4S curriculum. The web resource overview pages that all schools can access, provide high level conceptual information about elements of digital and media literacy and links to guidance, training, and generic teaching resources. E4S subscribing schools can access more comprehensive information and quality assured resources mapped against the cornerstone concepts and themes. 65% of West Sussex schools are currently subscribed to E4S. Every school has free access April 2022 – April 2024.
- 1.65 The County Council's Library Service have embedded digital safety as part of the digital inclusion offer via training and associated resources. With online safety being a core element of digital inclusion, libraries have ensured all staff and appropriate volunteers are fully trained about the subject. All libraries offer Get Safe Online (GSO) leaflets that residents can collect, and key GSO resources and information are regularly shared via newsletters. Libraries offer residents digital skills support via the computer buddy volunteers and remote digital support service, staying safe online is always woven into the support offered. The service is currently delivering a device gifting project via referrals and have been supporting and enabling digital

safety events to take place at library venues. On average, around 1300/month digital support enquiries are answered by staff in libraries.

- 1.66 The County Council's Trading Standards team deliver a range of work and activity to support prevention of online harm including co-delivering scams awareness sessions for residents. These sessions have been in response to local fraud data. The data has shown that whilst there are still a range of 'traditional' fraud types that take place including door-step scams, there have been increased amounts of fraud taking place or being facilitated by digital technology. Having considered this, the WSCC Community Safety & Wellbeing Team together with Trading Standards now deliver joint awareness sessions which have been very well received by local communities.

## **2 Other options considered (and reasons for not proposing)**

- 2.1 Not applicable as background report for information only.

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

- 3.1 Not applicable as background report for information only.

## **4 Risk implications and mitigations**

- 4.1 Not applicable as background report for information only.

## **5 Policy alignment and compliance**

- 5.1 Not applicable as background report for information only.

### **Emily King**

Assistant Director (Communities)

**Contact Officer:** Francesca Blow, Digital Safety Lead Officer, 0330 2223851, Francesca.blow@westsussex.gov.uk

### **Appendices**

- Appendix 1: Statement from Jez Rogers, Southeast Regional Organised Crime Unit  
Appendix 2: Statement from Swiss Gardens Primary School  
Appendix 3: Statement from West Sussex Youth Cabinet  
Appendix 4: Internet Watch Foundation research detail



## **Jez Rogers – South East Regional Organised Crime Unit**

**26 October 2022**

### **West Sussex County Council Digital Safety Team/South East Regional Organised Crime Unit Cyber Crime Team Partnership**

The SEROCU Cyber Crime Team lead the national response in the region for Cyber Protect, Prepare and Cyber Choices. These strands form part of the current Serious and Organised Crime Strategy as stipulated by central Government.

Cyber Protect and Prepare responsibilities include providing all enterprises with proactive notifications concerning cyber vulnerabilities and/or breaches impacting upon their cyber estate. Working with our government and wider law enforcement partners, we disseminate cyber intelligence to inform recipients about current cyber threats and attacks.

Additionally, we offer free presentations and resources to local government, education, charities and small to medium enterprises. These enable both leaders and staff to have a better understanding of the cyber threat landscape, what should be done, and what can be done to increase organisational resilience to cybercrime. Guidance is also provided that signposts organisations to information to mitigate the impact of an attack and how to respond and recover from a cyber-incident.

The key elements in the cyber landscape are consistent both locally and nationally: understand phishing in its entirety, how to recognise it and how to safeguard against it; understand the principles for password creation and management; understand the importance and reasons for updating and patching all software and 'apps'; the use of 2 step verification and the criticality of backing up data.

Cyber Choices aims to illuminate, identify, educate and divert young people displaying poor concerning behaviours around computer misuses in the cyber space. Serious cybercrime offences are dealt with by pursuing a conventional criminal justice outcome. The Cyber Choices team provide tactical post-conviction support following a conviction, to aide statutory agency partners with delivering cyber offender management.

Those on the cusp of cyber offending, or simply gifted and talented, are directed to the programme that educates them on the Computer Misuse Act and then signposts them towards academic and career opportunities, to maximise the cyber skill set they have displayed as these talents are in global short supply.

Education is the key, with the Cyber Choices and access to schools across West Sussex necessary to explain and illuminate the existence of the programme, how to refer and how to support young people in the cyber space. The dedicated Cybercrime Education & Partnership Coordinator is currently working to reach every Designated Safeguarding Lead across the region to embed appropriate safeguarding policies and procedures around computer misuse.

We The Cyber Crime Unit is a relatively small team with a significant geographic area of responsibility. Partnership collaboration is essential to enable us to achieve appropriate reach, impact and traction within our local communities.

The 'special' relationship' we have with the WSCC Digital Safety Team has been key to achieving the aims of the National Cyber Crime Network within West Sussex. Without this collaboration we would not have gained access to audiences of the quality, quantity, and diverse nature that Francesca Blow, and her team, have created.

In return, we have brought our expertise in to West Sussex to increase the understanding, resilience and knowledge of both individuals and organisations about Cyber Protect, Prepare and Choices.

This joint approach has increased cyber knowledge and understanding within the County Council and also across the communities that the Council serve.

The SEROCU Cyber Crime Unit view our relationship with the WSCC Digital Safety Team as a long term collaboration. We would ask that our existence and capability is understood beyond Digital Safety so that other Council teams can recognise potential collaborative opportunities.

**Swiss Gardens  
Shoreham-by-Sea  
West Sussex BN43 5WH**

**Headteacher: Mr Lawrence Caughlin**

17 October 2022

WSCC Digital Online Safety Package

As a school we decided to purchase the WSCC Digital Safety Package due to the ongoing concerns we had regarding our pupil's and parent's knowledge about keeping safe online.

Key Concerns

One of our key concerns is that children do not have the knowledge or confidence to keep themselves safe online. Through our curriculum and teaching, we are helping our children to navigate the online world safely to increase their knowledge and confidence so that they are able to do this.

The WSCC Digital Safety Package sessions really helped us to focus in school on getting the children to evaluate what they see online, to recognise techniques used for persuasion, to understand acceptable and unacceptable online behaviour, to identify online risks and how and when to seek support, including reporting to CEOP.

We have tailored our teaching and support to the needs of our pupils, using the package as a guide and resource.

The two parent workshops helped us to work with parents and carers to reinforce the importance of children being safe online. They enabled us to share information with parents/carers about:

- what systems they have in place to filter and monitor online use
- what their children are doing online, including the sites they will access
- who their children might be interacting with online

The package was tailored to the needs of our school. The two sessions for teachers highlighted the resources available for them to use with their classes – and how teachers can use these in lessons to support the children. The common e-safety issues we have in our school currently are: cyberbullying, screen time, privacy and security and fake news/information. Cyberbullying through WhatsApp was high in the summer term so a section on that was delivered.

Yours Sincerely

Claire Older (Assistant Head for Inclusion and Safeguarding)

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The Communities, Highways and Environment Scrutiny Committee Business Planning Group (BPG) was keen for scrutiny to be informed by the views and experiences of younger people, as well as their insight into the tackling of digital crimes. The Youth Cabinet was invited to contribute.

The Youth Cabinet discussed the issue and raised the following points:

- There was one young person in the group that shared that they had experienced hate crime on a platform where your name remained anonymous, she said that she felt powerless and emotionally distressed by the experience. She felt that as it was anonymous it would not be traceable.
- All of the young people felt that there ought to be stricter, more prominent and clearer guidelines as to what is not acceptable use of the platform.
- There should be clearer routes for things to be removed that were offensive and distressing.
- Dodgy features around accounts and posts should be flagged by platforms
- Age limits on platforms – online ID / eg Roblox voice chat
- If things have been delivered, can they be retrieved, how and by who? Eg snapchat
- Specific words and slurs should be censored. Immediate block on an account eg on Roblox
- Work was needed on the review process where a request had been received for content to be removed from a site - it was felt that it takes too long for any action to happen
- The young people felt that there was a bigger role for the police to play and that platforms should have a multi-agency approach and be more transparent with the police
- Is there a role for the police or the governing body of the relevant platform to investigate stalking online?
- The website where your identity remains anonymous is harmful
- The governing bodies of platforms should be able to block or flag users having multiple accounts.

Where platforms/websites are mentioned, the following examples are cited:

- tellonym (an anonymous feedback app)
- padlet (an online collaboration tool)
- Sarahah (an anonymous feedback app)
- sendit (an anonymous messaging/feedback app)
- lipsi (an anonymous messaging/feedback app)

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## Internet Watch Foundation Research Detail

The [Internet Watch Foundations \(IWF\) 2021 annual report](#) highlighted some key concerns in relation to child sexual abuse material. The report found that sexual abuse imagery of girls is increasingly being shared online with almost all (97%) child sexual abuse material identified in 2021 showing female children. In 2021 the IWF took action to remove a record-breaking 252,000 URLs (Uniform Resource Locator - a URL is the address of a given unique resource on the internet) which contained images or videos of children being raped and/or suffering sexual abuse. Of these, 182,281 URLs contained images or videos of "self-generated" material. This is a 374% increase on pre-pandemic levels when, in 2019, analysts took action to remove 38,424 URLs containing self-generated material. Sexual abuse imagery of children aged 11-13 is most prevalent, accounting for almost seven in 10 instances identified last year. Whilst just 1% of the sexual abuse imagery shows boys, this accounts for 2,641 instances. In more than half of these cases (53%) the boy was suffering category A sexual abuse which is penetrative sexual activity, sexual activity with an animal or sadism. By comparison, 17% of the sexual abuse imagery of girls shows category A activities.

New data released by the IWF shows almost 20,000 webpages of child sexual abuse imagery in the first half of 2022 included 'self-generated' content of 7- to 10-year-old children. That is nearly 8,000 more instances than the same period last year. When compared to the first half of 2020, when the UK entered its first Covid lockdown, there has been a 360% increase in this type of imagery of 7- to 10-year-olds.

The IWF is calling the rapid growth of this material, showing primary-aged children, a social and digital emergency, which needs focussed and sustained efforts from the Government, the tech industry, law enforcement, education and third sectors to combat it. Susie Hargreaves OBE, IWF Chief Executive, has said: "There is no place for child sexual abuse on the internet and we cannot simply accept, year on year, that sexual imagery of children is allowed to be exchanged without constraint online. Child sexual abuse which is facilitated and captured by technology using an internet connection does not require the abuser to be physically present, and most often takes place when the child is in their bedroom – a supposedly 'safe space' in the family home. Therefore, it should be entirely preventable. We need to attack this criminality from several directions, including providing parents and carers with support to have positive discussions around technology use and sexual abuse, within the home. Children are not to blame. They are often being coerced, tricked or pressured by sexual abusers on the internet. Only when the education of parents, carers and children comes together with efforts by tech companies, the Government, police and third sector, can we hope to stem the tide of this criminal imagery."

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## **Report to Communities, Highways and Environment Scrutiny Committee**

**18 November 2022**

### **End of September 2022 (Quarter 2) Quarterly Performance and Resources Report – Focus for Scrutiny**

#### **Report by Director of Law and Assurance**

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### **Summary**

The Quarterly Performance and Resources Report (PRR) is the Council's reporting mechanism for corporate performance, finance, savings delivery and business performance. It reflects the new priorities, outcomes and measures included in Our Council Plan. It is available to each scrutiny committee on a quarterly basis. Each committee will consider how it wishes to monitor and scrutinise performance relevant to their area of business

The PRR includes information which is specifically relevant to the portfolio responsibilities of the scrutiny committee within sections 4, 5 and 7, including a summary of the performance, finance, capital and risk position within the CHESC portfolio.

Members are reminded that only the performance data on Community Support in section 4 (Community Support, Fire and Rescue Portfolio) falls within the remit of this Committee.

The current Risk Register summary (Appendix 4) is included to give a holistic understanding of the Council's current performance, reflecting the need to manage risk proactively.

### **Focus for scrutiny**

The Committee is asked to consider the portfolio PRR and Risk Register summary

- 1) The effectiveness of measures taken to manage the financial position and expectations and the delivery status of savings plans
- 2) The particular performance indicators and measures identified as most critical to the focus of the Committee and whether the narrative provides assurance about the position presented and likely outcomes
- 3) Any areas of concern in relation to the management of corporate risk
- 4) Whether the report indicates any issues needing further scrutiny relevant to the Committee's portfolio area and, if so, the timing of this and what further data or information may be required; and

- 5) Identification of any specific areas for action or response by the relevant Cabinet Member.
- 6) Note the Proposed Amendment to KPIs on the Council Plan, which Cabinet will be asked to approve on 29 November.

The Chairman will summarise the output of the debate for consideration by the Committee.

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## **1. Background and context**

- 1.1 The PRR is designed to be used by all Scrutiny Committees as the main source of the County Council's performance information.
- 1.2 Appendix 6 - Annex A – How to Read the Performance and Resources Report, provides some key highlights on the structure, content and a detailed matrix of the sections of the report which are expected to be reviewed by the different scrutiny committees.
- 1.3 The background and context to this item for scrutiny are set out in the attached annexes and appendices. As it is a report dealing with internal or procedural matters only the Equality, Human Rights, Social Value, Sustainability, and Crime and Disorder Reduction Assessments are not required.

### **Tony Kershaw**

Director of Law and Assurance

### **Contact Officer**

Ninesh Edwards, Senior Advisor (Democratic Services), 033 022 22542

### **Appendices**

Appendix 1 - Section 4 - Community Support, Fire and Rescue Portfolio  
Appendix 2 - Section 5 - Environment and Climate Change Portfolio  
Appendix 3 - Section 7 - Highways and Transport Portfolio  
Appendix 4 - Corporate Risk Register Summary  
Appendix 5 - Proposed Amendments to KPIs on the Council Plan  
Appendix 6 - Annex A – How to read the PRR report

### **Background Papers**

None

## Community Support, Fire and Rescue Portfolio - Summary

### Performance Summary

1. The Portfolio has a number of performance highlights to report this quarter:

#### ~~Fire and Rescue Service~~

- ~~• July saw the much anticipated publication of the Her Majesty Inspectorate of Constabulary and Fire and Rescue Service (HMICFRS) report from the second full round of inspections. The report highlighted the marked improvement in the service since the first formal inspection in 2018 but noted that there was still more work to do. Across the three pillars, the service was judged as requires improvement in effectiveness and people whilst achieving good in the efficiency pillar. We will now focus on an action plan to respond to the one remaining cause of concern which relates to people and culture. Our Fire and Rescue Service Improvement Plan is therefore now completed and this action plan, along with ongoing continuous improvement work, will now be managed through our People Service Plan within the Community Risk Management Plan (CRMP).~~
- ~~• The second quarter also saw one of the busiest operational periods for the Fire Service in recent history with the impact of the long hot summer and record high temperatures. There was significant demand on resources both nationally and here in West Sussex with many neighbouring counties experiencing protracted major wildfire incidents. We responded with well-rehearsed business continuity procedures and support from our specialist wildfire tactical advisors to ensure that we remained prepared throughout this difficult period.~~
- ~~• The summer period saw lots of public engagement and events with many very successful open days at fire stations in Worthing, Shoreham, Crawley, Haywards Heath, and many more. This was the first time in over two years that stations had been able to fully open their doors and with a mixture of warm weather, excellent media and exciting displays, we had record crowds around the county to help us promote crucial community safety messages including the very successful 'disposable barbecues campaign'.~~
- ~~• A number of major projects and project consultations began during this quarter including the first formal CRMP project on 'Day Crewed 7' where we are planning to increase immediate response availability across four day crewed stations from five to seven days. We also launched two major procurement projects in collaboration with Surrey and East Sussex Fire and Rescue Services to jointly purchase breathing apparatus and incident command vehicles. These are the first projects of this size and scale being led by West Sussex which present an exciting opportunity for greater operational alignment between the services whilst providing wider efficiency and economies of scale in the process.~~

## **Community Support**


- Teams continue to work together to respond to the needs of Ukrainians entering the UK. Demand remains high and as a result a new Ukraine Support Team has been set up to deal with locality-based need and support, complex needs requiring ongoing casework and the provision of relevant information to enable customers to help themselves and build their independence. Proactive calls are also being made to all sponsors and guests at month four to understand if they are intending to remain in their placement or discuss their plans after the initial six-month period. This is being complemented with a programme of engagement sessions undertaken with guests and hosts approaching the six-month point. In addition to the £350 monthly payment for sponsors, a £400 payment is being made at the four-month stay point to offset some of the additional utility bill and household expense experienced as a result of hosting guests.
- The Community Hub has been working closely with partners distributing the second round of the Household Support Fund. Early analysis indicates that over 3,868 households or 10,821 individuals have been supported by the Household Support Fund (second allocation) since April 2022. Additionally, the Community Hub, with other partners, are distributing funds to those experiencing hardship including Citizens Advice and Carers Support West Sussex.
- The Countering Extremism Team provided 31 different training sessions (both virtually and face to face) to a total of 509 participants, enabling them to recognise the signs of radicalisation and to take appropriate action. By the end of the second quarter, some 245 taxi drivers were trained in essential safeguarding (covering modern slavery, county lines, exploitation, domestic abuse and radicalisation) as part of their license arrangements with district and boroughs across West Sussex.
- During this quarter, 195 residents/professionals engaged in digital safety training. 5,409 people are currently signed up to receive the monthly Staying Safe Online E-newsletter. It is estimated that over 200,000 people were reached via sharing key online safety information by social media, radio, press release and newsletters.
- Customer visits to libraries have continued to grow following the disruption of lockdowns, with visits this period up 41% compared with the second quarter of 2021/22. The Summer Reading Challenge also grew in participation with 10,436 children taking part; an increase of 24% when compared to the 2021/22 uptake.
- The Record Office partnership with Ancestry has resulted in parish registers of baptisms, marriages and burials for West and East Sussex, dating back to 1538, being digitised and made available on the Ancestry website with over 1.3 million views in the first six weeks alone. The first royalty payments have been received for this new income stream, with further records due to go online over the next year. Ancestry is now available free of charge for residents to use at West Sussex Record Office and all libraries.




- For ceremonies, the first half of the year has been exceptionally busy for notices of intent with 4,330 taken. This is a 37% increase compared to the five-year pre-Covid average of 3,160 for this period. 2,577 ceremonies were delivered between April – September, 25% more than the five-year pre-covid average of 2,058 for this period.
- Within Trading Standards there was a seizure of 6,000 illicit cigarettes and 8kg of illicit rolling tobacco seized from shops in Worthing and Littlehampton. 10,600 'Huggy Wuggy' and 'Marvel Superhero' plush and battery powered toys were stopped at Gatwick Airport as they were non-compliant with toy safety requirements. Samples of Cannabidiol (CBD) food taken for analysis showed some contained banned cannabinoids and one £30 jar of jam only contained 10% of the declared CBD. American authorities have also been working with the UK National Trading Standards Scams Team, which has resulted in our Trading Standards Team receiving money to pass back to around 30 local scam victims.

## Our Council Performance Measures

### Fire and Rescue Service Performance Measures

2. ~~The following section provides updates of the performance KPIs agreed in Our Council Plan and the action taking place, comprising a wider performance view, with KPI measures comparing performance over the last three periods – this may be quarterly, annually or other time periods (depending on how regularly data is released); however, each measure will explain the reporting period.~~

Fire and Rescue		2022/23 Target	Performance Over The Last 3 Periods			DoT	Year-End Forecast
3	<p><del>Measure:</del> Fire Safety Order regulated buildings in West Sussex having received an audit under the Risk Based Inspection Programme. Measured cumulatively in each financial year, from 1st April.</p> <p><del>Reporting Frequency:</del> Quarterly</p>	1,000	Mar-22	Jun-22	Sep-22		G
	<p><del>Performance Analysis:</del> Sep-22: At the end of Q2 it was agreed that as a result of the significant challenges that the department faces in relation to development of competency, the previous target of 1,750 audits would be amended to 1,000 per year. Departmental performance is currently 55 audits behind our half-year schedule, however the number of audits undertaken in Q2 was significantly higher than in Q1, despite Q2 being the period where a significant amount of leave is taken.</p> <p><del>Items that have affected Q2 performance include a number of case conferences following a Prohibition case that has seen two Simple Cautions issued for offences committed. Q3 will also see the team continuing a significant case load to take forward for prosecution.</del></p> <p><del>Actions:</del> Now that the target has been amended to reflect some of the internal and external market factors, we are only 55 audits behind schedule. We have a clear plan on how to address this shortfall that includes watch-based fire safety activity, use of retained duty staff and more use of desk top audits.</p>	841	218	445			

Fire and Rescue		2022/23 Target	Performance Over The Last 3 Periods			DoT	Year End Forecast
10	<p><del>Measure:</del> Number of Safe and Well Visits delivered to households with at least one vulnerability or risk factor. Measured cumulatively in each financial year, from 1st April.</p> <p>Reporting Frequency: Quarterly, Accumulative.</p>	4,000	Mar-22	Jun-22	Sep-22		G
	<p><del>Performance Analysis:</del> Sep-22: In Q2 we carried out 1,300 Safe and Well Visits and 489 home checks. We have seen a month on month increase in visits in the last 12 months which we attribute to the remedial actions taken, the ongoing development of referral pathways and more customers being receptive to having someone visit their home, although our previous referral pathways have yet to return to their pre-Covid levels. Staff based at fire stations are continuing to undertake reactive post-incident as well as proactive referral generation activity.</p> <p><del>Actions:</del> We continue to promote Safe and Well Visits through our health and social care partners and train their staff to recognise and respond to fire risk. In addition, customer details are being shared to increase referrals of Safe and Well Visits. Crews use local data to drive and target prevention activity to areas where our most vulnerable residents live and we make the most of every opportunity to deliver focused community safety activities following incidents at residential properties. This is leading to more prevention activity being delivered to those at risk, particularly those who are in the vicinity of an incident.</p>	3,355	1,151	2,451			
42	<p><del>Measure:</del> Percentage of 'critical fires' where the first appliance in attendance meets our emergency response standard</p> <p>Reporting Frequency: Quarterly.</p>	89.0%	Mar-22	Jun-22	Sep-22		G
	<p><del>Performance Analysis:</del> Sep-22: Q2 saw an extended dry spell which placed significant demands on all fire and rescue services across the country, with many services declaring major incidents due to the impact on resources. The impact of this higher demand in West Sussex was a reduction in performance on this measure.</p> <p><del>Actions:</del> We are confident that the changes we have seen around the introduction of performance data on turn out times being available to Immediate Response stations and the move back to a more normal level of demand will mean we will achieve the target for this measure across the year. The proposals we have for increasing the cover in Mid-Sussex and Shoreham will ensure we have more resilience when facing future occasions of high demand.</p>	93.6%	91.0%	86.0%			
43	<p><del>Measure:</del> Percentage of 'critical special service incidents' where the first appliance in attendance meets our emergency response standard</p> <p>Reporting Frequency: Quarterly.</p>	80.0%	Mar-22	Jun-22	Sep-22		G
	<p><del>Performance Analysis:</del> Sep-22: We measure critical special service calls separately from critical fires. Critical special service calls can occur anywhere in the county and often away from the population centres which either (due to the number of incidents) warrant a wholetime fire station or have sufficient population density to support a Retained Duty System (RDS) station. This is the most challenging of our three attendance measures and is particularly influenced by the availability of RDS appliances. Performance this quarter remains high, providing further reassurance that the use of the Dynamic Cover Tool (which provides data on potential response times broken down to a district or local level to the control room operators) is having a positive impact on this core measure. We measure critical special service calls separately from critical fires. Critical special service calls can occur anywhere in the county and often away from the population centres which either (due to the number of incidents) warrant a wholetime fire station or have sufficient population density to support an RDS station. This is the most challenging of our three attendance measures and is particularly influenced by the availability of RDS appliances. Performance this quarter remains high, providing further reassurance that the use of the Dynamic Cover Tool (which provides data on potential response times broken down to a district or local level to the control room operators) and the initiative we have introduced this quarter to use our wholetime firefighters more proactively to support RDS availability are both having a positive impact on this core measure.</p> <p><del>Actions:</del> We continue to work with partner agencies to help improve the time taken to transfer calls and information. We also continue to undertake work at our fire stations to ensure we are doing everything we can to respond to incidents as quickly as possible as well as maximise the availability of RDS fire engines at times of the day when we know these incidents are most likely.</p>	80.6%	82.2%	81.4%			

## Community Support Performance Measures

Community Support		2022/23 Target	Performance Over The Last 3 Periods			DoT	Year End Forecast
4	<p><b>Measure:</b> Percentage of suspected scam victims, identified to WSCC by the National Trading Standards Scams Team, receiving a pro-active intervention from the Trading Standards Service</p> <p>Reporting Frequency: Quarterly</p>	100%	Mar-22	Jun-22	Sep-22	→	G
			100%	100%	100%		
<p><b>Performance Analysis:</b> Sep-22: – American authorities have been working with UK National Trading Standards Scams Team and, as a result of an American intervention, WSCC will be receiving some money back for approximately 30 local victims which will be passed back to them.</p> <p><b>Actions:</b> There are currently 121 call blockers installed in vulnerable persons homes that have blocked 112,301 scam/nuisance calls. The call blockers were paid for using the proceeds of crime that had been confiscated by the courts in a previous Trading Standards criminal prosecution.</p>							
33	<p><b>Measure:</b> Use of virtual/digital library services by residents</p> <p>Reporting Frequency: Quarterly, Accumulative</p>	5.45m	Mar-22	Jun-22	Sep-22	↗	G
			5.81m	1.39m	2.87m		
<p><b>Performance Analysis:</b> Sep-22: Customer usage of virtual library services is stabilising to a 'new normal' after the significant increases seen during the pandemic lockdown periods.</p> <p><b>Actions:</b> Continue to support growing demand though investment in e-Library platforms and production of virtual and online library events content.</p>							
34	<p><b>Measure:</b> Number of people reached and supported via the West Sussex Community Hub during the Covid-19 pandemic</p> <p>Reporting Frequency: Quarterly, Accumulative</p>	36,000	Mar-22	Jun-22	Sep-22	↗	G
			76,477	85,840	87,298		
<p><b>Performance Analysis:</b> Sep-22: From October 2021, the Community Hub supports residents and households with wider essential needs such as food, energy, and water bills via the Household Support Fund. The Household Support Fund has been extended until March 2023 and ongoing support to help those households in need continues. In the 9 months to September 2022 10,821 individuals have been supported by the Household Support Fund.</p> <p><b>Actions:</b> Department for Work and Pensions (DWP) is making a third round of funding available to support those most in need to help with global inflationary challenges and the significantly rising cost of living.</p>							

## Finance Summary

## Portfolio In Year Pressures and Mitigations

<b>Pressures</b>	<b>(£m)</b>	<b>Mitigations and Underspending</b>	<b>(£m)</b>	<b>Year end budget variation (£m)</b>
Community Support – Additional coroner costs projected following work undertaken on long inquests	£0.188m	Community Support – Staffing vacancies within the service	(£0.232m)	
Community Support – Shortfall in libraries and archives income relating to changes in customer behaviour post pandemic	£0.240m	Community Support – Additional ceremonies income projected as this is the first summer season in recent times with no pandemic restrictions	(£0.230m)	
Community Support – Other variations	£0.070m			
<b>Community Support, Fire &amp; Rescue Portfolio - Total</b>	<b>£0.498m</b>		<b>(£0.462m)</b>	<b>£0.036m</b>

### **Significant Financial Issues and Risks Arising**

3. There are no significant issues to raise within this section.

### **Financial Narrative on the Portfolio's Position**

4. As at September, the Community Support, Fire and Rescue portfolio is projecting a £0.036m overspend, a reduction of £0.206m when compared to June. The main variations are described below.

### **~~Fire and Rescue Service~~**

- ~~5. Although the Fire and Rescue Service is currently projecting a balanced budget, there is pressure emerging within the Command and Mobilising budget because of a £0.063m in year reduction to the Fire Link Grant which supports expenditure on data costs associated with the use of service radios. This is a national reduction that will continue over the next three years and is linked to the introduction of a new national communication solution which has been subject to a number of delays. The service continues to work on mitigations to cover the loss of grant over the medium term but in year this is currently being mitigated by staff vacancy savings.~~

### **Community Support**

6. The Coroner's Service is projecting an overspend of £0.188m which relates to in-year inquest requirements which will result in additional costs.
7. The Archive and Library Service have continued to experience a shortfall of income which relates to changes in customer behaviour post-pandemic restrictions. It is forecast that there will be a shortfall of £0.240m in 2022/23.



8. These budgetary pressures have been partly mitigated by projected staffing vacancy savings of £0.280m and a forecasted increase in Registrar Service income of £0.230m. This increase is due to a surge of ceremonies being planned in 2022/23 following the relaxation of Covid-19 restrictions.

### Covid-19 Expenditure Update

9. As the pandemic continues, there remains a need to provide quality services and assistance to residents. The Community Support Service are continuing to provide support to residents by working with local partners and helping vulnerable people through the Community Hub and other front-line services. As the length and severity of the pandemic still remains unknown at this time, £1.162m of non-ringfenced Covid-19 grant has currently been earmarked to enable the Community Hub and other support to residents to continue and potentially increase if needed.
10. ~~Within the Fire and Rescue Service, £0.371m has been earmarked from the non-ringfenced Covid-19 grant to cover a number of potential in-year pandemic pressures including additional cost arising from required firefighter isolation periods, sickness and overtime, as well as the provision of a one-year rural engagement officer within the Prevention Team to support vulnerable people living in rural areas who have been isolated during the pandemic.~~

### Savings Delivery Update

11. There remains £0.070m of savings from the 2021/22 financial year which were not delivered on an on-going basis. This saving is reported in the table below to ensure that it is monitored and delivered during the year:

Saving Activity	Saving to be Delivered in 2022/23 (£000)	September 2022		Narrative
Community Support - Development of adapted Library Service offer in conjunction with Parish Councils	70	70	A	A permanent solution is being sought for 2022/23.

Savings Key:			
<b>R</b> Significant Risk	<b>A</b> At Risk	<b>G</b> On Track	<b>B</b> Delivered

### Capital Programme

#### Performance Summary - Capital

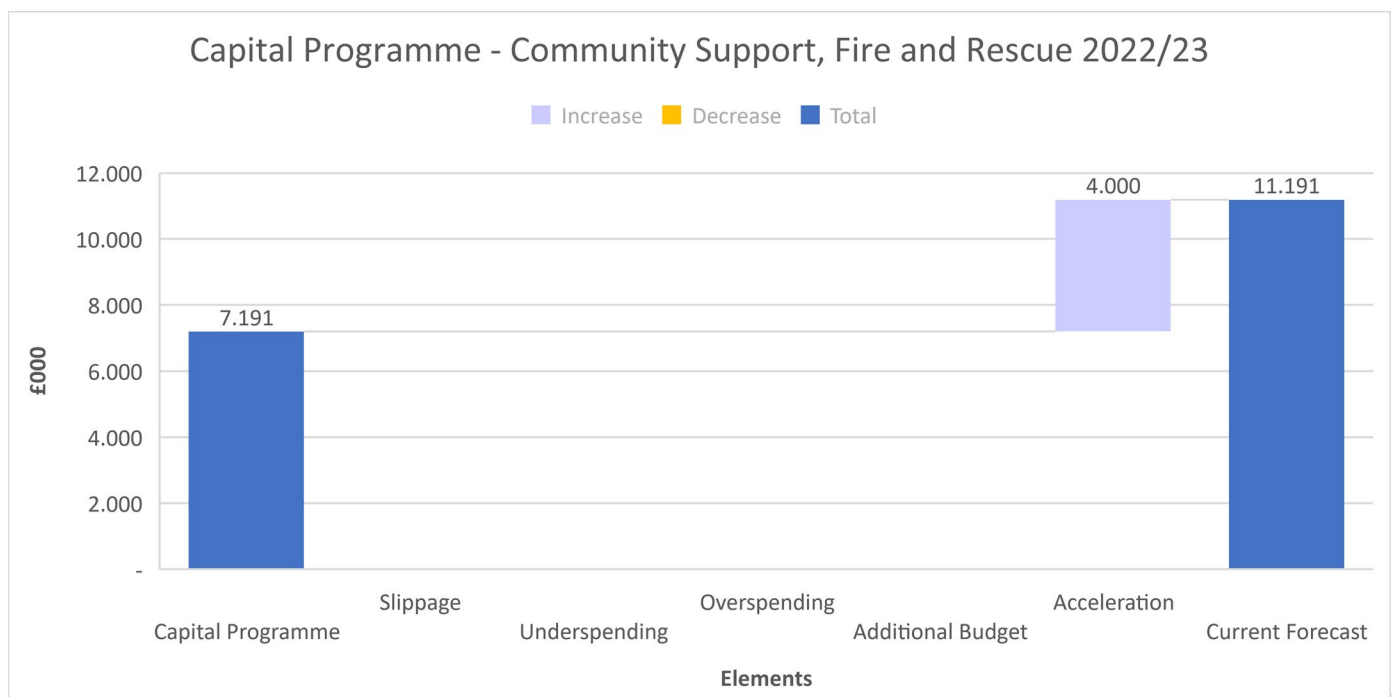
12. There are six schemes within the portfolio. Four of the schemes in delivery are rated as green, indicating that the project is reporting to plan. One scheme is

rated amber, indicating that there is an issue but that it could be dealt with by the project manager or project delivery team, and one scheme is within its final retention phase. An update on the progress of the schemes not rated green are detailed in the table below:

Scheme	RAG Status at Sep 2022	Reason	Latest RAG Status	Updated Position
Horsham Fire Station and Training Centre	<b>AMBER</b>	<del>Utility connection and S278 issues that may impact on timeline.</del>	<b>AMBER</b>	<del>Power legal agreement issued. Final duct routes to be provided by BT (S278).</del>

### Finance Summary - Capital

- The capital programme; as approved by County Council in February 2022, agreed a programme totalling £9.725m for 2022/23. £2.534m of expenditure, originally profiled to spend in 2022/23, was accelerated into 2021/22, revising the capital programme to £7.191m.
- Since this time, the profiled spend has increased overall by £4.000m, to give a current year end projection for 2022/23 of £11.191m. This increase relates to projects where funding has been accelerated from future years.



**Key:**

- Capital Programme – The revised planned expenditure for 2022/23 as at 1st April 2022.
- Slippage – Funding which was planned to be spent in 2022/23 but has since been reprofiled into future years.
- Underspending – Unused funding following the completion of projects.
- Overspending - Projects that require further funding over and above the original approved budget.
- Additional Budget – Additional external funding that has entered the capital programme for the first time.
- Acceleration – Agreed funding which has been brought forward from future years.
- Current Forecast – Latest 2022/23 financial year capital programme forecast.

15. The latest Capital Programme Budget Monitor is reported in **Appendix 3**.

## **Risk**

16. ~~There are currently no corporate risks assigned to this portfolio following the closure of risk CR60 - HMICFRS Improvement Plan this quarter. Risks allocated to other portfolios are specified within the respective portfolio sections.~~
17. Further details on all risks can be found in **Appendix 4** - Corporate Risk Register Summary.

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## **Environment and Climate Change Portfolio - Summary**



### **Performance Summary**

1. The Portfolio has a number of performance highlights to report this quarter:
  - The County Council's bid to the Government's Low Carbon Skills Fund (Phase 3) for a further £277,000 to deliver 40 Heat Decarbonisation Plans has been successful. The new Heat Decarbonisation Plans will cover more of the county's schools and corporate sites and add to the 50 already completed following a successful bid into an earlier round of Government funding. The plans, which will be completed by March 2023, will show where heating systems powered by fossil fuels could be replaced by low carbon alternatives, complementing improvements to the energy efficiency of the buildings.
  - The Council have prepared a bid to the Public Sector Decarbonisation Fund to undertake decarbonisation works on 21 qualifying buildings including offices, libraries and fire stations to reduce emissions and dependency on fossil fuels.
  - A carbon literacy course for elected members was undertaken for the first time and participants included the Leader, Deputy Leader and other Cabinet Members. Several hundred staff have now undertaken carbon literacy training and more are booked onto upcoming courses.
  - Recycling efforts continue with facilities for the deposit of hard plastic items rolled out to five further Recycling Centres. The new waste stream, which includes garden furniture, children's toys, plant pots and plastic containers, will add c500 tonnes per annum to the recycling effort. All sites except Midhurst (which regrettably is too constrained by size) now have these facilities.
  - The '1-2-3 collections trial' in partnership with Mid Sussex District Council started early September aimed at working with residents to boost recycling and reduce the amount of general waste produced primarily through offering separate collection of food waste and Absorbent Hygiene Products (AHP). The trial features a '1-2-3' collection system - weekly food waste collections, fortnightly recycling collections and three-weekly general refuse collections. The trial covers around 3,000 households representing a mix of housing types and locations typical of Mid Sussex as a whole.
  - Buchan Country Park celebrates 40 years of being open to the public. The park is of national importance for its dragonfly populations and designated a site of Nature Conservation Importance. The practical conservation work that is carried out by our volunteers also helps to maintain the park's heathland, woodland, meadow and wetland habitats, and allows us to keep our Green Flag status, now held for 12 years.

### **Our Council Performance Measures**

2. The following section provides updates of the performance KPIs agreed in Our Council Plan and the action taking place, comprising a wider performance view,

with KPI measures comparing performance over the last three periods - this may be quarterly, annually or other time periods (depending on how regularly data is released); however, each measure will explain the reporting period.

Environment and Climate Change		2022/23 Target	Performance Over The Last 3 Periods			DoT	Year End Forecast
22	<b>Measure:</b> Equivalent tonnes (te) of CO2 emissions from WSCC activities (CC) Reporting Frequency: Quarterly, Accumulative. 	22,910 CO2te	Mar-22	Jun-22	Sep-22	↑	G
			30,400 CO2te	5,107 CO2te	8,556 CO2te		
<b>Performance Analysis:</b> Sep-22: Recorded carbon emissions for the quarter total 3,449 tonnes, amounting to a decrease of 36% compared to the same baseline period. This reduction primarily results from reduced electricity demand compared to that of the baseline period, with fluctuations in heat related emissions understandably of minimal impact during the warmer months. Overall emission performance remains on track to meet the targeted annual reductions, though it should be noted that the majority of annual emissions sit within the remaining quarters, where both heat demand and streetlighting increase in response to colder temperatures and reduced daylight hours. <b>Actions:</b> Work continues on the actions set out in the Carbon Management Plan to achieve net zero carbon by 2030.							
23	<b>Measure:</b> Household waste recycled, reused or composted (CC) Reporting Frequency: Quarterly, Reported two quarters in arrears. 	55.0%	Sep-21	Dec-21	Mar-22	↓	G
			55.4%	55.3%	53.7%		
<b>Performance Analysis:</b> Jun-22: Data always runs around 1 quarter in arrears due to complexity of compiling and verifying data. Q4 is the most up to date figure. This figure is currently unaudited as Defra will not publish the final statistics for 2021-2022 until December this year. The 2021/22 year-end rate increased 0.6% on the year-end rate for 2020/21 of 53.1%. <b>Actions:</b> Our wood contractors stockpiled approx. 2,000 tonnes of recycling centre wood during the final quarter, which we could not count towards the recycling rate. They are recycling 90% of our material and sending the remaining 10% to Biomass. If waste volumes are too high and they cannot get the wood out for recycling, they will stockpile until they can do so, instead of sending it to Biomass. Our contractor was working hard to process the stockpile in the first few months of this financial year, so we can count it in our Waste Data Flow Returns for Q1 and Q2.							

## Finance Summary

### Portfolio In Year Pressures and Mitigations

Pressures	(£m)	Mitigations and Underspending	(£m)	Year end budget variation (£m)
Corporate utilities - unit price increase on energy tariffs, affecting corporate buildings	£2.000m	Additional Solar and Battery Farm income due to an increase in unit prices	(£2.600m)	
Additional cost on waste contracts above budgeted inflation	£1.826m	Additional income from sale of recyclable material	(£2.800m)	
Additional waste tonnage largely due to Adur and Worthing bin strike in March 2022	£0.374m	Waste disposal volume reduction – favourable waste profile	(£0.600m)	
Countryside Services – inflation and demand pressures	£0.200m	Waste recycling volume reduction – largely driven by a reduction in green waste	(£0.500m)	
<b>Environment &amp; Climate Change Portfolio - Total</b>	<b>£4.400m</b>		<b>(£6.500m)</b>	<b>(£2.100m)</b>

## Significant Financial Issues and Risks Arising

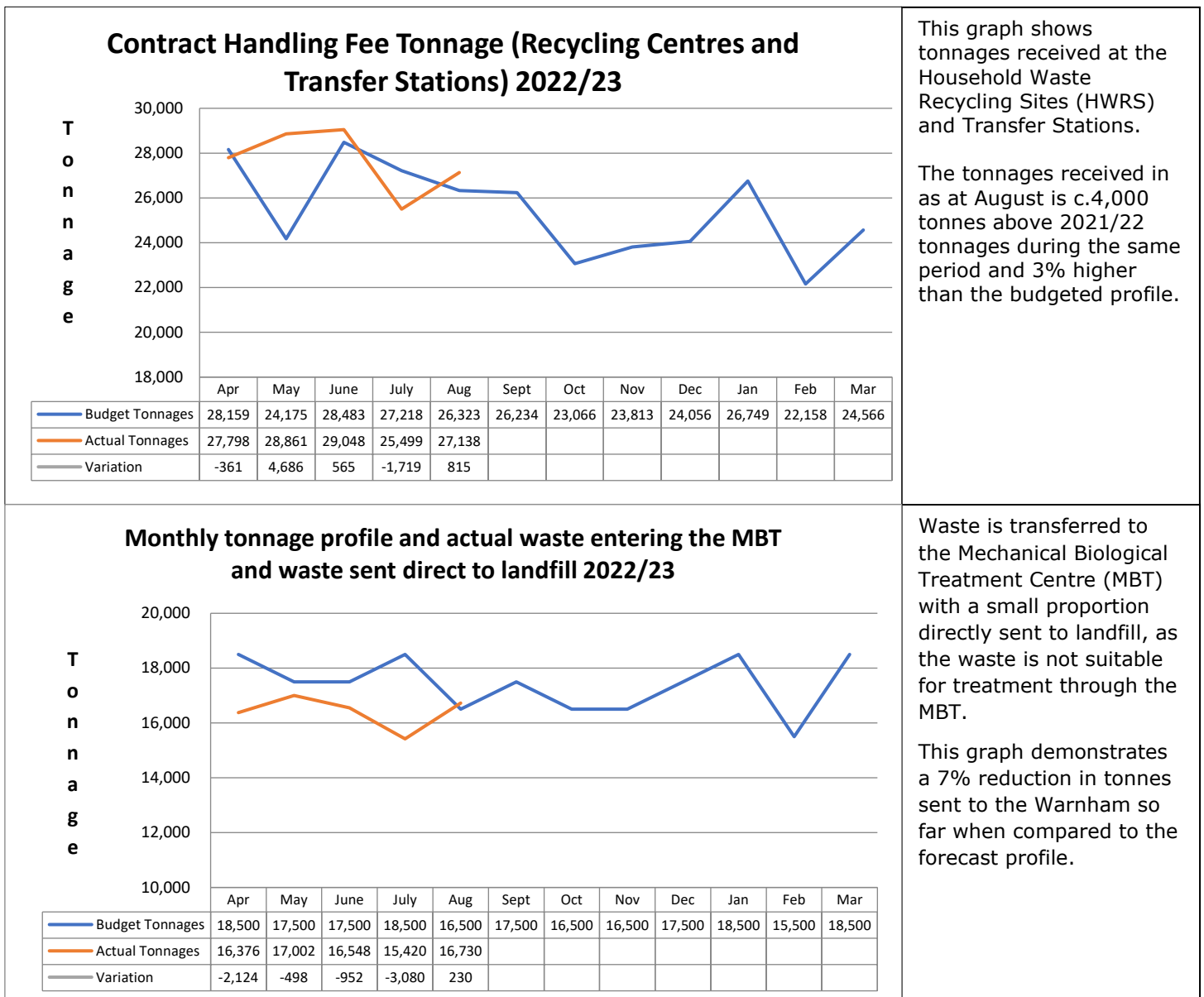
3. There are no significant issues to raise within this section.

## Financial Narrative on the Portfolio's Position

4. The Environment and Climate Change Portfolio is currently projecting a £2.1m underspend, £2.6m less than the £0.5m overspend projection reported in June. The main variations are described below:
5. **Corporate Utilities.** Occupation of County Council buildings is approximately 5% above the 2021/22 occupation for April to August. Gas and electricity prices have risen sharply across Europe in the last year which has added a considerable premium to market rates. The County Council's corporate energy contractor's forward-buying strategy mitigated the impact of the 2021/22 increases, however as the value of the commodities continue to increase, a hedging strategy cannot completely protect the Council from these rises in 2022/23. Currently, a £2.0m overspend is forecast for 2022/23 which is based on known summer prices and service estimated winter prices. The recent Government announced energy support package for businesses is unlikely to make an impact on the price of the main corporate contract as the energy purchase price is within the base floor rate of the announced scheme.
6. **Waste Contract Inflation.** The 2022/23 budget was set based on the September 2021 RPI rate of 5%, whereas the contracts are uplifted annually based on the February RPI, which equated to 8.2% in 2022/23. This has resulted in a £1.826m budget pressure.
7. **Countryside Services.** An overspending of £0.2m is projected due to a combination of inflationary and increased demand pressures.
8. **Solar and Battery Storage.** Based on the current elevated solar sale prices, we are forecasting a £2.6m surplus of income. The weather conditions to date have been favourable and are likely to contribute to energy output above expectation. It is important to note that, corporately any gain in income from the solar projects is likely to be offset by the increased cost in corporate utilities arising from the higher unit rate.
9. **Recyclate Income.** Due to the current high-level of recyclable material to date and increases in the recyclate rates, a £2.8m income surplus is currently projected; however, this is a volatile market which makes accurate forecasting difficult.
10. The largest driver of recycling income is waste paper; of which, the value of this commodity has strengthened from +£95 per tonne in March 2022 to +£118 in August. There has been a mixture of increasing and decreasing values across other recyclate streams in recent months including:
  - Polypropylene plastic packaging - increased in value from +£625 per tonne in March to +£825 in August.
  - Aluminium cans values have decreased from +£1,507 per tonne in March to +£1,267 in August.

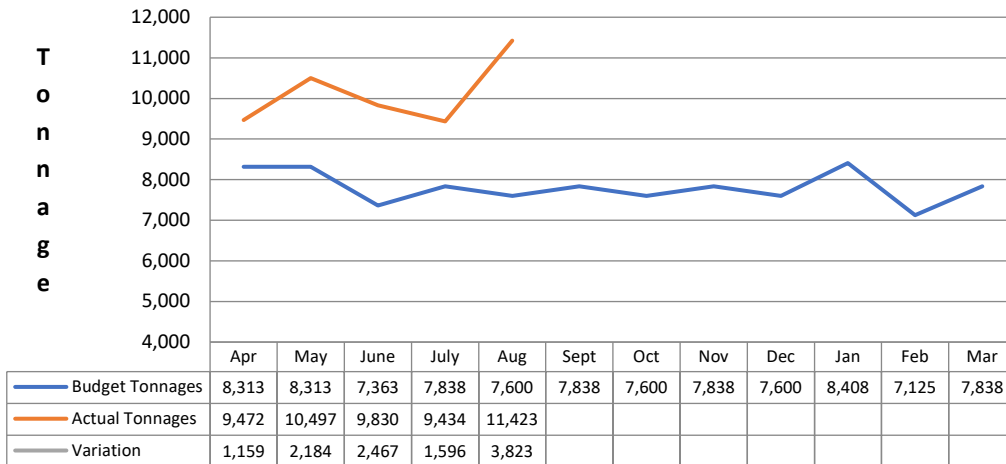
11. **Waste Disposal and Recycling.** Waste disposal tonnage volumes continue to be below expectations; however, the household waste recycling sites (HWRS) have seen an increase in waste tonnage volumes of around 3% above the 2021/22 volume so far this year. Part of this increase relates to the impact of the delayed waste received following the Adur and Worthing GMB strike action which commenced in March 2022.
12. The prolonged period of hot dry weather has reduced the growing season considerably, seeing a reduction of around 8,000 tonnes of garden waste compared to the 2021 summer period (June – August).

### Cost Driver Information



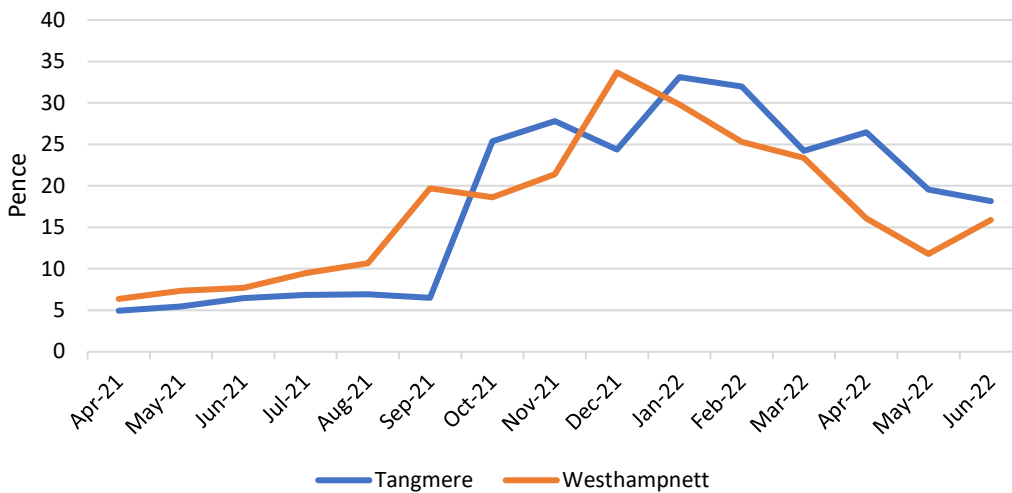


**Monthly Profile and Actual Waste Tonnage Converted Into RDF 2022/23**



This graph shows the Refuse Derived Fuel (RDF) production compared to the estimated levels. RDF levels are around 28% above expectation.

**Pence Per/kWh - Unit Rate**



This graph demonstrates the average pence per kWh since April 2021. As at June, Tangmere was generating £0.18p per kWh unit and Westhampnett £0.16p per kWh.

**Savings Delivery Update**

13. In addition to the £1.450m of 2022/23 planned savings, there remains £0.120m of savings from the 2021/22 financial year which were not delivered on an on-going basis. To ensure that these savings are monitored and delivered, all of these savings are detailed in the table below:

Saving Activity	Saving to be Delivered in 2022/23 (£000)	September 2022		Narrative
		Actual	Status	
Development of battery storage site	100	100	G	
Reduction in MBT Insurance	650	650	G	
Additional income from increased sales of recyclates	800	800	G	
Review Countryside fees and charges	20	20	A	Uptake being monitored during 2022/23.

**Savings Key:**

**R** Significant Risk    **A** At Risk    **G** On Track    **B** Delivered

## Capital Programme

### Performance Summary - Capital

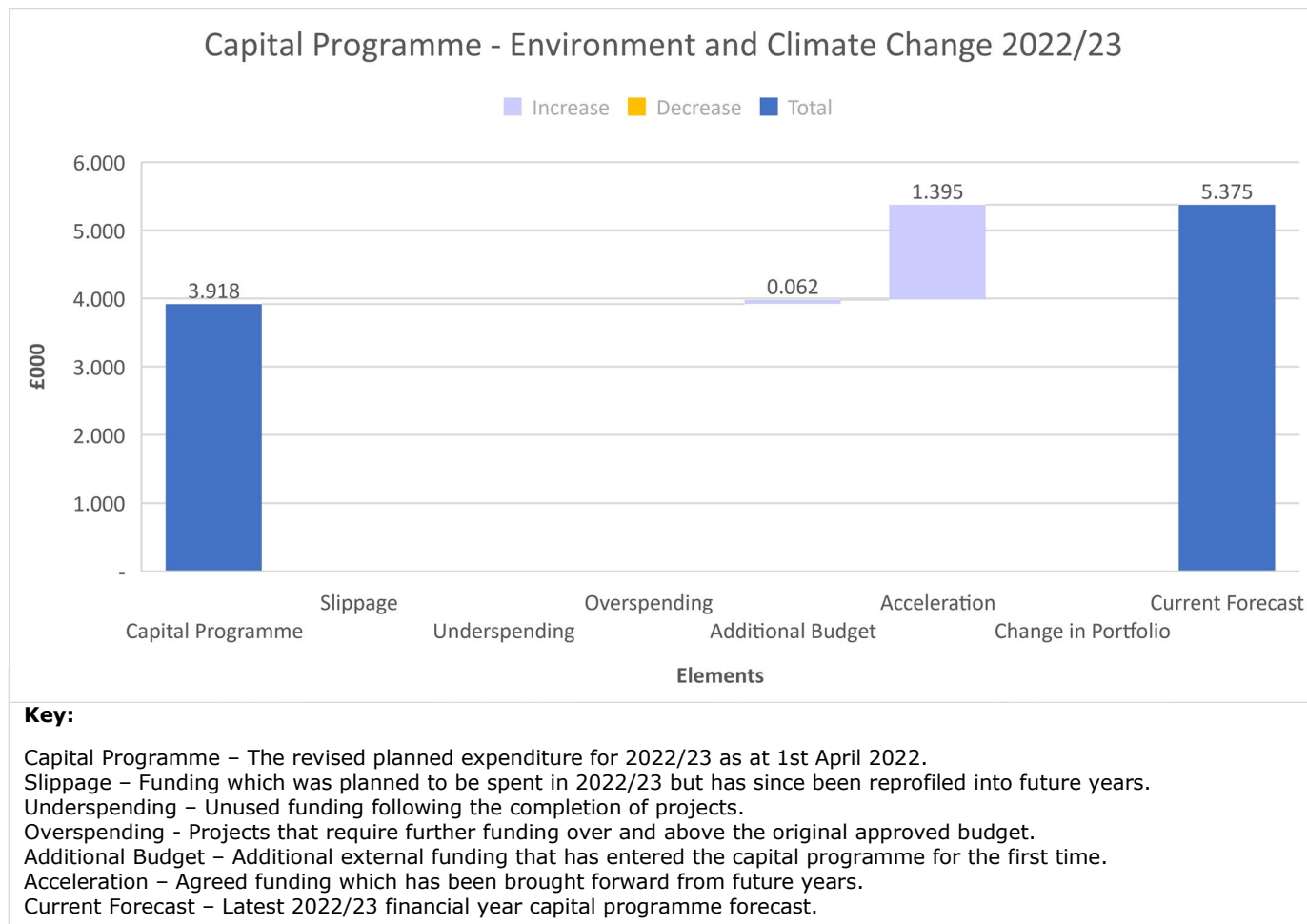
14. There are 10 schemes within the portfolio. Six of the schemes in delivery are rated green, indicating that the project is reporting to plan. Two projects are rated amber, indicating that there is an issue but that it could be dealt with by the project manager or project delivery team and two schemes are within their final retention phase. An update on the progress of the schemes not rated green are detailed in the table below:

Scheme	RAG Status at Sep 2022	Reason	Latest RAG Status	Updated Position
Carbon Reduction (Salix Recycling Fund – CHP)	<b>AMBER</b>	Issues with CHP not operating as expected	<b>AMBER</b>	
Schools Solar PV Installation	<b>AMBER</b>	Quality issues caused by one installer has caused some disruption to the programme.	<b>AMBER</b>	Rectification of works underway and dialogue regarding compensation is continuing.

### Finance Summary - Capital

15. The capital programme; as approved by County Council in February 2022, agreed a programme totalling £4.034m for 2022/23. £0.116m of budget, originally profiled to spend in 2022/23, was accelerated into 2021/22, revising this year's capital programme to £3.918m.

16. Since this time, the profiled spend has increased overall by £1.457m, to give a current year end projection for 2022/23 of £5.375m. Of this increase, £0.062m relates to the allocation of additional budget and £1.395m relates to projects where funding has been accelerated from future years.



17. Details of the financial profiling movements within the capital programme between July and September are as follows:

- **Additional Budget: £0.062m. Movement since Q1 report: £0.000m**
- **Acceleration: £1.077m. Movement since Q1 report: £0.318m**
  - **Climate Change, Climate Net Zero: £0.295m.** Works have progressed quicker than first anticipated therefore funding has been accelerated from 2023/24 into 2022/23.
  - **Faygate: £0.023m.** Works have progressed quicker than first anticipated therefore funding has been accelerated from 2023/24 into 2022/23.

18. The latest Capital Programme Budget Monitor is reported in **Appendix 3**.

## Risk

19. The following table summarises the risks within the corporate risk register that would have a direct impact on the portfolio. Risks to other portfolios are specified within the respective portfolio sections.

Risk No.	Risk Description	Previous Quarter Score	Current Score
CR73	If there is a failure to adequately prioritise, finance and resource our efforts to deliver on WSCC Climate Change commitments (e.g., 2030 Carbon Neutrality), there is a risk that there will be <b>insufficient capacity and capability to complete the necessary actions within the required timeframes.</b> This will lead to prolonged variations in weather and adverse impacts on WSCC service provision.	12	12

20. Further detail on all risks can be found in **Appendix 4** - Corporate Risk Register Summary.



## Highways and Transport Portfolio - Summary

### Performance Summary

- The Portfolio has a number of performance highlights to report this quarter:
  - Highways investment and expenditure continues to support the corporate priorities. 331 of over 600 projects have been completed from the Highway, Transport and Planning Delivery Programme for 2022/23. The Programme details planned schemes on our roads and footways, including bridges and public rights of way. Construction works on the A259 (Littlehampton) to widen approximately 2km of the existing single carriageway to a dual carriageway are continuing to progress well with works expected to complete ahead of the calendar year end.
  - Due to the extreme summer dry period, the decision was taken to postpone the fourth urban grass cut by five weeks. The resource was re-purposed and focused on sign cleaning/vegetation clearance around signs and extra watering of young trees. Over 1,000 signs were attended to by this resource in this period.
  - For Transport and Network Operations, there has been a successful bid to government for the Bus Service Improvement Plan with an indicative £17.4m investment promised over next three years and completed successful consultations on two active travel schemes in Crawley and Horsham.
  - We have focused on reaching our corporate objective of 12 apprentices per year and have been utilising the apprenticeship levy to "grow our own" civil engineers. We recently recruited a cohort of five HNC and degree level civil engineer apprentices to help tackle skills gaps within our service.

### Our Council Performance Measures

- The following section provides updates of the performance KPIs agreed in Our Council Plan and the action taking place, comprising a wider performance view, with KPI measures comparing performance over the last three periods - this may be quarterly, annually or other time periods (depending on how regularly data is released); however, each measure will explain the reporting period.

Highways and Transport		2022/23 Target	Performance Over The Last 3 Periods			DoT	Year End Forecast
17	<b>Measure:</b> Length of new cycle infrastructure across the County (CC) Reporting Frequency: Quarterly, Accumulative 	30km by 2025 = 7.5km per year	Mar-22	Jun-22	Sep-22		G
			16.3 km	16.3 km	19.3km		

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Highways and Transport		2022/23 Target	Performance Over The Last 3 Periods			DoT	Year End Forecast
<p><b>Performance Analysis:</b> Sep-22: We are advised that the Length of New Cycle Paths across the County is currently 2.95 km to date, with the following Bridleway Upgrades / Surfacing Schemes either have been completed in Q1, or completed by the end of September:</p> <ul style="list-style-type: none"> <li>• BW614 surfacing (Kirdford /south-west of Wisborough Green, just north of the A272) = 0.47km</li> <li>• BW1662 all-weather surface (Two Mile Ash Road, Southwater) = 0.78km</li> <li>• BW15C (Clayton/Hassocks) = 0.22km</li> <li>• BW3569 (Itchingfield / Downs Link) = 0.68</li> <li>• The Crawley Eastern Gateway scheme (part of the Crawley Growth Programme) = 0.8 km.</li> </ul> <p>The Growth Programmes are currently delivering additional length within Burgess Hill which should be completed this financial year.</p> <p><b>Actions:</b> We continue to work towards our 2025 target (30km over a 4-year period) with the provision of a high-quality cycling.</p>							
18	<p><b>Measure:</b> Percentage length of A and B roads that require maintenance</p> <p>Reporting Frequency: Annually (October)</p>	14.0%	2019/20	2020/21	2021/22		A
			13.6%	14.7%	15.6%		
<p><b>Performance Analysis:</b> Sep-22: The combined percentage of the A and B road network in West Sussex that requires maintenance has been rising since 2014.</p> <p>The current Corporate KPI target for this measure of A and B roads needing maintenance is for a 0.5% reduction in these roads requiring maintenance annually. With the two diverging, meeting future targets is very challenging without more investment. From the most recent national Road Condition data, the proportion of West Sussex A Road network in good condition (Green) is 69%, similar to the other South-East Seven counties who range from 63% - 70%.</p> <p>A similar level of good condition is seen overall for the B and C road networks in West Sussex with 67% rated good, with the South-East Seven range being 63% to 71% rated good. We are currently awaiting the latest road condition survey results for WSCC at the end of October. These results should indicate if recent investment is beginning to alter the declining condition trend.</p> <p><b>Actions:</b> The investment made and the programme of carriageway treatments undertaken this year should positively impact next year's maintenance requirements. With the level of this year's expenditure being maintained for 2022/23 it is anticipated that the condition of the A and B network will improve.</p>							
19	<p><b>Measure:</b> Highway defects repaired within required time scale</p> <p>Reporting Frequency: Quarterly. Reported 1 month in arrears.</p>	96.0%	Dec-21	Mar-22	Jun-22		G
			74.3%	71.0%	99.5%		
<p><b>Performance Analysis:</b> Jun-22: There is a continued improvement with the target having been exceeded for the last two months.</p> <p><b>Actions:</b> On-going regular meetings with the contractor to ensure the performance remains at a high standard.</p>							
41	<p><b>Measure:</b> Killed and seriously injured casualties per billion vehicle miles</p> <p>Reporting Frequency: Annually (September)</p>	103	2019	2020	2021		A
			121	127 (2020/21 Target: 112)	118 (2021/22 Target: 107)		

Highways and Transport	2022/23 Target	Performance Over The Last 3 Periods	DoT	Year End Forecast
<p><b>Performance Analysis:</b> Sep-22: Currently, WSCC hold injury data to 30 June 2022; there have been 254 KSIs for the first 6 months of the year. This is 21% up on the first six months of 2021. The KSI outturn for 2021 was 469, this is down 7% on 2020. The KSI rate per billion miles travelled for 2021 is 118, a 15% drop on 2020.</p> <p>Ongoing Road Safety Projects include:</p> <ul style="list-style-type: none"> <li>• Major Road Network (MRN) Project – an assessment of the West Sussex MRN against the iRAP route safety assessment methodology has been completed, providing a “STAR rating” demonstrating the potential level of harm road users may be subject to on those routes. The results will be analysed and used as a guide for potential road safety schemes.</li> <li>• Cluster site analysis – we continue to monitor sites with clusters of collisions across West Sussex to help determine future priorities.</li> <li>• Route analysis – we continue to monitor routes with high collision numbers across West Sussex to help determine future priorities.</li> <li>• School Zig Zags project - In early 2023 we intend to partake in a behavioural change project for school zig zags at specific sites (yet to be confirmed) across West Sussex.</li> </ul> <p><b>Actions:</b> Our on-going road safety engineering schemes, education, training, and publicity include:</p> <ul style="list-style-type: none"> <li>• Our partnership with The Sussex Safer Roads Partnership, promoting a wide range of behavioural change programmes.</li> <li>• Provision of Bikeability training to about 9000 year 6 pupils.</li> <li>• Approximately 35,000 offenders undertaking driver training courses each year.</li> <li>• Our Road Safety Facebook page, which allows us to engage with the community on road safety issues, run educational campaigns and generates discussion and dialogue between road users.</li> <li>• 13 locations were treated last year as part of an annual local safety programme that looks to make road improvements to areas that have historically higher number of road traffic accidents. Measures ranged from signing improvements, resurfacing with high skid resistant materials, to altering junction layouts. Four schemes have been delivered this year and a further 34 are at feasibility or detailed design stage.</li> </ul>				

## Finance Summary

### Portfolio In Year Pressures and Mitigations

Pressures	(£m)	Mitigations and Underspending	(£m)	Year end budget variation (£m)
Street Lighting PFI - Energy Prices	£3.000m	Reduced uptake in National Concessionary Fares	(£2.000m)	
Traffic Signals - Energy Prices	£0.300m	Additional Income - Highways Street Works	(£0.600m)	
Highway Maintenance - Inflation	£0.600m	Additional Income - Road Safety Training and Local Transport Improvements	(£0.150m)	
In house Transport Provision - Increased demand and cost	£0.300m	Additional Income - Highways Agreement (Adoption of Roads)	(£0.350m)	
<b>Highways &amp; Transport Portfolio - Total</b>	<b>£4.200m</b>		<b>(£3.100m)</b>	<b>£1.100m</b>

### Significant Financial Issues and Risks Arising

3. There are no significant issues to raise within this section.

### Financial Narrative on the Portfolio's Position

4. As at September, the Highways and Transport Portfolio is projecting a £1.1m overspend, a decrease of £0.4m when compared to June. Inflationary cost pressure remains the major issue within the budget this year.

5. **Street Lighting PFI** – The surge in demand for electricity following the recovery from the Covid-19 pandemic combined with the significant impact to energy markets from the war in Ukraine has led to a substantial increase in electricity prices. Purchasing through the LASER consortium has mitigated the worst of the market extremes; however, prices look set to increase by around 75% compared to last year, leading to a projected overspending of £3m against the budget.
6. The LED conversion programme, which is planned to start during 2022/23, would provide a degree of mitigation against the cost pressure by reducing energy consumption. The variation to the PFI contract has yet to be finalised and agreed, but it is possible that some financial benefit could be delivered this year.
7. The Government’s recently announced Non-Domestic Energy Bill Relief Scheme is not expected to materially change the projection because the rates secured through the LASER consortium are expected to be comparable to those delivered through the scheme. Further analysis of this will be undertaken as more detailed information becomes available.
8. **Traffic Signals.** The electricity price increases have also affected the traffic signals budget, where an overspending of £0.3m is projected.
9. **Highways Maintenance.** The high level of inflation has led to pressure within the Highway Maintenance budget, with an overspending of £0.6m currently projected at year-end.
10. Whilst a significant investment of £2.6m for highway maintenance works and supporting resource was included in the budget for 2022/23, it is not possible to deliver all programmed work within budget given the level of cost increase experienced on contracts and throughout the supply chain.
11. The additional investment is being utilised to deliver a range of essential works to reduce risk and maintain safety on the highway network, including maintenance of bridges and structures, additional drainage cleansing, ditch clearance, sign cleaning and a ragwort weed survey and treatment programme.
12. **In House Transport Provision.** Increased Demand and Cost. An overspending of £0.3m is projected within the In-House Transport budget, reflecting a combination of increased demand for internally provided home to school transport and inflationary pressure on running costs.
13. **Public Transport Support.** Bus operators continue to face the challenges of high fuel costs and increasing wage demands in order to be able to recruit and retain staff. The support provided under the English National Concessionary Travel Scheme maintains a degree of stability, however, inflationary pressure is now affecting this budget.
14. Cost increases are currently leading to a projected overspending of £0.3m, which is so far mitigated within the budget through the use of grant and other one-off external funding. It is unlikely to be possible to continue to fully mitigate this pressure, which is expected to increase further on routes that are due to be retendered later in the year. The position will continue to be kept under review and further updates will be provided in future reports.



15. **National Concessionary Fares.** Payments to bus operators under the English National Concessionary Travel Scheme during the Covid-19 period were maintained based on pre-pandemic patronage but adjusted for reductions to service mileages. This led to underspending of £1.2m in 2020/21 and £1.1m in 2021/22.
16. The approach in 2022/23 continues the same reimbursement arrangement for the first nine months of the year, before moving to being based upon actual patronage from January 2023. This balances the need to continue to provide support to the sector with the incentivisation of operators to actively promote a return to bus travel, progressing a transition to normalised future arrangements.
17. The reimbursement cost forecast reflects these arrangements and continues to suggest a year-end underspending of £2.0m. This recognises the likely lower level of reimbursement in the final quarter of the year and reflects a freeze on fare levels reimbursed whilst support continues to be provided.
18. **Additional Income Generation.** Income generation across the portfolio has exceeded budgeted assumptions in recent years and this is expected to continue, with an estimate of £1.1m included within the current projection. This includes income from street works charges to utility and telecommunication providers as well as income from highways fees and charges.
19. **On Street Parking.** Income from controlled parking zones remains lower than previously expected before the Covid-19 pandemic, whilst operational costs have continued to increase. The impact of this will continue to be monitored through the second half of the year as emerging parking behaviour becomes clearer.

### **Covid-19 Expenditure Update**

20. As the pandemic continues, there remains a need to provide quality services and assistance to residents. Within the Highways and Transport Portfolio, some final invoices relating to 2021/22 Covid-19 highways costs have been received. This has led to £0.040m of the non-ringfenced Covid-19 grant being earmarked for 2022/23.
21. In addition, ringfenced grants of £0.021m Active Travel Grant and £0.171m Emergency Active Travel Grant were carried forward from 2021/22 and are planned to be spent in year in accordance with the grant conditions.

### **Savings Delivery Update**

22. The portfolio has a number of savings outstanding from previous financial years. Details of these savings are included in the table below:

Saving Activity	Savings to be Delivered in 2022/23 £000	September 2022		Narrative
On street parking	376	376	A	Pay and display income and uptake of parking permits were affected by the Covid-19 pandemic in 2021/22. Income levels to be monitored in 2022/23 as post pandemic parking behaviour becomes clearer.
Charge for monitoring travel plans	50	50	G	

**Savings Key:**

**R** Significant Risk    **A** At Risk    **G** On Track    **B** Delivered

## Capital Programme

### Performance Summary - Capital

23. There are 23 schemes within the portfolio. 18 of the schemes in delivery are rated green, indicating that the project is reporting to plan. Two are rated as amber, indicating that there is an issue but that it can be dealt with by the project manager or project delivery team, one scheme is reporting as red, indicating that there is a significant issue requiring corrective action and two schemes are within their final retention phase. An update on the progress of the schemes not rated green are detailed in the table below:

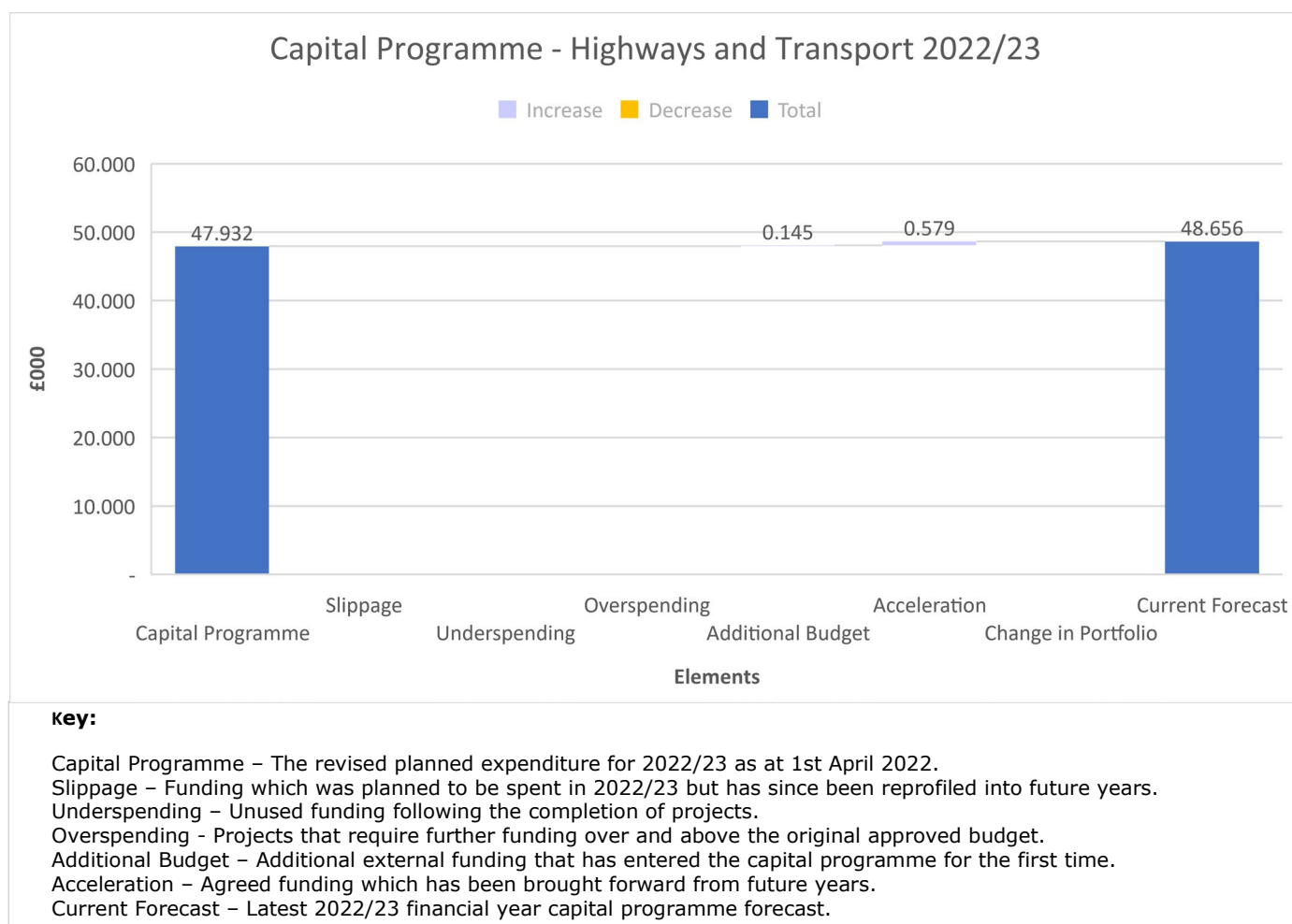
Scheme	RAG Status at Sep 2022	Reason	Latest RAG Status	Updated Position
A29	<b>RED</b>	Cost pressure.	<b>RED</b>	Options being considered.
A259 Phase 1 (Littlehampton Corridor)	<b>AMBER</b>	Cost pressure.	<b>AMBER</b>	Option to go forward as a Key Decision.
LED Streetlight Conversion	<b>AMBER</b>	Protracted legal PFI Contract negotiation and associated Deed of Variation.	<b>AMBER</b>	Awaiting DfT clarification on final point in the Deed of Variation.

### Finance Summary - Capital

24. The capital programme; as approved by County Council in February 2022, agreed a programme totalling £49.790m for 2022/23. £1.858m of budget, originally profiled to spend in 2022/23, was accelerated into 2021/22, revising the capital programme to £47.932m.

25. Since this time, the profiled spend has increased overall by £0.724m, to give a current year end projection for 2022/23 of £48.656m. Of this increase,

£0.579m relates to projects where funding has been accelerated from future years and £0.145m of additional budget.



26. Details of the financial profiling movements within the capital programme between July and September are as follows:

- **Acceleration: £0.579m. Movement since Q1 report: £0.579m.**
  - **A29 Realignment, Arun Phase 1 - £0.492m.** Additional demolition works are now required and will be carried out by the main contractor, these additional works are funded from an external contribution.
  - **West of Horsham - £0.087m.** Budget has been accelerated from future years to 2022/23 to cover main contractor compensation events and reflect retention in 2022/23.
  
- **Additional Budget: £0.145m. Movement since Q1 report: £0.145m.**
  - **Annual Works Programme - £0.071m** - Grant award from Natural England for Public Rights of Way schemes has been added to the in-year Annual Works Programme block allocation.

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- **A259 Bognor to Littlehampton - £0.053m** - Addition of Arun District Council funding of £0.053m to develop a strategic traffic model.
- **Active Travel Fund - £0.021m.** Travel Demand Management grant added to the Active Travel Fund programme of works.

27. The latest Capital Programme Budget Monitor is reported in **Appendix 3**.

## **Risk**

28. There are no corporate risks assigned to this portfolio. Risks allocated to other portfolios are specified within the respective portfolio sections. Further detail on all risks can be found in **Appendix 4** - Corporate Risk Register Summary.

## Corporate Risk Register Summary - September 2022

### CR11

Current Score  
**25**

Target Score  
**8**

Initial Score  
**20**

Risk Change  
**Unchanged**  
➡

#### Risk Description

As a result of skill shortages across various sectors, and less attractive employment offers in comparison to other organisations and locations (amplified by the current cost of living situation), there is a risk that we will not be able to recruit and retain sufficient numbers of qualified/experienced staff to manage and deliver quality services.

#### Date Risk Raised

01/03/2017

#### Risk Owner

Director of Human Resources & Org Dev

#### Risk Strategy

Treat

#### Risk Control/Action

#### Target Date

Benchmarking of salaries against peers to attract and retain talent for key areas.	01/09/2022
Conduct planning session with HR team to review current recruitment practices, and meet with key stakeholders to develop comprehensive plan to address areas needing improvement.	01/09/2022
Develop alternative arrangements to attract candidates for hard to recruit to roles including the use of specialist third party search agencies.	01/02/2023
Development and regular communication of comprehensive employee value proposition to support recruitment and retention.	01/03/2023
Longer term strategies for addressing recruitment issues e.g. apprenticeships, growing our own.	ongoing
Produce Directorate Workforce Plans, in collaboration with services, to identify skills, capacity and capability requirements (current and future). Including succession planning for key roles, and defining training and career pathways to support recruitment and retention.	ongoing
Restructure of HR Resourcing function to ensure it better fits how recruitment now needs to be undertaken	01/03/2023

### CR58

Current Score  
**25**

Target Score  
**9**

Initial Score  
**25**

Risk Change  
**Unchanged**  
➡

#### Risk Description

The care market is experiencing an unprecedented period of fragility, particularly due to staff shortages and increasing demand. This has been further exacerbated by COVID19. If the current and future commercial/economic viability of providers is not identified and supported, there is a risk of failure of social care provision which will result in funded and self-funded residents of West Sussex left without suitable care.

#### Date Risk Raised

05/09/2018

#### Risk Owner

Director of Adults and Health

#### Risk Strategy

Treat

#### Risk Control/Action

#### Target Date

Review capacity of residential and non-residential services to ensure service availability and to support identification of contingencies if needed.	ongoing
Regular review of care homes business continuity arrangements to address government vaccination directive.	ongoing
Provision of regular support and communication to care homes to monitor financial sustainability (increased engagement during COVID-19 pandemic to monitor Infection Control Grant).	ongoing
In the event of an incident, ensure the consistent implementation of Emergency Response Plans, including a full de-brief and lessons learned.	ongoing
Financial analysis of high risk provision - due diligence checks.	ongoing
Completion of Fair Cost of Care exercise and draft Market Sustainability Plan in order to identify fair costs for care provision to support sustainable markets, and in preparation for Adult Social Care Reforms.	01/10/2022
Collection of market information on Firefly. Analysis of information and appropriate level of quality assurance response.	ongoing

## CR39a

Current Score	Target Score	Initial Score	Risk Change
<b>25</b>	<b>16</b>	<b>20</b>	<b>Unchanged</b> ➡

**Risk Description**

Cyber threat is an evolving, persistent and increasingly complex risk to the ongoing operation of County Council. There is a risk of a successful cyber attack directly from external threats; or indirectly as a consequence of members or staff falling prey to social engineering or phishing attacks. The potential outcome may lead to significant service disruption and possible data loss.

Date Risk Raised	01/03/2017
Risk Owner	Director of Finance & Support Services
Risk Strategy	Treat

Risk Control/Action	Target Date
Conduct tests including penetration, DR and social engineering. (conducted 6 monthly)	ongoing
Ensure that cyber-attack is identified early, that reporting & monitoring is effective, and recovery can be prompt.	ongoing
Improve staff awareness of personal & business information security practices & identification of cyber-security issues. Continued actions due to evolving threats.	ongoing
Maintain IG Toolkit (NHS) & Public Service Network security accreditations.	ongoing
Provide capacity & capability to align with National Cyber-Security centre recommendations.	ongoing
Regular review, measurement and evaluation of corporate (technological/process) / organisational (behavioural) response to current and emerging cyber threats, where applicable to undertake pertinent actions to mitigate risks identified.	ongoing
Transition to a controlled framework for process and practice.	ongoing

## CR22

Current Score	Target Score	Initial Score	Risk Change
<b>20</b>	<b>12</b>	<b>16</b>	<b>Unchanged</b> ➡

**Risk Description**

The financial sustainability of council services is at risk due to uncertain funding from central government, level of inflation impacting on service delivery, and/or failure to make the required decisions to ensure the budget is balanced. This has been compounded further with the COVID-19 crisis.

Date Risk Raised	01/03/2017
Risk Owner	Director of Finance & Support Services
Risk Strategy	Treat

Risk Control/Action	Target Date
Financial impacts arising from the Covid-19 national emergency need to be reflected and addressed within the PRR and MTFS as appropriate.	ongoing
Monitor the use of additional funds made available to improve service delivery.	ongoing
Pursue additional savings options to help close the budget gap.	ongoing

# CR61

Current Score  
**15**

Target Score  
**10**

Initial Score  
**25**

Risk Change  
**Unchanged**  
➡

Risk Control/Action	Target Date
Implement Practice Improvement Plan (PIP). Improvement Plans include management development and HCC intervention.	ongoing
Provide proactive improvement support to services to assure effective safeguarding practices.	ongoing

## Risk Description

A 'serious incident' occurs resulting in the death or serious injury of a child where the Council is found to have failed in their duty to safeguard, prevent or protect the child from harm.

Date Risk Raised  
**01/06/2019**

Risk Owner  
Director of Children, Young People and Learning

Risk Strategy  
**Treat**

# CR69

Current Score  
**15**

Target Score  
**10**

Initial Score  
**25**

Risk Change  
**Unchanged**  
➡

Risk Control/Action	Target Date
Continue to work with Hants CC as a partner in practice to improve the breadth of children's service.	ongoing
Deliver Children First Improvement Plan.	ongoing
Implement the Children First Service transformation model	ongoing

## Risk Description

If the council fail to make the necessary improvements to progress from the previous 'inadequate' rating, there is a risk that children's services will fail to deliver an acceptable provision to the community.

Date Risk Raised  
**01/03/2020**

Risk Owner  
Director of Children, Young People and Learning

Risk Strategy  
**Treat**

# CR74

Current Score  
**15**

Target Score  
**10**

Initial Score  
**15**

Risk Change  
**Unchanged**  
➡

Risk Control/Action	Target Date
Focus resource onto managing provider relationships to improve contract management.	ongoing
Regular communication and engagement with providers on programme development/progress, and strategic direction/consequences of changes.	ongoing
Service commitment to undertake re-procurement if and when required	ongoing
Subject to appropriate approvals, opening up the Contingency Contract wider for providers to work with the Council in the interim	ongoing
Update the 2009 contract terms and conditions by variation where these are significantly out of date	01/10/2022

## Risk Description

The overdue re-procurement of care and support at home services has been further postponed, meaning the contractual arrangements are non-compliant, inefficient to manage, difficult to enforce and present a risk of challenge and CQC criticism . The delay is to enable more time for the market to stabilise, to complete service reviews and to allow imminent legislative changes to take effect.

Date Risk Raised <b>01/04/2022</b>
Risk Owner <b>Director of Adults and Health</b>
Risk Strategy <b>Treat</b>

# CR72

Current Score  
**12**

Target Score  
**8**

Initial Score  
**20**

Risk Change  
**Unchanged**  
➡

Risk Control/Action	Target Date
Develop and publish a market position statement to be sent out to care providers and other LA's to engage them in placements and requirements, in line with the needs of children.	01/09/2022
Escalate to Assistant Directors and Exec Director any situation where a child or young person is at risk of being without a registered provision when they require one.	ongoing

## Risk Description

The government have stipulated that from 9 Sep 2021 children in care under 16 will not be allowed to be accommodated in unregulated placements. This has strengthened existing regulations that stipulate that all children and young people who require residential care must be placed within registered children's homes. Due to a local and nationwide shortage of registered provision there is a risk that these children and young people will not be cared for in settings that best meet their needs, which could lead to safeguarding concerns and enforcement action against the providers of unregistered homes and local authorities.

Date Risk Raised <b>01/08/2021</b>
Risk Owner <b>Director of Children, Young People and Learning</b>
Risk Strategy <b>Treat</b>



# CR73

Current Score  
**12**

Target Score  
**8**

Initial Score  
**12**

Risk Change  
**Unchanged**  
➡

## Risk Description

If there is a failure to adequately prioritise, finance and resource our efforts to deliver on WSCC Climate Change commitments (e.g. 2030 Carbon Neutrality), there is a risk that there will be insufficient capacity and capability to complete the necessary actions within the required timeframes. This will lead to prolonged variations in weather and adverse impacts on WSCC service provision.

Date Risk Raised  
**01/01/2022**

Risk Owner  
**Director for Place Services**

Risk Strategy  
**Treat**

Risk Control/Action	Target Date
Align pipeline of projects for existing and future funding opportunities	ongoing
Built into county-wide Business Planning and budgeting process	ongoing
Clear prioritisation of CC Strategy delivery within Our Council Plan	ongoing
Existing estate & infrastructure made climate change resilient & future developments designed to be as low carbon & climate change resilient	ongoing
Recruitment and training policy to ensure all staff & elected members are suitably informed on climate change issues & that specialist skills are embedded through recruitment & training to enable delivery	ongoing
SMART programme of actions based on clear definitions and metrics	ongoing

# CR68

Current Score  
**10**

Target Score  
**10**

Initial Score  
**25**

Risk Change  
**Unchanged**  
➡

## Risk Description

The government have relaxed COVID-19 restrictions, however there are still requirements for Local Authorities to support the management of the COVID-19 pandemic. If there is a resurgence in COVID-19 infections and local (county or district) responsibilities are prolonged or additional measures imposed, there is a risk services will fail to deliver existing work plans due to staff responding to the impact of the pandemic, or staff shortages due to sickness.

Date Risk Raised  
**01/03/2020**

Risk Owner  
**Chief Executive**

Risk Strategy  
**Tolerate**

Risk Control/Action	Target Date
Develop communications when required to manage expectations of staff and residents on WSCC response position.	ongoing
Regular engagement with MHCLG and ensure information and direction is discussed and implemented through the Strategic Coordinating Group (SCG-Gold) and Tactical Coordination Group (TCG-Silver).	ongoing
Review and update business continuity and service critical plans.	ongoing
Services to consider impacts should government impose restrictions (via tier system) at a district level as opposed to county.	ongoing
To continue to lobby government groups to influence funding decisions.	ongoing

## CR39b

Current Score	Target Score	Initial Score	Risk Change
9	9	20	Unchanged ➡

### Risk Description

Data protection responsibilities. The Council is a Data Controller and has obligations and responsibilities arising from that role. Council needs resources, skills, knowledge, systems and procedures to ensure obligations are met.

Date Risk Raised  
01/03/2017

Risk Owner  
Director of Law & Assurance

Risk Strategy  
Tolerate

Risk Control/Action	Target Date
Adopt ISO27001 (Information Security Management) aligned process & practices.	ongoing
Enable safe data sharing, including using appropriate data standards & appropriate anonymization techniques.	ongoing
Ensure the skills and knowledge is available to support Caldicott Guardian in ASC.	ongoing
Maintain IG Toolkit (NHS) & Public Service Network security accreditations.	ongoing
Review IT systems implemented prior to 25 May 2018 to confirm compliance with updated regulations.	ongoing
Test the effectiveness of DPIA	ongoing
Undertake Data Privacy Impact Assessments (DPIA) when systems or processes change and carry out resulting actions.	ongoing

## CR50

Current Score	Target Score	Initial Score	Risk Change
9	6	20	Unchanged ➡

### Risk Description

WSCC are responsible for ensuring the HS&W of its staff and residents. There is a risk that if there is a lack of H&S awareness and accountability by directorates to capture and communicate in accordance with Council governance arrangements, it will lead to a serious health & safety incident occurring.

Date Risk Raised  
01/03/2017

Risk Owner  
Director of Human Resources & Org Dev

Risk Strategy  
Treat

Risk Control/Action	Target Date
Conduct a training needs analysis, produce gap analysis to understand requirements and produce suitable courses as a consequence.	ongoing
Develop and introduce a more comprehensive risk profile approach and front line service based audits.	ongoing
Incorporate HS&W information into current performance dashboard.	ongoing
Purchase, develop and introduce an interactive online H&S service led audit tool.	ongoing
Regular engagement with other LA's on best practice and lessons learned.	ongoing
Regular engagement with services to ensure H&S responsibilities continue to be fully understood and embedded in BAU activities.	ongoing

# CR7

Current Score	Target Score	Initial Score	Risk Change
<b>8</b>	<b>4</b>	<b>16</b>	<b>Unchanged</b> ➔

## Risk Description

**There are governance systems which inhibit effective performance and a culture of non-compliance and also a lack of standardisation in some systems and processes. Skills and knowledge of systems inadequate and excessive effort required for sound decisions and outcomes.**

Date Risk Raised	01/12/2019
Risk Owner	Director of Law & Assurance
Risk Strategy	Treat

Risk Control/Action	Target Date
Audit plan focussing reviews on key corporate support systems to identify areas in need of improvement.	ongoing
Data on areas of non-compliance used to inform Directors to enforce compliance with standards.	ongoing
Guidance to CMT on governance. Schedule and deliver associated training	ongoing
Regular compliance monitoring and active corporate support when non-compliance happens to establish better practice.	ongoing

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## Proposed Amendments to KPIs on the Council Plan

Existing Measure Description	Existing Baseline (Date)	Existing 2022/23 Target	Existing 2023/24 Target	Existing 2024/25 Target
Percentage of suspected scam victims, identified to WSCC by the National Trading Standards Scams Team, receiving a pro-active intervention from the Trading Standards Service.	100% June 2022	100%	100%	100%
Proposed Measure Description	Proposed Baseline (Date)	Proposed 2022/23 Target	Proposed 2023/24 Target	Proposed 2024/25 Target
<b>REMOVE</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<p><b>Business Case for Change</b></p> <p>Due to matters beyond our local control, we will no longer be receiving the quantity of new referrals from the National Trading Standards Scam team around which this performance measure was based. Therefore, it is not a robust Protecting The Vulnerable KPI moving forward that reflects the work of the Trading Standards Service in this area.</p> <p>Currently looking to develop a KPI based around the effectiveness of scam prevention visits that the Service will be proactively undertaking to households that have been identified to us by Fire and Rescue Service and their programme of 'safe and well' visits.</p>				





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## How to Read the Performance and Resources Report

The Performance and Resources Report is separated into three sections:

- a. **Summary Report** – This is an overall summary of the County Council’s performance for the latest quarter, including:
  - Performance highlights of the County Council’s priorities,
  - Overview of the revenue and capital financial outlook across the organisation,
  - Key corporate risks with a severity graded above the set tolerance level,
  - The latest workforce overview.
- b. **Sections by Portfolio (Sections 1-10)** – There is a separate section for each Portfolio:
  - Section 1 – Adults Services
  - Section 2 – Children’s and Young People
  - Section 3 – Learning and Skills
  - Section 4 – Community Support, Fire and Rescue
  - Section 5 – Environment and Climate Change
  - Section 6 – Finance and Property
  - Section 7 – Highways and Transport
  - Section 8 – Leader
  - Section 9 – Public Health and Wellbeing
  - Section 10 – Support Services and Economic Development

Each Portfolio covers the following aspects in detail which enables the Section to be viewed as a stand-alone report:

- Updates of the performance KPIs agreed in Our Council Plan and the action taking place, including Climate Change  performance measures.
- The KPI measures compare the last three periods - this may be quarterly, annually or other time periods (depending on how regularly data is released); however, each measure will explain the reporting period.
- The arrows on the KPI measures represent the direction of travel compared to the previous quarter:
  - A green upward arrow  shows that performance is improving,
  - A red downward arrow  shows performance is worsening, and,
  - An amber horizontal arrow  shows no change to performance.
- Overview of the revenue financial position, risks and issues and savings update.
- Overview of the capital financial position and latest capital performance.
- Details of the corporate risks which have a direct impact on the specific portfolio.

c. **Supporting Appendices** – Other documents within the report include:

- Appendix 1 – Revenue Budget Monitor and Reserves
- Appendix 2 – Service Transformation
- Appendix 3 – Capital Monitor
- Appendix 4 – Corporate Risk Register Summary
- Appendix 5 – Workforce
- Appendix 6 – Children First Improvement Plan
- Appendix 7 – Fire and Rescue Improvement Plan

## Scrutiny Committee Documents

The relevant elements of the Performance and Resources Report will be made available to Scrutiny Committees prior to being considered by Public Cabinet.

A detailed matrix of the Performance and Resources Report's Sections and Appendices by Scrutiny Committee responsibility is shown below.

The areas in 'dark green' indicate the Scrutiny Committees areas of responsibility and the areas in 'light green' denote areas of the report which should be included in the Committee papers for context and consideration where appropriate.

### PRR Matrix – Documents for Scrutiny Committees

		CYPSSC	HASC	CHESC	FRSSC	PFSC
Summary Report						✓
Section 1	Adults Services Portfolio		✓			✓
Section 2	Children and Young People Portfolio	✓				✓
Section 3	Learning and Skills Portfolio	✓				✓
Section 4	Community Support, Fire and Rescue Portfolio			✓	✓	✓
Section 5	Environment and Climate Change Portfolio			✓		✓
Section 6	Finance and Property Portfolio					✓
Section 7	Highways and Transport Portfolio			✓		✓
Section 8	Leader Portfolio					✓
Section 9	Public Health and Wellbeing Portfolio		✓			✓
Section 10	Support Services and Economic Development Portfolio					✓
Appendix 1	Revenue Budget Monitor and Reserves					✓
Appendix 2	Service Transformation					✓
Appendix 3	Capital Monitor					✓
Appendix 4	Corporate Risk Register Summary	✓	✓	✓	✓	✓
Appendix 5	Workforce					✓
Appendix 6	Children First Improvement Plan Update	✓				✓
Appendix 6	Fire and Rescue Improvement Plan Update				✓	✓

<b>KEY:</b>
Specific Committee Responsibility
To Be Included In Committee Papers



**Key decision: Yes**  
**Unrestricted**  
**Ref:**

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## **Report to Communities, Highways and Environment Scrutiny Committee**

**18 November 2022**

### **West Sussex Speed Limit Policy Review**

**Report by Assistant Director (Highways, Transport and Planning)**

**Electoral division(s): All**

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#### **Summary**

An Executive Task and Finish Group (TFG) on behalf of the Cabinet Member for Highways and Transport has discussed and considered a revision of the speed limit policy for West Sussex. The aim of the revision is to support recent changes made to the Highway Code, assist in the national drive for increased levels of active travel and to help to improve road safety for vulnerable road users. The proposed amendments are also in support of the West Sussex Transport Plan and West Sussex Road Safety Framework.

#### **Focus for Scrutiny**

Members are asked to:

1. consider the implications of the changes to the speed limit policy in particular as it relates to supporting vulnerable road users.
  2. provide feedback to the Cabinet Member for Highways and Transport and the Traffic Management and Road User Safety TFG.
- 

#### **Proposal**

##### **1 Background and context**

- 1.1 A key objective of the Council's Plan is to keep people safe from vulnerable situations. In support of this, the West Sussex Transport Plan (WSTP) vision includes provision for providing a safer, cleaner more accessible transport network through encouraging active travel and access to shared transport. The WSTP is supported by various strategies including the West Sussex Road Safety Framework. One of the actions in the WSTP is to review the speed limit policy in support of these ambitions.
- 1.2 Whilst the overriding responsibility for speed setting remains with drivers, managing average traffic speeds via speed limits are an action that the

Council can take to contribute to the overall approach to improve road safety and help to reduce Killed and Serious Injury (KSI) collisions.

- 1.3 Speed enforcement is carried out by Sussex Police via police officers working as part of the Sussex Safer Roads Partnership (SSRP) of which WSCC is a partner. Much of the enforcement is via fixed and mobile speed cameras at pre-approved sites. Many offenders are offered a nationally agreed and accredited training course as an alternative to a fine and points. Such courses are delivered by West Sussex County Council (WSCC) for the whole of Sussex. The County Council also contributes to wider traffic enforcement to improve safety for example parking control or enforcement of works on the highway.
- 1.4 The current West Sussex Speed Limit policy (Appendix 1) which supports the West Sussex Road Safety Framework was last formally reviewed and amended in 2010/11. To assist in the delivery of the WSTP, the Cabinet Member for Highways and Transport agreed to review both the Road Safety Framework and Speed Limit Policy. A Traffic Management and Road User Safety Executive Task and Finish Group (TFG) of five cross-party Members was convened and identified that the speed limit policy was the first element to review. The outcome of their deliberations has resulted in proposed revisions to the Speed Limit Policy.

## **2 Proposal details**

- 2.1 The draft revised policy is attached as Appendix 2. This new approach remains based on the fundamental principles described in national guidance on setting local speed limits [Circular Roads 1/13](#) but intends to allow for greater flexibility. National guidance already allows for consideration of road user mix on speed limit setting. The revised policy expands on this principle via adoption of a functional hierarchy as a key determinant in place of the development frontage (i.e. the extent to which there are properties located at the side of the road) approach in the County Council's existing policy.
- 2.2 Functional hierarchy is defined as the way in which the route is used by a mix of motorised traffic and vulnerable road users (VRUs). VRUs are classified as pedestrians, cyclists, and equestrians. Using functional hierarchy as a means to determine a speed limit supports recent changes to the highway code which places a greater emphasis on vulnerable road users.
- 2.3 In addition, the revised policy relaxes the use of average speed measurements in the determination of new speed limits. For example, the maximum existing average traffic speed suitable for a 30mph speed limit before additional engineering measures are considered increases from 33mph to 35mph.
- 2.4 The County Council is one of a number of highway authorities that have either amended their approach to speed limit setting or are in the process of doing so. Discussions with both Surrey and Oxfordshire County Councils allows learning from their experience albeit it may be 3-5 years before any changes to KSIs are known. Both have adopted a pro-active implementation backed by additional funding and whilst all changes to the road environment promote various views, their experience is, on balance, positive. It should be noted that the County Council's approach differs on various elements, for

example the proposed delivery mechanism is through the existing Community Highway Scheme process and therefore requires no new funding or resource.

- 2.4 Existing traffic speeds will still be taken into consideration when assessing roads for a lower speed limit to guide whether additional speed reduction measures need to be installed. The maximum average speed traffic can travel at within each speed limit band has been revised to allow more speed limits to be installed without the need for additional measures, which can often be costly to install and maintain.
- 2.5 Poorly observed speed limits do not assist in improving matters for vulnerable road users. The policy therefore retains the need to consider additional measures in support of such users where compliance with a proposed limit is of concern. The revised policy includes guidance on the types of measures that might be installed.
- 2.6 The policy explains the typical speed limits that would be appropriate for the functional use of the route, providing for the use of lower speed limits where people live, where VRUs are more prevalent and where there is greater risk of collisions. In doing so it also provides opportunity to consider lower speed limits on rural routes where the need is identified either due to functional hierarchy or to address an identified road safety concern.
- 2.7 Speed limits will be assessed against these criteria as and when new requests are made and will not be applied retrospectively.
- 2.8 A summary of the revisions is shown in Appendix 3.

### **3 Other options considered (and reasons for not proposing)**

- 3.1 There was an option to leave the current speed limit policy unchanged, but it is considered this no longer adequately assists in meeting aspirations of the WSTP or to deliver a Safe System approach to road safety.
- 3.2 The option to introduce a countywide review of all existing speed limits was considered but rejected as it would be extremely costly and likely to take many years to be completed.

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

- 4.1 The proposals have been discussed and agreed by the Executive TFG Members and discussed with the South Downs National Park Authority.
- 4.2 A meeting was also held between the Leader, the Cabinet Member for Highways and Transport, the Chief Constable and the Police and Crime Commissioner. It is understood that Sussex Police do not have additional capacity to enforce significant numbers of new and / or lower speed limits.
- 4.3 There is no statutory requirement to undertake public consultation; for specific speed limit proposals, a statutory public consultation is built into the Traffic Regulation Order (TRO) process as is the case for all specific traffic management proposals. There was public consultation on the WSTP which included the plans for revising the speed limit policy and the change is

essentially a technical one affecting how the County Council manages a speed limit change.

**5 Finance**

5.1 There are no immediate financial implications associated with revising this policy. Each speed limit request will be dealt with via the Community Highway Scheme and Traffic Regulation Order (TRO) process, as is currently the case. This process allows for a fixed number of TROs each year which is funded via the Integrated Transport Block. Should there be additional significant pressure to reduce many speed limits in line with the new policy it may be necessary to review resources required to process the TROs.

5.2 Parish/town councils may wish to utilise funds, including S106/Community Infrastructure Levy, to make a contribution towards costs.

5.3 The effect of the proposal:

**(a) How the cost represents good value**

Current figures indicate the cost of a fatal collision is £2,120,669 and a serious collision is £246,109. These costs fall on a range of stakeholders including the emergency services, rather than directly on the County Council. Reducing the number and/or severity of road traffic collisions therefore also represents value for money to the wider community.

**(b) Future savings/efficiencies being delivered**

This proposal has no impact on future savings or efficiencies being delivered.

**(c) Human Resources, IT and Assets Impact**

This proposal has no impact on human resources, IT or assets

**6 Risk implications and mitigations**

<b>Risk</b>	<b>Mitigating Action (in place or planned)</b>
Increased requests for community led TROs to review speed limits	More resource and a programme to deliver community TROs may need to be considered.
Lack of enforcement resource	Sussex Police is the enforcement authority for speed limits and this is undertaken with support of the Sussex Safer Roads Partnership (of which WSCC is a Partner). SSRP contributes to the identification and delivery of enforcement opportunities.  Speed reduction measures may need to be considered and provided as part of the implementation of individual speed limits.
Reputation of the County Council if Police advice not followed.	All new speed limit requests include statutory consultation with Sussex Police which will include the opportunity to discuss speed reduction measures as part of the proposals.

## **7 Policy alignment and compliance**

- 7.1 Traffic travelling at lower speed limits may reduce pollution and encourage more active travel contributing to climate change and improved public health. There will also be benefits to vulnerable road users, particularly those with mobility problems where traffic speeds can be reduced.
- 7.2 Speed limits require the making of a Traffic Regulation Order, which is subject to separate governance and legal processes, including periods of public consultation. Every speed limit reduction would therefore be subject to its own evaluation against Council policy and overarching legal responsibilities.

Matt Davey

**Assistant Director (Highways, Transport and Planning)**

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[Chris.stark@westsussex.gov.uk](mailto:Chris.stark@westsussex.gov.uk)

### **Appendices**

Appendix 1 – Current West Sussex Speed Limit Policy

Appendix 2 – Draft West Sussex Speed Limit Policy

Appendix 3 – Comparison between existing and revised Policy

### **Background papers**

None

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West Sussex County Council

SPEED LIMIT POLICY (2010)

1. Introduction

1.1 The speed management strategy was adopted in August 2000 and amended in February 2002. The strategy included revised speed limit criteria, supported by Sussex Police, which modified the previous criteria adopted in 1993. Recent guidance from DfT in 2006 has been taken into account in updating the criteria to reflect current views on the setting and evaluation of speed limits. This policy includes criteria for the setting of speed limits. A key objective in the national document is to achieve compliance such that average (mean) speeds are within or close to the set limit.

1.2 Speed limit criteria are used for setting speed limits aimed at responding to speed limit violation and public concern about traffic speed, and contributing towards the overall strategy for speed management as part of the Road Safety Strategy within the West Sussex Transport Plan. The aim is to encourage consistency of setting speed limits throughout the County, to encourage understanding and compliance by drivers. The speed limit criteria incorporate two principal factors for assessment:

- traffic speed (speed assessment)
- character of the route (route assessment)

1.3 Other factors to be taken into account are:

- the length of the route for the speed limit,
- the rate of injury accidents along the route,
- other means of intervention to improve safety.

1.4 The impact of the revised criteria will be to enable more appropriate speed limits where people live, particularly in rural villages, and where there are significant numbers of vulnerable road users\*, such as outside schools.

1.5 Speed limits should not be used to attempt to solve the problem of isolated hazards, such as a single road junction or reduced forward visibility such as a bend. The setting of speed limits should avoid departure from evidence based proposals leading to the introduction of inappropriate speed limits which are unlikely to be understood or complied with by drivers. This would result in increased numbers of drivers exceeding the posted speed limits, thereby breaking the law, and causing excessive resource implications for enforcement.

\*Note: Vulnerable road users include pedestrians (particularly children, the elderly and disabled), cyclists and equestrians.

**1.6 However County Councillors consider that not enough is being done to address the concerns of residents in villages. Therefore at the County Council meeting on 12 February, 2010, Councillors voted to amend the policy. The decision was to:-**

- **promote the aim to have 30mph in all villages**
- **remove the requirement to link the decision to actual speeds**
- **give CLCs more scope and opportunities to recommend lower limits, and**
- **give priority to villages with an existing 40mph.**

**1.7 The following policy and criteria reflects the national guidance, except relating to villages with 40mph limits where the decision referred to in 1.6 above gives CLC the option to over-ride it in order to promote a 30mph limit.**

2. Revised Criteria- Assessment

2.1 Speed Assessment.

The average (mean\*\*) speeds appropriate for each speed limit are shown in Table 1. Note that the measurement of the existing average speed is rounded down to the nearest whole number before applying the specific criteria. (For example an average speed of 41.9 mph or less would qualify for a 40 mph limit).

Table 1 SPEED ASSESSMENT

<b>Speed Limit</b>	60	50	40	30	20
<b>Average Speed to be below</b>	62	52	42	33	24

\*\*Note: The term "mean speed" is a statistical reference and to avoid being over technical the term "average speed" is used instead.

2.2 Route Assessment

The route assessment is attached as Table 2 below. Key features are:

- For a 20mph limit, existing average speeds should be within the criteria, or measures should be provided to ensure that the criteria are met for the new limit.
- For a 30mph limit there should be at least 30% of the route length with frontage development on both sides of the road, or 50% of the route length with frontage development on one side of the road. In villages this may be interpreted as at least 20 properties having direct, individual access along the route (within a length of 600m or 400m, see Route Length Assessment below).
- For a 40mph limit there should be some frontage and/or frequent bends, junctions or accesses with regular daily use indicating a degree of potential conflict along the route.
- For a 50 mph limit there is no specific requirement for frontage access. Routes would be of a rural or suburban nature with few vulnerable road users present.

2.3 Route Length Assessment

The recommended minimum route length for a speed limit is 600m. In exceptional circumstances this may be reduced to 400m, for example when considering a compact village location along a route, or where appropriate as a "buffer" length to provide a transition to a much lower limit. If a buffer length of intermediate limit is provided, the maximum recommended length is 800m. Where multiple changes of speed limit occur along a route, intermediate lengths should not be less than 600m. The objective should be to achieve a balance between providing reasonable consistency of speed limit along the route and the need to encourage awareness of lower speed limits appropriate for key sections of the route where risks are higher.



## 2.4 Injury Accident Rate

Routes with persistently high numbers of injury accidents will continue to be assessed for speed management including lower speed limits where other measures alone are insufficient to improve road safety. The existing weighting system (3 for fatal, 2 for serious, and 1 for slight injury) will continue to be used in assessing the "weighted casualty rate per kilometre". Route lengths with the highest weighted casualty rates per kilometre will be given priority for consideration of lower speed limits. In addition the "risk rating", measured as the number of fatal and serious accidents per billion vehicle kilometres, will also be considered when assessing priorities for intervention.

## 3. Intervention and Application of the Criteria

3.1 If the assessment criteria are not directly met the following factors may be taken into account:

- When the frontage aspect of the route assessment criteria is not met, but the area is of a sensitive or special nature or where there is significant risk to vulnerable road users, and the speed assessment criterion is met, then a lower limit may be considered.
- When the speed assessment criterion has not been met, but the route assessment criteria are met, if associated engineering or other speed reducing measures can be implemented to bring down average speeds sufficient so that the speed assessment criterion is met then a lower limit can be implemented.

3.2 A site would meet the criteria for a speed limit if:

- the speed assessment criterion (Para. 2.1) is met; or
- any necessary additional measures can be funded and implemented to ensure that the speed assessment criterion is met;  
and
- the route assessment criterion (Para. 2.2) is met;  
and
- the route length assessment criterion (Para. 2.3) is met.

3.3 Subject also to 3.2 above, a high casualty rate (see 2.4 above) would contribute to the justification of a lower limit of 50 mph, or exceptionally 40 mph, on rural roads.

**3.4 Due to the decision, referred to in 1.6 above, CLCs may promote a change from 40mph to 30mph in villages without associated engineering measures which would otherwise fall outside of these criteria.**

## 4. Advisory Limits

4.1 Advisory limits will only be used where formal (legal and enforceable) speed limits are not appropriate, or as part of a trial package of measures for speed management purposes. All advisory limits will require specific Cabinet Member approval, and will usually be limited to the following:

- Temporary speed limits implemented for safety reasons in advance of a permanent formal speed limit;
- School safety zones, where advisory limits of 20mph or 30mph may be applied in association with appropriate safety zone signing;
- When used as warning signs for specific hazards, used in accordance with national guidance and as part of a road safety scheme.

Agenda Item 7

Appendix 1

- 4.2 Where advisory limits are applied the speed limit criteria may be relaxed from the values in Table 1 by the addition of 3mph to the normal values. (For example, an average speed of 26.9 would be the maximum for the assessment and application of a 20mph advisory limit.)

**March 2010**

Table 2 ROUTE ASSESSMENT

SPEED LIMIT / CHARACTER OF ENVIRONMENT	TYPE AND CHARACTER OF ROAD AND TRAFFIC COMPOSITION
20 mph Speed Limit or Zone	
Access and local distributor roads. Residential, housing estates, shopping streets or routes near schools may be considered.	Either engineering measures have been undertaken to ensure that the average speed will be below 24 mph or the existing conditions control speed sufficiently. High proportion of vulnerable road users*.
30 mph Speed Limit	
Built up / partially built up areas. Properties with frontage access, e.g. schools, private and commercial premises. Proportion of route length with frontage / access usually exceeding 30% on both sides of the road, or 50% on one side of the road. May include less developed lengths between 30 limits which are too short for a higher limit.	(i) Urban streets. (ii) Roads through villages and identified rural settlements. Significant numbers of vulnerable road users*.
40 mph Speed Limit	
Partially built up areas with limited frontage access, or route lengths with frequent bends, junctions or accesses. May include undeveloped lengths between existing speed limits of 30 and 40, 40 and 40, or 40 and 50mph which are too short for a higher limit.	(i) Urban distributor roads. (ii) Roads through villages and identified rural settlements. (iii) Lengths of rural road identified as high risk and/or having high accident rates. A noticeable presence of vulnerable road users*.
50 mph Speed Limit	
Limited development and frontage access.	(i) Suburban or rural single carriageways. (ii) Suburban dual carriageways with frequent junctions, or frontage / development access. (iii) Lengths of strategic rural roads identified as having high accident rates. Few vulnerable road users*, or segregated crossing facilities, or controlled crossing facilities with appropriate speed management measures.
60 mph Speed Limit	
Limited development and frontage access.	(i) Suburban or rural single carriageways. (ii) Suburban dual carriageways with frequent junctions, or frontage / development access. Few vulnerable road users*, or segregated crossing facilities.

Note: \* Vulnerable road users include pedestrians (particularly children, the elderly and disabled), cyclists and equestrians.

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# Draft

# West Sussex Speed Limit Policy

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## 1 Introduction

- 1.1 A "Safe system" approach to road safety has been adopted by West Sussex County Council. This has a long-term goal for a road traffic system which is eventually free from death and serious injury. There are five key pillars to the Safe System approach:
  - Safe Road Use
  - Safe vehicles
  - Safe speeds
  - Safe roads and roadsides
  - Post-crash response.
- 1.2 Research indicates that reducing traffic speeds reduces the likelihood of a road traffic collision occurring and reducing the speed difference between those involved will reduce the severity of any injuries sustained in a collision.
- 1.3 The 2022 changes to the Highway Code introduced a "hierarchy of road users" which places those road users most at risk in the event of a collision at the top of the hierarchy and placed greater responsibility on those who pose the greatest risk to others (generally motorised traffic) to use the highway safely. The most vulnerable road users (VRUs) are pedestrians, cyclists and equestrians and exist in both urban and rural settings.
- 1.4 Setting speed limits with the aim of achieving safe driving speeds therefore plays an important role in making the public highway safer and reducing the risk of harm for all road users. Lower traffic speeds may also encourage more walking and cycling in support of our Active Travel Strategy, helping to make communities safer and more pleasant places to live, and to support local schools, shops, and businesses.
- 1.5 Effective speed management involves many components designed to work together to require, encourage and help road users adopt appropriate safe speeds below the speed limit. Speed limits should be self-explaining, encourage self-compliance and be seen as the maximum rather than a target speed at which to drive regardless of conditions.
- 1.6 Nationally there are three speed limits applicable in England:
  - The 30mph speed limit on roads with a system of street lighting (referred to as Restricted Roads)
  - The national speed limit of 60mph on single carriageway roads
  - The national speed limit of 70mph on dual carriageways and motorways.
- 1.7 These limits are not appropriate for all roads, so Department for Transport circular 1/2013 "*Setting Local Speed Limits*" provides advice and guidance to Traffic Authorities for developing speed management strategies suitable for local needs. Authority to make changes to speed limits is granted through the Road Traffic Regulation Act 1984 (RTRA) and in accordance with the current Traffic Signs Regulations and General Directions (TSRGD).
- 1.8 Though experience shows that changing to a lower speed limit on its own is not always successful in reducing the speed of traffic if the prevailing mean

speeds are much higher than the proposed lower limit, this should not preclude the option to consider a lower speed limit. However, speed limits alone should not be used to attempt to protect VRUs or to solve the problem of isolated hazards (such as single road junctions or reduced forward visibility such as a bend or hidden dip). In these circumstances if speed limits are to be used, they should be considered as part of a package of measures to manage vehicle speeds and improve road safety.

- 1.9 Changes to the highway, such as through narrowing, vertical speed reducing measures, realigning the road or additional road signs and markings may be required to encourage lower speeds in addition to any change in speed limit. Though these may be expensive, they are more likely to be successful in the long term in achieving lower speeds without the need for enforcement.

## **2 Speed Limit Assessments**

- 2.1 Assessing a road for an appropriate speed limit in West Sussex includes taking the following into account.

- Functional hierarchy of the route
- The length of the route to be subject to the speed limit
- Traffic speeds (speed assessment)
- Road Traffic Collision history
- Other means of intervention to improve road safety

- 2.2 The functional hierarchy / route assessment is initially undertaken to identify the typical speed limit appropriate for the route under consideration.

- 2.3 Although not essential to pursue a lower speed limit, a speed assessment of existing traffic flows must be undertaken. Most motorists will travel at a speed they consider to be appropriate based upon their assessment of the road environment and the prevailing conditions, so to understand how the existing road environment influences a driver's choice of speed on a particular section of road, an assessment of vehicle speeds is essential.

- 2.4 Where average speeds are higher than the criteria for each proposed speed limit indicated in section 2.3 and / or there is a high record of treatable road traffic collisions, further speed reduction measures or other road safety interventions may be required to ensure that the new speed limit is self-explaining. This is necessary to ensure the new limit is well respected and observed by the majority of drivers. Proposals will need to be discussed and agreed with the Assistant Director for Highways Transport and Planning in consultation with the Cabinet Member for Highways and Transport.

### **Functional hierarchy / route assessment**

- 2.5 Functional hierarchy relates to the way the road is being utilised by a mix of VRUs and motorised traffic. For example, roads in town centres will likely have a high number of pedestrians and cyclists mixing with a high volume of both local and through traffic, whereas a minor rural road may experience lower volumes of both VRUs and motorised traffic, but potentially at a higher speed and therefore pose a greater risk of more serious injury.

2.6 The functional hierarchy / route assessment is therefore used to assess the functional use of the public highway and to determine where a particular speed limit is likely to be appropriate. The typical functional use is set out in Table 1.

Speed Limit	Typical functional use
<p>20mph speed Limit or 20mph Zone</p> <p>NB. For a 20mph speed limit to be implemented average speeds <b>will not exceed</b> 26mph.</p> <p>For a 20mph Zone, any part of the road <b>must</b> be within 50 metres of suitable engineering measures (See Table 3 for details) to comply with TSRGD.</p>	<p>Generally, where a high proportion of VRUs are present and/or through traffic flows are low:</p> <ul style="list-style-type: none"> <li>• Urban residential areas.</li> <li>• Shopping streets.</li> <li>• Industrial estates (where there is a mix of HGV traffic and pedestrian movements).</li> <li>• Roads adjacent to schools.</li> <li>• Locations / routes forming part of an Active Travel "corridor".</li> <li>• Rural villages.</li> <li>• Rural "Quiet Ways" <u>in exceptional circumstances</u> where roads are very narrow with no footway or verge, have low traffic volume and low speeds and support a combination of VRUs.</li> </ul>
<p>30mph speed limit</p>	<p>Generally, where a high proportion of VRUs are present:</p> <ul style="list-style-type: none"> <li>• Built up / partially built-up urban areas with a high proportion of property (e.g. houses, shops, church) frontage.</li> <li>• Rural Villages.</li> <li>• Rural "Quiet Ways" where roads are narrow, have no footways and only a narrow verge, have low traffic volume and low speeds and support a combination of VRUs.</li> </ul>
<p>40 mph speed limit</p>	<ul style="list-style-type: none"> <li>• Through traffic routes (single or dual carriageway) in partially built-up areas with segregated VRU facilities and limited frontage accesses or junctions.</li> <li>• Lengths of A and B class rural roads identified as high risk (see para 2.1.3).</li> <li>• Rural C class and unclassified roads not within a village.</li> </ul>
<p>50mph</p>	<p>Generally, few VRUs present or segregated facilities provided:</p> <ul style="list-style-type: none"> <li>• Rural A and B class single carriageways (not within a village).</li> <li>• Rural all-purpose dual carriageways with frequent junctions or development access or otherwise identified as high risk.</li> </ul>
<p>60mph</p>	<ul style="list-style-type: none"> <li>• Rural all-purpose dual carriageways with minimal junctions identified as high risk.</li> </ul>

Table 1 - Functional hierarchy / route assessment to determine suitable speed limits



- 2.7 Further detail relating to specific road / speed limit types can be found under section 3 "Specific speed limit application".
- 2.8 As part of any speed limit assessment consideration will be given to the road traffic collision history of the road / route including frequency, severity, and causation factors. Any request for a lower speed limit will consider those collisions that are evidenced to be treatable with appropriate engineering measures. High risk sites identified through the road traffic collision data assessment will require additional measures to be discussed and approved with the Assistant Director for Highways Transport and Planning in consultation with the Cabinet Member for Highways and Transport.

### Route Length Assessment

- 2.9 The objective is to achieve a balance between providing reasonable consistency of speed limit along a route and the need to encourage awareness of lower speed limits appropriate for changes in character or where risks are higher. Exceptionally lengthy sections of speed limit where the functional hierarchy does not support the lower limit or multiple changes of short sections of speed limit along a route should be avoided.
- 2.10 The recommended minimum route length for a speed limit is 600m - this provides reasonable opportunity for active enforcement to be undertaken. However, when considering a compact village location along a route or where provided as a buffer length to provide transition to a lower speed limit this may be reduced to 400m. In exceptional circumstances this may be reduced to 300m with the approval of the Assistant Director for Highways Transport and Planning in consultation with the Cabinet Member for Highways and Transport.
- 2.11 Average speed assessments will be required for all speed limit change requests. The maximum average (mean) speeds appropriate for each speed limit are shown in table 2. Note that the measurement of the existing average speed is rounded to the nearest whole number.

Speed Limit	20	30	40	50
Average speed should be <b>below</b>	26	35	46	57

Table 2 - Average speeds relevant to each speed limit

- 2.12 In the absence of a posted speed limit or system of street lighting (as defined by the Traffic Signs Regulations and General Directions) the national speed limit (NSL) of 60mph on single carriageway roads and 70mph on dual carriageways automatically applies. A 60mph speed limit will only be relevant for use on dual carriageways and as part of a road safety intervention. In such cases a speed assessment will still be undertaken but there is no maximum compliance figure as any scheme progressed will require engineering measures agreed with the Assistant Director for Highways Transport and Planning in consultation with the Cabinet Member for Highways and Transport.

- 2.13 Considering average speeds as part of the assessment process assists in determining if additional speed reduction measures may be required. At least two sets of data showing 24-hour free flowing conditions in both directions for at least 7 days are required for a fair assessment of the proposal. All directions of flow at all data collection points must be compliant with the average speed criteria - where any data recorded exceeds the figures in table 2, appropriate speed reduction measures or other road safety interventions will need to be discussed and agreed with the Assistant Director for Highways Transport and Planning in consultation with the Cabinet Member for Highways and Transport.
- 2.14 In the design of new, or amendment to existing infrastructure average speeds may be supplemented using 85<sup>th</sup> percentile data (the speed at or below which 85 percent of drivers will operate with open roads and favourable conditions) to maintain safe highway design in accordance with current guidance, e.g. Design Manual for Roads and Bridges and the Manual for Streets, rather than relying on the posted speed limit. It is advisable that the higher of the two (85<sup>th</sup> percentile or posted speed limit) is used to apply the correct design guidance or standard.

### Speed Reduction Measures

- 2.15 Speed reduction measures may be required to support a lower speed limit where average speeds exceed the speeds indicated in table 2 or to address specific road safety concerns identified through analysis of road traffic collision data. There is no prescriptive guidance on which speed reduction measures to use, however, table 3 indicates a range of options that could be considered, in accordance with current national guidance.

<b>Type of Measure</b>	<b>Application</b>
Traffic signs	May include: <ul style="list-style-type: none"> <li>• hazard warning or advisory signs</li> <li>• gateways including village name signs with optional road safety messages</li> <li>• enhanced speed limit signs</li> <li>• vehicle activated (interactive) signs</li> <li>• School Safety Zones</li> </ul>
Road markings	May include: <ul style="list-style-type: none"> <li>• speed limit roundels</li> <li>• "slow" markings</li> <li>• hatching</li> <li>• rumble devices</li> </ul>
Vertical deflections	Only for use on roads with a 30mph or lower speed limit. May include: <ul style="list-style-type: none"> <li>• road humps</li> <li>• raised tables</li> <li>• speed cushions</li> </ul>
Horizontal deflections	May include

Type of Measure	Application
	<ul style="list-style-type: none"> <li>• road narrowing such as kerb build outs, chicanes, or pinch points</li> <li>• traffic islands</li> <li>• pedestrian refuge islands</li> </ul>

Table 3 - Types of speed reducing measures

### Advisory limits

- 2.16 Advisory limits should be used sparingly and will therefore only be used as part of a road safety intervention where evidence indicates a lower speed is necessary, but a formal permanent speed limit is not appropriate. They must be associated with the placement of suitable hazard warning signs in accordance with national guidance.
- 2.17 Advisory limits will require approval of the Assistant Director for Highways Transport and Planning, and suitable evidence must be provided indicating the appropriate maximum speed to be advised.

### 3 Specific Speed Limit application

- 3.1 The following paragraphs provide specific guidance on when each speed limit is likely to be appropriate, subject to provision of suitable supporting evidence.

#### 20mph speed limits and zones

- 3.2 20mph speed limits / zones may encourage modal shift towards more active travel forms such as walking and cycling and may result in reductions in traffic flow on the road. They are most appropriate in urban residential areas, village environments, shopping streets, industrial estates where large vehicles may be manoeuvring or in locations / on routes forming part of an Active Travel "corridor" and a lower speed limit is deemed necessary to support movement of VRUs.
- 3.3 In exceptional circumstances very narrow roads with no footways or verges which have low traffic volume and low speeds and support a combination of VRUs may be deemed as rural "Quiet Ways" and a 20mph speed limit may be considered. Any such request will require approval of the Assistant Director for Highways Transport and Planning in consultation with the Cabinet Member for Highways and Transport.
- 3.4 Research indicates that signed-only 20mph speed limits generally lead to only small reductions in traffic speeds but are most appropriate where average speeds are already quite low. Where average speeds are less than 26mph a signed-only 20mph speed limit would be deemed suitable.
- 3.5 For a 20mph zone to be considered, any part of the road included within the zone must be within 50 metres of suitable speed reducing engineering measures that comply with TSRGD Schedule 10, General Direction 1. Speed reducing measures may include horizontal and vertical deflections, as well as some signs and road markings – see table 3 for examples.

- 3.6 A 20mph zone with speed reducing measures is generally very effective in reducing speeds and casualties. However, such measures can be expensive and are not always popular, with the potential to generate additional noise pollution and make journeys more uncomfortable for passengers of public service vehicles and those with certain medical conditions. Also, they may not be appropriate on major strategic routes, as these impact on response times for emergency services. Evidence that the local community supports the introduction of a 20mph zone, and its associated features, will be required to support a request.

**20mph speed limits outside schools**

- 3.7 West Sussex County Council recognises the area around school gates poses a potentially high risk to VRUs. It is also acknowledged several stakeholders have a critical role in maintaining safety in these environments, including the school, parents / guardians of children attending the school, residents and through traffic.
- 3.8 A 20mph speed limit may be provided adjacent to schools where there is a mixed use of vulnerable road users and motorised traffic. A typical layout that would meet approval would involve a minimum 150m length on each approach to the school and its associated school keep clear markings (where present) as shown at figure 1.

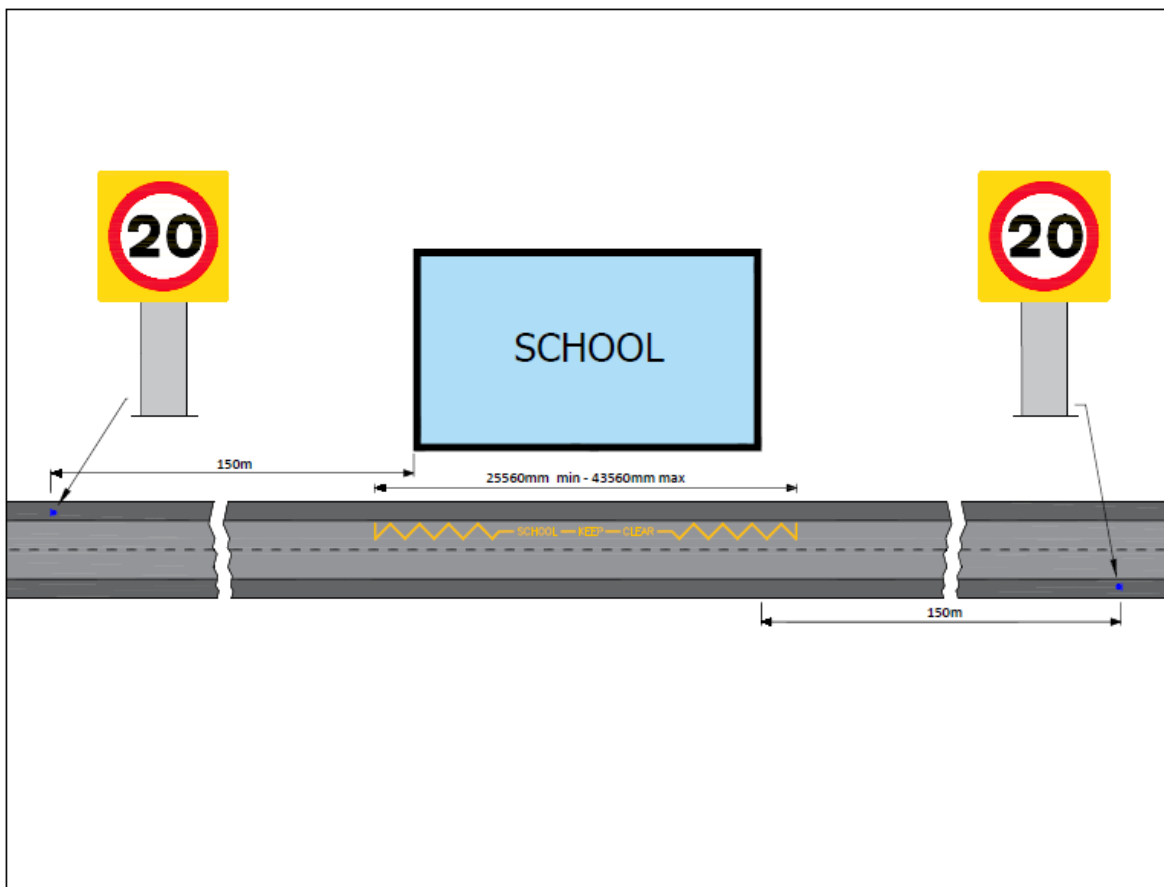


Figure 1 - typical 20mph zone at a school

- 3.9 Where appropriate, this layout may be adjusted to accommodate the local environment and adjoining roads adjacent or near to the school may also be considered if deemed to be a high risk.
- 3.10 It is recognised that not all school sites will be suitable for a 20mph speed limit so other measures that can be considered adjacent to schools to support a reduction in congestion and improve road safety include:
- School Safety Zones (signs, flashing lights and advisory 20mph)
  - School Crossing Patrols
  - Behavioural Change – education, training and publicity.

### **Towns and Villages**

- 3.11 Within the formal defined boundaries of a town or village it is acceptable for the speed limit to be set at either 20mph or 30mph. Exceptions may apply to urban distributor roads, either single or dual carriageways, that have high through traffic volume with segregated VRU facilities and limited frontage accesses or junctions - in such cases the speed limit could typically be 40mph.
- 3.12 In a village environment the expectation is for a lower speed limit to begin at the village boundary as defined by the first property or community meeting space within that settlement. The typical requirement to be considered a village will be *"A group of houses and associated buildings with at least one community facility or meeting place focal point such as a church, public house, shop, community hall or green"*, though exceptions where there is ribbon development with no focal point, but a presence of vulnerable road users, may be considered through discussion with and agreement of the Assistant Director for Highways Transport and Planning in consultation with the Cabinet Member for Highways and Transport. However, any speed limit will comply with the minimum length distances in para 2.10.

### **Single Carriageway Rural Roads**

- 3.13 Rural roads play an important role in the road hierarchy across West Sussex, supporting a mix of leisure and business functions as well as being home to many thriving communities. Access to sustainable travel in rural areas is of high importance to these communities, and it is critical to ensure rural bus stops and the public rights of way network can be accessed safely. However, many rural roads are narrow and not suited to high volumes of faster moving traffic, creating conflict with VRUs.
- 3.14 Some rural roads may be deemed to be "Quiet ways" and are typically narrow unclassified rural lanes with the following characteristics:
- No footway
  - Narrow or no verges
  - No carriageway centre line
  - Low traffic volume
  - Low average speeds
  - Evidence of a mix of vulnerable road users present.
- 3.15 Requests for speed reductions on single carriageway rural roads should be initially assessed against the functional hierarchy / route assessment at 2.1

to determine an appropriate speed limit. Potentially that speed limit could be:

- 50mph on "A" and "B" class roads
- 40mph on "C" class and "Unclassified" roads and
- 30mph on a road deemed to be a "Quiet Way".

However, speed and collision history assessments will also be required to ascertain if any speed reduction measures or other engineering interventions to support that speed limit may also be required.

#### **Dual carriageways / Strategic routes**

- 3.16 Dual carriageways are generally provided as a strategic route between major destinations. Speed limit requests on dual carriageways, regardless of location, shall be assessed against the functional hierarchy of that route whilst also considering any road safety concerns, and reduced only with supporting evidence that a lower speed limit is appropriate.

#### **4 Signing Speed Limits**

- 4.1 Speed limits should be signed in accordance with current advice contained in the Traffic Signs Manual, Chapter 3. This will generally be through the use of standard speed limit terminal signs with road marking roundels and / or upright signs as repeater signing on an as needs basis. Each site will be assessed and considered for its own requirements.
- 4.2 Where a speed limit is reduced consideration will need to be given to any changes in existing signs or road markings to ensure these comply with the guidance contained within the Traffic Signs Manual, and any works to amend the infrastructure will be undertaken in combination with the speed limit reduction.
- 4.3 Village "gateways" on entry to a village that incorporate speed limit signing and a road safety message can reinforce the identity of the village environment and assist with self-compliance of a lower speed limit. Where appropriate, applications for community funded village gateways will be supported.
- 4.4 Where applicable, and such installation meets relevant criteria, vehicle activated signs may be considered to support a reduced speed limit. There is a separate application process for a VAS. In addition, West Sussex County Council will be generally supportive of local communities utilising mobile Speed Indicator Devices to support a speed limit, where such use is in accordance with current guidance.
- 4.5 However, a balance needs to be found between ensuring the speed limit is self-enforcing and not creating an unnecessary visual intrusion to the environment.

## Revised draft West Sussex Speed Limit Policy

The key changes between the existing 2010 Speed Limit Policy and the proposed revised Policy are summarised below.

<b>Current 2010 Policy</b>	<b>Proposed 2022 Policy</b>
<p>Average speed data: Required to undertake a speed limit assessment. Used as part of the assessment to determine a speed limit.</p>	<p>Average speed data: Required in the assessment of a speed limit and used to ascertain whether speed reduction measures may be required to ensure compliance with the average speed criteria.</p>
<p>Average speed criteria:  Thresholds based on <a href="#">Circular Roads 1/13</a>.</p> <p>20 = 24 30 = 32 40 = 42 50 = 52 60 = 62</p>	<p>Average speed criteria: Threshold has been relaxed to allow for a higher speed without the need for additional engineering measures.</p> <p>20 = 26 30 = 35 40 = 46 50 = 57</p> <p>There is no threshold for setting a 60mph speed limit, as these would only be considered for use on a dual carriageway and as part of a road safety intervention.</p>
<p>Frontage Development: Extents of property / frontage development used to determine the appropriate speed limit.</p> <p>A village is defined as needing minimum 20 properties / accesses.</p>	<p>Frontage Development: There is no longer a requirement for frontage development in determining a speed limit.</p> <p>A village is now defined as "A group of houses and associated buildings with at least one community facility or meeting place focal point such as a church, public house, shop, community hall or green".</p>
<p>Vulnerable road users: Where there is significant risk to VRUs may influence the speed limit assessment where the speed criterion is met but frontage development criterion is not.</p>	<p>Vulnerable road users: The primary focus for assessing a speed limit is on "Functional Hierarchy" and the way the road is used by a mix of vulnerable road users. This is used to determine the most suitable speed limit for the road, subject to a speed assessment and need for additional engineering measures.</p>

<b>Current 2010 Policy</b>	<b>Proposed 2022 Policy</b>
Road Traffic Collisions: Routes with a high incidence of injury collisions assessed and prioritised for lower speed limits as required.	Road Traffic Collisions: Will need to be factored into every speed limit assessment and consideration given to additional measures where deemed high risk.
Route Length: Recommended minimum length of 600 metres, absolute minimum of 400m.	Route Length: Recommended minimum length of 600 metres, reduced to 400m when used as a buffer or in a compact village.  An absolute minimum of 300m in exceptional circumstances with approval.
Speed reducing engineering measures: Required to engineer speeds down to meet compliance with the average speed criterion, where this cannot be met.	Speed reducing engineering measures: <b>May</b> be required dependent on the average speeds but essential where the road is identified as high risk.
	Schools: Introduces guidance on the opportunity to install a 20mph speed limit outside schools where appropriate to do so.
	Quiet Ways: There is the option for lower speed limits on rural roads defined as "Quiet Ways".
	Existing Infrastructure: Where a speed limit is reduced existing highway infrastructure must be reviewed and modified to suit the lower speed limit (and included in the delivery of the speed limit).
	Exceptions: Provides the opportunity to discuss and agree speed limits and additional measures (as appropriate) where the speed criteria may not be met.



## Scrutiny Business Planning Checklist

<b>Priorities</b>	<p>Is the topic:</p> <ul style="list-style-type: none"> <li>• a corporate or service priority? In what way?</li> <li>• an area where performance, outcomes or budget are a concern? How?</li> <li>• one that matters to residents? Why?</li> <li>• key decision preview, policy development or performance?</li> </ul>
<b>What is being scrutinised and why?</b>	<ul style="list-style-type: none"> <li>• What should the scrutiny focus be? What key lines of enquiry should be covered?</li> <li>• Where can the committee add value, what impact can scrutiny have?</li> <li>• What is the desired outcome from scrutiny?</li> </ul>
<b>When and how to scrutinise?</b>	<ul style="list-style-type: none"> <li>• When can the committee have most influence? (Is the committee getting involved at the right time, or the earliest opportunity?)</li> <li>• What is the best approach - committee, TFG, one-off small group, informal briefing or written update?</li> <li>• What research, visits or other activities could complement the scrutiny?</li> <li>• Would scrutiny benefit from external witnesses or evidence?</li> </ul>
<b>Is the work programme focused and achievable?</b>	<ul style="list-style-type: none"> <li>• Have priorities changed – should any work be brought forward, stopped or put back?</li> <li>• Can there be fewer items for more in-depth consideration?</li> <li>• Is there a balance between policy development, performance monitoring and key decision preview?</li> <li>• Has sufficient capacity been retained for future work?</li> </ul>

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## Forward Plan of Key Decisions

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

The most important decisions will be taken by the Cabinet sitting in public. The meetings are also available to watch online via our [webcasting website](#). The [schedule of monthly Cabinet meetings](#) is available on the website.

The Forward Plan is updated regularly and key decisions can be taken on any day in the month if they are not taken at Cabinet meetings. The [Plan](#) is available on the website. [Published decisions](#) are also available via the website.

A key decision is one which:

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

The following information is provided for each entry in the Forward Plan:

<b>Decision</b>	A summary of the proposal.
<b>Decision By</b>	Who will take the decision - if the Cabinet, it will be taken at a Cabinet meeting in public.
<b>Date added</b>	The date the proposed decision was added to the Forward Plan.
<b>Month</b>	The decision will be taken on any working day in the month stated. If a Cabinet decision, it will be taken at the Cabinet meeting scheduled in that month.
<b>Consultation/ Representations</b>	How views and representations about the proposal will be considered or the proposal scrutinised, including dates of Scrutiny Committee meetings.
<b>Background Documents</b>	The documents containing more information about the proposal and how to obtain them (via links on the website version of the Forward Plan). Hard copies are available on request from the decision contact.
<b>Author</b>	The contact details of the decision report author
<b>Contact</b>	Who in Democratic Services you can contact about the entry

### Finance, assets, performance and risk management

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

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

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

For questions contact Katherine De La Mora on 033 022 22535, email [katherine.delamora@westsussex.gov.uk](mailto:katherine.delamora@westsussex.gov.uk).

**Published: 1 November 2022**

## Forward Plan Summary

### Summary of all forthcoming executive decisions in Cabinet Member portfolio order

<b>Decision Maker</b>	<b>Subject Matter</b>	<b>Date</b>
Cabinet Member for Environment and Climate Change	Establishment of the West Sussex Energy Reinvestment Scheme	November 2022
Cabinet Member for Environment and Climate Change	Procurement process for the delivery of Solar PV and Battery Storage Programme	November 2022
Cabinet Member for Environment and Climate Change	Decarbonisation Plan Implementation Programme (phase 1) - Allocation of Design Fees	November 2022
Cabinet Member for Environment and Climate Change	Littlehampton Recycling Centre site extension	December 2022
Assistant Director (Environment and Public Protection)	Award of Demand Side Response Management Contract at the Halewick Lane Battery Storage site and Westhampnett Solar and Battery Farm	December 2022
Assistant Director (Highways, Transport and Planning)	Countryside Contractors - Dynamic Procurement System	January 2023
Assistant Director (Highways, Transport and Planning)	Contract Award - Public Rights of Way Routine Maintenance	January 2023
Cabinet Member for Highways and Transport	Bus Services Improvement Plan/Enhanced Partnership - Spending Plan	November 2022
Assistant Director (Highways, Transport and Planning)	Award of Highways Contracts Lots 4, 5 and 6 (phase 1)	December 2022
Cabinet Member for Highways and Transport	Highway Infrastructure Asset Management Strategy and Policy	December 2022
Cabinet Member for Highways and Transport	West Sussex Speed Limit Policy Review	December 2022
Cabinet Member for Highways and Transport	Highways and Transport Delivery Programme 2023-2024	January 2023
Assistant Director (Highways, Transport and Planning)	Award of Highways Contract Lot 6 (phase 2)	February 2023
Interim Chief Finance Officer	Award of Contract(s) Information Technology Services (Rolling Entry)	Before April 2023

## Environment and Climate Change

### Cabinet Member for Environment and Climate Change

<b>Establishment of the West Sussex Energy Reinvestment Scheme</b>	
<p>The West Sussex Energy Reinvestment Scheme will be a new loan style scheme that supports energy efficiency and renewable energy projects across the corporate estate and schools. The scheme will operate on a similar basis to the SALIX scheme which has been used successfully by WSCC for several years but is being wound down by the government.</p> <p>The Cabinet Member for Environment and Climate Change will be asked to approve the establishment of the Energy Reinvestment Scheme and the allocation of funds.</p>	
<b>Decision by</b>	Cabinet Member for Environment and Climate Change (Councillor Deborah Urquhart)
<b>Date added</b>	9 June 2022
<b>Month</b>	November 2022
<b>Consultation/ Representations</b>	<p>Director of Law and Assurance Director of Finance and Support Services</p> <p>Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background documents</b> (via website)	None
<b>Author</b>	Daire Casey
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### Cabinet Member for Environment and Climate Change

<b>Procurement process for the delivery of Solar PV and Battery Storage Programme</b>
<p>Following a market engagement exercise and technical and structural feasibility surveys, 84 sites; 23 corporate and 61 school sites, have been identified as suitable to-date for having roof-top Solar Photovoltaic (PV) technology installed and 68 of these sites (to-date) will also include a Battery Storage system.</p> <p>The programme will be funded from an approved allocation of £7.7m in the capital programme and will support the council's commitment to achieving Net Zero emissions from its operations by 2030 (as set out in the council's Climate Change Strategy 2020-2030). It will also help meet the agreed priorities in the council's recently adopted <a href="#">2030 Energy Strategy</a> by reducing grid electricity consumption, increasing renewable energy</p>

generation in the county, and reducing carbon dioxide (CO<sub>2</sub>) emissions. In addition to electricity cost savings for the County Council, schools will also benefit from a reduction in electricity costs.

The procurement process will allow for further phases of solar PV and battery storage to be fitted to the county council's buildings and the county's schools (subject to the authority to do so being granted and internal capacity to support delivery by the supplier). It will also seek to appoint a Demand Side Response (DSR) provider to manage the charged status and market value from the battery storage installations.

The Cabinet Member for Environment and Climate Change will be asked to approve the procurement process and delegate authority to the Assistant Director (Environment and Public Protection) to award the contracts.

<b>Decision by</b>	Cabinet Member for Environment and Climate Change (Councillor Deborah Urquhart)
<b>Date added</b>	25 May 2022
<b>Month</b>	November 2022
<b>Consultation/ Representations</b>	No consultees currently identified  Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	None
<b>Author</b>	Nicola Stringer
<b>Contact</b>	Judith Shore Tel: 033 022 26052

**Cabinet Member for Environment and Climate Change**

**Decarbonisation Plan Implementation Programme (phase 1) - Allocation of Design Fees**

In April 2019, Full Council [adopted a motion](#) pledging to try to reach net carbon zero emissions by 2030. The measures to be taken to achieve this are outlined in the County Council's [Carbon Management Plan](#).

An [allocation of £20m capital funding](#) was approved as part of the capital programme agreed at Full Council on 12 February 2021.

The Heat Decarbonisation Plans (HDPs) and associated cost estimates have now been completed and works to improve buildings and infrastructure efficiency, remove emissions, and reduce dependence on fossil fuels on 47 identified assets. A decision to [appoint the Council's Multi-Disciplinary Consultant](#) to develop the works set out in the HDPs up to and including detailed design and contractor procurement is now required.

The Cabinet Member for Environment and Climate Change will be asked to approve the allocation of the capital funds required to enable full design to proceed.

<b>Decision by</b>	Cabinet Member for Environment and Climate Change (Councillor Deborah Urquhart)
<b>Date added</b>	29 September 2022
<b>Month</b>	November 2022
<b>Consultation/ Representations</b>	No consultees currently identified  Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	None
<b>Author</b>	Liam Hayward Tel: 033 022 22002
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Cabinet Member for Environment and Climate Change**

<b>Littlehampton Recycling Centre site extension</b>	
<p>The County Council has the opportunity to purchase a parcel of land adjacent to the Littlehampton Recycling Centre, as part of a Section 106 agreement with local housing developers. Acquisition of the land will allow the Recycling Centre to be extended and reconfigured and provide a more efficient service to the residents of the area.</p> <p>The proposal is to exercise the option to purchase the land and to endorse the allocation of capital funding to cover the redevelopment costs of the site.</p> <p>The Cabinet Member will be asked to –</p> <p>a) approve capital funding for:</p> <ul style="list-style-type: none"> <li>• the purchase of the land, in consultation with the Cabinet Member for Finance and Property</li> <li>• the redevelopment of the site; and</li> </ul> <p>b) delegate authority to the Assistant Director (Environment and Public Protection) to procure and award a construction contract for the site redevelopment.</p>	
<b>Decision by</b>	Cabinet Member for Environment and Climate Change (Councillor Deborah Urquhart)
<b>Date added</b>	18 October 2022
<b>Month</b>	December 2022
<b>Consultation/ Representations</b>	No consultees currently identified.  Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken.

<b>Background documents</b> (via website)	None
<b>Author</b>	Michelle Harbord Tel: 033 022 27715
<b>Contact</b>	Judith Shore Tel: 033 022 26052

**Assistant Director (Environment and Public Protection)**

<b>Award of Demand Side Response Management Contract at the Halewick Lane Battery Storage site and Westhampnett Solar and Battery Farm</b>	
<p>The appointed Demand Side Response (DSR) management operator acts on behalf of the County Council to manage and create revenue from the County Council's battery assets by engaging in the DSR markets with the National Grid to sell energy and services to support grid stability.</p> <p>The current contract expires on 31 March 2023 and a procurement process for a new supplier will be undertaken through the Laser Energy flex framework Lot 2 (Additional Services) framework.</p> <p>The previous contract award was rescinded because an acceptable set of terms and conditions for both parties could not be reached. A suitable route to market has now been identified and, upon the conclusion of the procurement process, the Assistant Director (Environment and Public Protection) will be asked to award a Demand Side Response management contract at the Halewick Lane Battery Storage site and Westhampnett Solar and Battery Farm.</p>	
<b>Decision by</b>	Assistant Director (Environment and Public Protection) (Steve Read)
<b>Date added</b>	11 October 2022
<b>Month</b>	December 2022
<b>Consultation/ Representations</b>	<p>No consultees currently identified.</p> <p>Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background documents</b> (via website)	None
<b>Author</b>	Steven Fall Tel: 033 022 23265
<b>Contact</b>	Judith Shore Tel: 033 022 26052



**Assistant Director (Highways, Transport and Planning)****Countryside Contractors - Dynamic Procurement System**

The Countryside Contractors Framework Agreement is used to deliver works on the Public Rights of Way (PRoW) network and at various countryside sites around West Sussex. It enables the County Council to use a variety of qualified contractors to deliver works that fall outside of the PRoW maintenance contract.

The [existing Framework Agreement](#) ends on 31st March 2023.

The Framework Agreement will be replaced by a Dynamic Procurement System to allow new contractors to join throughout the lifetime of the Agreement.

Upon the conclusion of the procurement process, the Assistant Director (Highways, Transport and Planning) will be asked to approve the new Dynamic Procurement System.

<b>Decision by</b>	Assistant Director (Highways, Transport and Planning) (Matt Davey)
<b>Date added</b>	20 October 2022
<b>Month</b>	January 2023
<b>Consultation/ Representations</b>	No consultees currently identified  Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	None
<b>Author</b>	Neil Vigar Tel: 033 022 26698
<b>Contact</b>	Judith Shore Tel: 033 022 26052

**Assistant Director (Highways, Transport and Planning)****Contract Award - Public Rights of Way Routine Maintenance**

Routine maintenance works on the Public Rights of Way network in West Sussex are delivered by a third party contractor and the [current contract](#) expires on 30 April 2023.

In accordance with the Council's Standing Orders on Procurement and Contracts a procurement process to establish a new contract for the delivery of Routine Maintenance on Public Rights of Way will be undertaken.

Upon the conclusion of the procurement process, the Assistant Director (Highways, Transport and Planning) will be asked to award the contract for Public Rights of Way Routine Maintenance.

<b>Decision by</b>	Assistant Director (Highways, Transport and Planning) (Matt Davey)
<b>Date added</b>	20 October 2022
<b>Month</b>	January 2023
<b>Consultation/ Representations</b>	No consultees currently identified  Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	None
<b>Author</b>	Neil Vigar Tel: 033 022 26698
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## Highways and Transport

### Cabinet Member for Highways and Transport

<b>Bus Services Improvement Plan/Enhanced Partnership - Spending Plan</b>	
<p>In April 2022 the Government confirmed that the Council could be awarded c. £17.4m to deliver some of the ambitions in its <a href="#">Bus Services Improvement Plan</a>.</p> <p>The ambitions will be delivered through a new <a href="#">Enhanced Partnership</a> that the Council has agreed to enter with local bus companies. The work will also require collaboration with other partners including Borough and District Councils.</p> <p>The funding is available until 31 March 2025 by when the ambitions will have to be delivered.</p> <p>This includes some capital highways improvements schemes that could prove technically challenging and presents some financial risk to the Council.</p> <p>Subject to the receipt of funding from the Department of Transport, the Cabinet Member for Highways and Transport will be asked to approve the capital funding allocation and the schemes outlined in the <a href="#">Summary Enhanced Partnership Plan Spending Plan</a> approved in June 2022.</p>	
<b>Decision by</b>	Cabinet Member for Highways and Transport (Councillor Joy Dennis)
<b>Date added</b>	29 September 2022
<b>Month</b>	November 2022
<b>Consultation/ Representations</b>	Task and Finish Group, and Communities, Highways, Environment Scrutiny Committee on 10 June 2022

	<p>Borough and District Councils Local bus operators</p> <p>Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background documents</b> (via website)	None
<b>Author</b>	Bill Leath Tel: 033 022 25438
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### Assistant Director (Highways, Transport and Planning)

<b>Award of Highways Contracts Lots 4, 5 and 6 (phase 1)</b>	
<p>West Sussex County Council is a designated Highways Authority under the Highways Act 1980 and has a duty to maintain highways maintainable at public expense.</p> <p>In <a href="#">January 2019</a>, the Cabinet Member for Highways and Infrastructure approved the commencement of a procurement process for a new Highways Maintenance Term Contract or set of contracts and delegated authority to the Director of Highways and Transport to finalise the terms of and award the Highway Maintenance Term Contract, or set of contracts, at the conclusion of the procurement process.</p> <p>In November 2019, the Director of Highways, Transport and Planning <a href="#">appointed contractors</a> to a four-year Framework Agreement to commence 1 April 2020 for capital works for highways.</p> <p>Lots 4, 5 and 6 (carriageways, footways, and infrastructure works) are procured annually and a formal procurement process will be undertaken in autumn 2022 for the delivery of highway works in 2023-24.</p> <p>At the conclusion of the procurement process, the Assistant Director (Highways, Transport and Planning) will be asked to award the highway improvement contracts phase 1.</p>	
<b>Decision by</b>	Assistant Director (Highways, Transport and Planning) (Matt Davey)
<b>Date added</b>	15 September 2022
<b>Month</b>	December 2022
<b>Consultation/ Representations</b>	<p>No consultees currently identified.</p> <p>Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken.</p>

<b>Background documents</b> (via website)	None
<b>Author</b>	Gary Rustell Tel: 033 022 26397
<b>Contact</b>	Judith Shore Tel: 033 022 26052

**Cabinet Member for Highways and Transport**

<b>Highway Infrastructure Asset Management Strategy and Policy</b>	
<p>The Asset Management Strategy sets out the approach to efficient and effective Highway Infrastructure Asset Management and how the Asset Management Policy will be delivered.</p> <p>The Strategy and Policy, which form part of the Highways Infrastructure Asset Management framework, have been reviewed and updated following <a href="#">approval of the current Strategy and Policy</a> in December 2020.</p> <p>The updates are minor in nature ensuring alignment to <a href="#">Our Council Plan</a> and that relevant data is updated.</p> <p>The Cabinet Member for Highways and Transport will be asked to approve:</p> <ul style="list-style-type: none"> <li>• the implementation of the revised Highway Infrastructure Asset Management Strategy and Policy; and</li> <li>• the delegation of authority to the Assistant Director (Highways, Transport and Planning) to approve the individual asset group lifecycle plans.</li> </ul>	
<b>Decision by</b>	Councillor Joy Dennis
<b>Date added</b>	27 October 2022
<b>Month</b>	December 2022
<b>Consultation/ Representations</b>	<p>No consultees currently identified</p> <p>Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background documents</b> (via website)	None
<b>Author</b>	Gary Rustell Tel: 033 022 26397
<b>Contact</b>	Judith Shore Tel: 033 022 26052

**Cabinet Member for Highways and Transport****West Sussex Speed Limit Policy Review**

Changes in national highway policy and guidance, advances in highway technology and the impact of traffic flows and road user behaviour of the Covid-19 pandemic means that a review of the County Council's approach to managing traffic, including the existing speed limit policy, is underway.

An Executive Task and Finish Group (a cross party group of councillors) set up by the Cabinet Member for Highways and Transport has discussed and considered a revised speed limit policy for West Sussex.

The revised policy will provide a framework for the assessment of new speed limit requests on roads in West Sussex in support of the [West Sussex Transport Plan](#) and the [West Sussex Road Safety Framework](#).

The Cabinet Member for Highways and Transport will be asked to approve the revised Speed Limit Policy.

<b>Decision by</b>	Councillor Joy Dennis
<b>Date added</b>	27 October 2022
<b>Month</b>	December 2022
<b>Consultation/ Representations</b>	Community, Highways and Environment Scrutiny Committee, 18 November 2022  Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	None
<b>Author</b>	Chris Stark Tel: 033 022 26362
<b>Contact</b>	Judith Shore Tel: 033 022 26052

**Cabinet Member for Highways and Transport****Highways and Transport Delivery Programme 2023-2024**

The Highway and Transport Delivery Programmes identify capital highways infrastructure maintenance and transport improvement schemes for delivery during 2023/24 and beyond. Capital funding for the Delivery Programmes is predominantly received from the Government for roads maintenance (the Local Highway Maintenance Block), and transport improvements (the Integrated Transport Block) supported by additional funding from developer agreements and contributions.

The indicative forward programmes for Highway Infrastructure Maintenance, Local Transport Improvements (LTIP) and Community Highway Schemes (CHS), have

informed the 2023/24 Highways and Transport Delivery Programmes. These provide transparency of the maintenance and improvement investment needs and the funding priorities prepared and selected for review and approval in this decision.

The Cabinet Member for Highways and Transport will be asked to approve –

1. the Highway and Transport Delivery Programmes 2023-24; and
2. delegate authority to the Assistant Director (Highways, Transport and Planning) to adjust the 2023/24 Delivery Programmes to take account of budgetary pressures and any changes in priority arising as a result of network availability, emergencies or other operational circumstances, in consultation with the Cabinet Member.

It should be noted that the above will be subject to confirmation of funding at a Full Council meeting.

<b>Decision by</b>	Cabinet Member for Highways and Transport (Councillor Joy Dennis)
<b>Date added</b>	15 September 2022
<b>Month</b>	January 2023
<b>Consultation/ Representations</b>	No consultees currently identified.  Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	None
<b>Author</b>	Gary Rustell Tel: 033 022 26397
<b>Contact</b>	Judith Shore Tel: 033 022 26052

**Assistant Director (Highways, Transport and Planning)**

**Award of Highways Contract Lot 6 (phase 2)**

West Sussex County Council is a designated Highways Authority under the Highways Act 1980 and has a duty to maintain highways maintainable at public expense.

In [January 2019](#), the Cabinet Member for Highways and Infrastructure approved the commencement of a procurement process for a new Highways Maintenance Term Contract or set of contracts and delegated authority to the Director of Highways and Transport to finalise the terms of and award the Highway Maintenance Term Contract, or set of contracts, at the conclusion of the procurement process.

In November 2019, the Director of Highways, Transport and Planning [appointed contractors](#) to a four-year Framework Agreement to commence 1 April 2020 for capital works for highways.

Lot 6 (infrastructure works) is procured annually, and a formal procurement process will be undertaken in autumn 2022 for the delivery of highway works in 2023-24.

At the conclusion of the procurement process, the Assistant Director (Highways, Transport and Planning) will be asked to award the highway improvement contract (Lot 6) phase 2.

<b>Decision by</b>	Assistant Director (Highways, Transport and Planning) (Matt Davey)
<b>Date added</b>	15 September 2022
<b>Month</b>	February 2023
<b>Consultation/ Representations</b>	No consultees currently identified.  Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken.
<b>Background documents</b> (via website)	None
<b>Author</b>	Gary Rustell Tel: 033 022 26397
<b>Contact</b>	Judith Shore Tel: 033 022 26052

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**Future Meetings**

**Agenda Item 8 (b) - Appendix C**

<b>Select Committee Meeting date</b>	<b>Subject/Theme</b>	<b>Objectives/Comments</b>	<b>Category</b>
<b>18/11/22</b>	Q2 Performance and Resources Report	Quarterly scrutiny of portfolio performance	<b>Performance</b>
	Digital Crime	Scrutiny of the work of the County Council and partners to tackle digital crime	<b>Performance</b>
	Speed Limit Policy	Following the work undertaken by the Exec TFG	<b>Policy</b>
	Pre-decision scrutiny of any proposals arising through the budget process	TBC	<b>Preview</b>
<b>23/01/23</b>	Electric Vehicle Strategy Progress Report	Update on progress against the	<b>Performance</b>
	Energy Strategy Action Plan	The Energy Strategy Action Plan outlines how the County Council will deliver the Energy Strategy, identifying the critical partnerships, resources, investments and programmes of work required to deliver the Strategy as well as	<b>Policy</b>
	Highways Maintenance Contract Performance Report		<b>Performance</b>
<b>06/03/23</b>	Lane Rental	Progress report of a policy due for implementation in April 2022 to allow the authority to charge works promoters for the time that street and road works occupy the highway. To include detail on how Innovation Fund is being distributed and spent	<b>Preview</b>
	Q3 Performance and Resources Report	Quarterly scrutiny of portfolio performance	<b>Performance</b>
	Road Safety Strategy	Following the work undertaken by the Exec TFG	<b>Preview</b>
	Active Travel Strategy (formerly Walking and Cycling Strategy)	Post-Consultation, Key Decision Scrutiny	<b>Preview</b>

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Select Committee Meeting date	Subject/Theme	Objectives/Comments - is item linked to corporate priorities?
<b>Date to Committee or BPG</b>		
<b>TBC</b>	Review of the Climate Change Strategy	
<b>TBC</b>	Impact of Changes to Planning Policy	
<b>TBC</b>	Local Flood Risk Management Strategy	Currently paused
<b>TBC</b>	Joint Waste Strategy	Awaiting government guidance around food waste
<b>TBC</b>	Streetworks Policy	
<b>TBC</b>	Ash Dieback	An update on performance against the Ash Dieback Action Plan
<b>TBC</b>	New TRO Process	To consider performance under the new process
<b>TBC</b>	A27 Worthing	Scrutiny of draft consultation responses

**Issues yet to be timetabled**

**Agenda Item No 8 (b) - Appendix C**

Agenda Item 8b  
Appendix C

Select Committee Meeting date	Subject/Theme	Objectives/Comments - is item linked to corporate priorities?
<b>TBC</b>	A27 Chichester	Scrutiny of draft consultation responses
<b>In 2023</b>	Asset Management Strategy	To preview the draft Strategy, prior to adoption
<b>TBC</b>	Major Schemes - Lessons Learned	To review how major completed schemes (such as the A2300 and A259) were completed, and whether there is any learning which can be applied to such schemes in future.
<b>BPG Spring 2023</b>	Joint Minerals Local Plan	To discuss opportunities for scrutiny engagement, in the event assessment of the JMLP triggers a formal review
<b>BPG TBC</b>	West Sussex History and/or Heritage Centre	Record Office Expansion - at such time as a feasibility study is completed, and plans are forthcoming
<b>Jan-24</b>	Local Nature Recovery Strategy	Following consultation. Updates to be emailed to BPG members periodically
<b>TBC</b>	CPZ Policy	To review how well the new process has bedded in, after at least one scheme has been delivered
<b>Jun-23</b>	Corporate Policy on Offsetting Emissions and REGOs	In time to act as a early steer to the Cabinet Member in the development of a offsetting delivery plan
<b>TBC</b>	Vehicle Removals	Changes to the Council's policy towards abandoned vehicles

**Issues yet to be timetabled**

**Agenda Item No 8 (b) - Appendix C**

Select Committee Meeting date	Subject/Theme	Objectives/Comments - is item linked to corporate priorities?
<b>TBC</b>	Safer School Streets Pilots	To consider how the pilot schemes have performed, and if/how future schemes will be rolled out.
<b>Summer 2023</b>	On Street Parking Management Strategy - Progress Report	Arising from discussion of TFG findings at CHESC 19/1/22
<b>BPG TBC</b>	A27 Arundel Bypass Progress	Progress report, to identify where value could be added through to scrutiny

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