

Public Document Pack

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13 January 2023

Communities, Highways and Environment Scrutiny Committee

A meeting of the Committee will be held at **10.30 am** on **Monday, 23 January 2023** at **County Hall, Chichester, PO19 1RQ.**

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

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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. **Committee and Business Planning Group Membership**

At the County Council meeting on 16 December 2022 the political representation on the Committee was amended in view of the results of a review of proportionality. This resulted in Cllr Sharp being appointed to the Committee and Cllr Oxlade standing down.

As a result of Cllr Oxlade leaving the Committee there is a vacancy on the Business Planning Group (BPG) membership. Since June 2022 the membership has been Cllr Britton (Chairman), Cllr Oakley (Vice-Chairman) and Cllrs Kenyon, Milne and Oxlade.

In accordance with the Constitution, two of the five BPG members shall be minority group members.

The Committee is asked to review and agree the membership of the BPG, following the change in the Committee's membership.

- 10.38 am 3. **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.
- 10.40 am 4. **Minutes of the last meeting of the Committee**
- The Committee is asked to agree the previous minutes of the meeting.
- (a) **Revised minutes of meeting held on 21 September 2022**
(Pages 7 - 16)
- The Committee is asked to agree the amended minutes for the meeting held on 21 September 2022 following discussions at the meeting on 18 November 2022 (cream paper).
- (b) **Minutes of the meeting held on 18 November 2022** (Pages 17 - 26)
- The Committee is asked to agree the minutes of the meeting held on 18 November 2022 (cream paper).
- 10.45 am 5. **Responses to Recommendations** (Pages 27 - 30)
- The Committee is asked to note the responses to recommendations made at previous meetings of the Committee.
- 10.50 am 6. **Highways Maintenance Contract Performance Report**
(Pages 31 - 52)
- Report by Assistant Director (Highways, Transport and Planning).
- The Committee is asked to scrutinise the performance of the services and works delivered through the contracts for Lots 1 to 6 and progress of the new contract model for West Sussex Highways Services through 2021-22.

11.50 am 7. **Electric Vehicle Strategy Delivery Update** (Pages 53 - 60)

Report by Assistant Director (Environment and Public Protection)

The Committee is in particular asked to consider how the Council is progressing with the following:

1. Delivery of the aims and actions outlined in the EV Strategy to support residents within West Sussex transition to electric vehicles.
2. The West Sussex Chargepoint Network and whether there is more that can be done to engage with residents and gain greater support for the programme.
3. The transition to EV within its own fleet.

Adjournment for lunch

The Committee will adjourn for 30 minutes for lunch.

1.00 pm 8. **Energy Strategy Progress Report** (Pages 61 - 68)

Report by Assistant Director (Environment and Public Protection).

The Committee is asked to in particular consider:

1. Delivery of the aims and actions outlined in the Energy Strategy and particularly their alignment with, and contribution to, County Council objectives around decarbonisation, financial resilience and green skills.
2. Whether any changes in the societal/economic (cost of energy) context since adoption of the Energy Strategy might merit revisions to the Strategy or the proposed sequencing of action.

2.00 pm 9. **Work Programme Planning and Possible Items for Future Scrutiny** (Pages 69 - 70)

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 scrutiny checklist (attached at Appendix A).

(a) **Forward Plan of Key Decisions** (Pages 71 - 78)

Extract from the Forward Plan dated 3 January 2023 (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 79 - 84)

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 is BPG to consider in detail.

2.10 pm

10. **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.

2.12 pm

11. **Date of Next Meeting**

The next meeting of the Committee will be held on 6 March 2023 at 10.30 am at County Hall, Chichester. Probable agenda items include:

- Performance and Resources Report Quarter 3

Any member wishing to place an item on the agenda for the meeting must notify the Director of Law and Assurance by 20 February 2023.

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

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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 costs ~~prices~~ over the last few years? Officers confirmed that the estimates contained in the SIP were recently updated.

23.5 ~~It was highlighted~~ A Member stated 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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Communities, Highways and Environment Scrutiny Committee

18 November 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 Ali

Cllr Greenway

Cllr Kenyon

Cllr Milne

Cllr Patel

Cllr Quinn

Cllr Burgess, am only

Apologies were received from Cllr Albury, Cllr Baldwin, Cllr Oppler and Cllr Oxlade

Also in attendance: Cllr Crow, Cllr J Dennis (pm only) and Cllr Urquhart (pm only)

29. Declarations of Interest

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

29.2 Cllr Oakley declared a personal interest as a member of Chichester District Council, a waste collection authority, under agenda item 6 and as a member of the Executive Task Force Group for Walking and Cycling and a Chichester District Council appointment to the Portsmouth Water Customer Scrutiny Panel and the Water Resources South-East Customer Challenge Group under agenda item 8(b).

29.3 Cllr Ali declared a personal interest as a member of Crawley Borough Council under agenda items 5 and 6.

29.4 Cllr Burgess declared a personal interest as a member of Crawley Borough Council under agenda items 5 and 6.

30. Urgent Matters

30.1 No urgent matters were raised.

31. Minutes of the last meeting of the Committee

31.1 The members were asked to agree the minutes of the meeting held on 21 September 2022.

31.2 Members requested the following updates to the minutes.

31.3 Under minute 23.4, first sentence, remove the word prices and make the word cost into costs.

31.4 Under minute 23.5 a member asked that the minute be clarified.

31.5 With regard to minute 22.2 members were updated that the information on the funded schemes for the Bus Enhanced Partnership Plan was now expected in January 2023.

31.6 With regard to minute 23.12 officers confirmed that the breakdown of responders to the Transport for the South-East consultation on the Strategic Investment Plan were not yet available.

32. Responses to Recommendations

32.1 The Committee noted the responses to recommendations made at the meeting on 21 September 2022.

32.2 A member highlighted that under Transport for the South-East Strategic Investment Plan Consultation – recommendation 2 – that availability and connectivity were just as important as cost and that work should be done to fundamentally change the service.

32.3 Clarification was also sought from officers under recommendation 6 as it was felt the response did not address the point made in the minutes.

33. Digital Crime

33.1 The Cabinet Member for Community Support, Fire and Rescue, Cllr Crow, introduced the item, reminding members that one of the priorities in Our Council's Plan was to keep people safe from vulnerable situations and this item would demonstrate how digital crime would apply to that. Victims of digital crime have impacts for the County Council. There was a direct correlation between people who become victims of digital crime and people who need services and assistance from the County Council, whether they were children or adults.

33.2 Cllr Crow also asked members to help promote good messages to local communities using the Stay Safe pages on the County Council website and social media. The County Council has a Stay Safe account on Twitter and messages can be retweeted. The 36 libraries were a valuable front door for vulnerable people and those who like face to face contact and staff are well trained to provide good advice and signpost people to other support.

33.3 The Committee received presentations from officers and external witnesses PC Lawrie, Financial Abuse Safeguarding Officer for Operation Signature at the Sussex and Surrey Police Specialist Crime Command and Mrs Booker, Director of Police, MOD and Local Government Programmes at Get Safe Online. Mrs Booker said she worked with organisations across the United Kingdom and that the Safer West Sussex Safer Partnership was much more active than anywhere else she worked with.

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

33.5 Committee members were shocked to hear that in the 7–10-year-old age group self-generated sexual imagery was up 235% and was the

fastest growing age group of concern. Officers reported that this had been because much younger children were using digital technology, groomers had developed more sophisticated ways of contacting children, pandemic lockdowns had impacted, a lack of parental control and loss of school support.

33.6 The **Digital Safety Package** and associated training is available to schools for a fee. The Education for Safeguarding Programme, through a recent funding scheme was hoped to cover costs until 2024. Officers would be undertaking a survey in the New Year to establish if schools have heard of the package and to understand why they were not subscribing. Members asked for a list of schools not signed up by division so that local members could encourage schools to do so. Information is also regularly shared with schools via the Headteachers' letter, resources are offered for assemblies, updates on risk or threat information shared, as well as the upcoming West Sussex Children's Safeguarding Conference which school staff were anticipated to be in attendance.

33.7 Work is ongoing to share information via the monthly Staying Safe Online e-newsletter, which is also shared by internal and external networks e.g the library services newsletter, neighbourhood watch groups, digital ambassadors, parish, district and borough councils. Work had taken place with the National Health Service (NHS) to produce a poster for all GP surgeries, and the Digital Safety team were exploring getting the message on to digital screens in surgeries. The Police share a lot of literature with residents and the Fire Services' wellbeing visits had also shared information and made referrals for several years. Members suggested that sharing at annual parish meetings and community groups would be a good idea.

33.8 **Trading Standards** could take down websites, but sometimes they needed to contact the head offices of large companies which could take time. Where there is no head office the National Trading Standards (NTS) crime team can help. The main source of reporting comes from Citizens Advice. They also worked with district and borough planning teams to disrupt rogue traders who breached planning law.

33.9 **Banks** heavily subsidise online safety programmes through Get Safe Online as well as having their own safety procedures, e.g. they were the first to introduce cross-channel banking protocol, all bank staff are trained to call 999 for suspicious transactions in branch, if fraud is suspected payments are frozen for 72 hours and the Police contacted, and they provide regular advice for customers. Additionally, the Bank Notification Scheme can be used to identify vulnerable customers.

33.10 **Digital Ambassadors** are recruited via newsletters, press releases, radio interviews etc. A lot of interest is expressed but often people drop out once they know what is involved e.g. training.

33.11 The figure that 80% of fraud went unreported came from the British Crime Survey. There was no indication that any reductions in Police Community Support Officers (PCSOs) were affecting the ability to identify victims, gain intelligence or share information. Priority had always been given to visiting victims for the past 8 years and there was no indication

that this would change. There was no data for reducing incidents of fraud, but other metrics were used to measure effectiveness and performance. It was key that all instances of online fraud should be reported to Action Fraud ([Action Fraud](#) / 0300 123 2040).

33.12 General Data Protection Regulations (GDPR) had not affected the sharing of information. The Safer West Sussex Partnership has agreements for sharing protocols, particularly for information that legislation required them to share. Scammers were quick to respond to events e.g. when the Government announced energy support payments fraudsters were quick to see opportunities. The Partnership acted quickly to get information on this new area of fraud through the intelligence network. The teams rely on services such as Meals on Wheels, patient transport, etc, being the eyes and ears of the community.

33.13 Libraries are a "key front" door for vulnerable residents, a safe secure digital access and staff had received training from the Digital Safety team. Members were reassured that library staff were able to meet demand at the moment, but intensity of demand and complexity would have to be monitored in the future.

33.14 The Online Safety Bill is still at parliamentary stage and there is no set date for its introduction. Monitoring of current compliance and reporting rests with the Information Commissioner. Members asked who defined harm and how and against what (and whose) criteria, and the language used for these criteria? Who decided what mitigation we should take and how? Against what (and whose) criteria? How could we measure our success? Officers identified the current legal definitions around "harm" and adult and children safeguarding, and hoped that the Online Safety Bill would clarify some of these questions.

33.15 Cllr Crow thanked the members for their comments and questions and the officers and witnesses for their answers. It demonstrated that a lot was going on and gave food for thought on what more could be done to further increase the awareness of residents, what more the County Council can do to prevent victims of fraud and how to deal with threats that change over time.

33.16 Resolved – That the Committee:

1. Thanked the officers and guests for supporting the agenda item and for the impressive amount of work undertaken to protect people from harm and digital crime.
2. Felt that there was a need for greater awareness of the Digital Safety Package amongst schools and would welcome a list of schools who had not signed up, by division, so that local members could encourage schools to do so.
3. Acknowledged the philosophical concerns raised.
4. Acknowledged the ongoing challenges Trading Standards faced with online ordering and goods moving across borders.

5. Asked that the finalised report on the results and analysis of the county-wide parent/carer online safety survey be shared with the Committee.

34. Performance and Resources Report 2022-23 - Quarter 2

Communities

34.1 The Cabinet Member for Community Support, Fire and Rescue, Cllr Crow, highlighted the success of Trading Standards in receiving money back from the American authorities to pass back to around 30 local scam victims. He also reported that performance measures 4, 33 and 34 were rated green and that the in-year financial variance had narrowed. One of the savings targets remained outstanding but options were being explored to ensure it would be realised in the next financial year.

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

34.3 **Ukrainian support** – Cllr Crow confirmed that all sponsors and guests were contacted at the 4-month point to ensure things were going well and see if sponsor and guests wanted to continue beyond the initial six-month period. In West Sussex, over 80% of sponsors were keen to continue and the Ukrainian Support Team were working to rematch the other 20%. The 80% figure was higher than the national average. The support team were keen to keep guests out of temporary accommodation and arrange matches with new sponsors. It was not felt there would be a sudden rise in guest numbers needing support, and that team resources would be able to manage.

34.4 **Countering Extremism** training for taxi drivers – officers agreed to provide a written response on how the Countering Extremism team would train all taxi drivers across West Sussex, as was required under their license arrangements with the district and borough councils, including performance data on achievements to date.

34.5 **Library Services** - Cllr Crow reported that footfall was not back to pre-pandemic levels but that the number of books being borrowed was. Fewer people were using library computers and staff were looking at ways to encourage people back.

34.6 Key Performance Indicator (KPI) 34 – **Community Hub** – Cllr Crow confirmed that the Community Hub had been awarded the same amount of funding from the Household Support Fund for the next six months and would work to ensure the money lasted the full time. Cllr Crow felt there was adequate resource to keep up with demand, although he anticipated pressures due to staff vacancies but felt they were not at a level to cause concern. The team were also working with people who had made repeated requests to address the reasons why they needed support.

34.7 **Libraries and archives income** – was still at a lower level than pre-pandemic levels, but some staff vacancies helped mitigate that. The Library Service were looking what could be done in individual libraries to raise revenues.

34.8 Resolved - The Committee:

1. Acknowledged the good performance under KPIs 4, 33 and 34.
2. Acknowledged the continued support to Ukrainian refugees.
3. Acknowledged that the Library Service was looking at income streams for libraries going forward.
4. Acknowledged that Community Services were looking at how service demand differed pre and post-Covid.
5. Continued to support the Library Service.

Environment

34.9 The Cabinet Member for Environment and Climate Change, Cllr Urquhart introduced the report highlighting that recycling efforts had been boosted by all sites (except Midhurst) accepting hard plastics and she thanked residents for taking up this valuable service. However, this was expected to be counterbalanced by a reduction in green waste due to the high temperatures over the summer and the reduction in the value of paper recycle.

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

34.11 A **1-2-3 Collection** trial had been started by Mid Sussex District Council following the trial in the Arun district. This was being funded by the County Council as Government advice was still awaited.

34.12 **Combined Heat and Power** (CHP) – Officers updated that since the report CHP was now fully operational at Parkside and subject to a few matters of building control which would soon be signed off, the project closed down.

34.13 Resolved - The Committee:

1. Acknowledged the Heat Decarbonisation Plans for another 40 sites following a successful bid the Government's Low Carbon Skills fund (Phase 3).
2. Understood the funding issues for food recycling, but that where trials had taken place, they had been popular and successful.
3. Acknowledged progress with CHP at the Parkside offices in Horsham.

Highways and Transport

34.14 The Cabinet Member for Highways and Transport, Cllr Dennis, introduced the report and thanked officers in the service and financial staff who had undertaken work on contracts to minimise additional costs in the

difficult economic climate, particularly without impacting on services. The report clearly showed the impact of increasing energy prices. The inflationary costs were higher than budgeted for and although officers had been managing the impact, the situation was unlikely to improve as the financial year progressed. Cllr Dennis was pleased to highlight that KPI 19 - **highway defects repaired in the required time scale** - had moved from red to green, primarily due to improvements in working with the contractors.

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

34.16 The funding of £17.4m, if received from the Government for the **Bus Service Improvement Plan**, would be ringfenced.

34.17 KPI 41 – **Killed and seriously injured casualties per billion vehicle miles** – Cllr Dennis reported officers would be looking at streets with schools to make sure children would be safe when travelling to school. A member asked whether data was available on how many of these incidents were down to road maintenance and design rather than driver behaviour. Cllr Dennis agreed to look to see if some data might be available for future narratives for KPI 41.

34.18 **National Concessionary Fares** - Cllr Dennis reported that a number of operators were finding the financial climate challenging, and officers were looking to work with them in promoting bus services, for example for the elderly through Age Concern.

34.19 Resolved – That the Committee:

1. Were pleased to see the improvement of KPI 19 highway defects repaired in the required time scale.
2. Note the remarks on cycle paths
3. Supports bus routes
4. Look forward, in due course, to the separation of data on fatalities and their causes.

35. Speed Limit Policy

35.1 The Cabinet Member for Highways and Transport, Cllr J Dennis, introduced the report saying it had been her key priority to review this policy, particularly for rural roads.

35.2 Cllr Richardson, the Chairman of the Task and Finish Group (TFG) that had looked at the speed limit policy, reported that TFG had reviewed the existing policy, which dated back to 2010 and found it restrictive and lacking the flexibility to facilitate a common-sense approach.

35.3 The Committee received a presentation and explanation from Mr Stark, the Road Safety Group Manager, on the basis for the proposed changes. Those included the proposed relaxation of criteria and threshold

at which speed limits could be introduced, and looked to a more hierarchical consideration of road use, e.g. are there schools, vulnerable road users, etc, and refining the definition of a village.

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

35.5 The new policy is more flexible and would look at applications on a case-by-case basis considering whether engineering enforcements could help reduce speed, what is appropriate for the function of the road (e.g. a shopping parade, doctor's surgery), before any decision to lower a speed limit is made. A member asked that wording be re-checked to make it clear that excessive average speed on a stretch of road would no longer be used as a reason not doing anything. Officers reported the policy had been written in a positive, flexible manner but it was agreed to review the wording for clarity.

35.6 The Committee asked whether data on killed or seriously injured casualties could be broken down by category e.g. driver, pedestrian, etc, could be made available.

35.7 Resolved – That the Committee:

1. Welcomed the revised Speed Limit Policy and thanked Cllr Dennis, Cllr Richardson and the TFG members, and officers for their work.
2. Asked that the policy be looked at again for clarity for applicants, to make it clear that excessive average speed on a stretch of road would no longer be used as a reason for not taking action.
3. Sought further information on killed and serious injured numbers by categories. In particular detailing how many of these could have been mitigated by factors within the County Council's control.

36. Work Programme Planning and Possible Items for Future Scrutiny

36.1 The Committee agreed the Work Programme proposed by the Business Planning Group and asked that the following items also be considered.

36.2 **Fragmentation of the rights of way network**, particularly for equestrian users. It was suggested this could be part of the scrutiny of the Active Travel Strategy to consider how the strategy enables connectivity with the rights of way network.

36.3 **CPZ Policy review** – responses to the Horsham consultation had been way below the 50% limit set and therefore no action would be taken. The Committee asked if this could be considered as part of the policy review.

36.4 Consultations on long term **water management plans** by water companies and how this might be shared with the Scrutiny Committee or

members. It was considered that it was a matter for district and borough councils but was felt that maybe a Member Day could be held for all members involving representatives from water companies. The chairman agreed to discuss this suggestion with the Cabinet Member for Environment and Climate Change.

37. Requests for Call-in

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

38. Date of Next Meeting

38.1 The next meeting would be held on 23 January 2023 at 10.30am.

The meeting ended at 3.22 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.

Recommendations – Officers to clear all responses with relevant Cabinet Member before returning to Democratic Services

Topic	Meeting (date raised)	Recommendation	Responsible Officer/Member	Follow up	Response/Progress/Deadlines	Status
Digital Crime	18/11/22	The Committee felt that there was a need for greater awareness of the Digital Safety Package amongst schools and would welcome a list of schools who had not signed up, by division, so that local members could encourage schools to do so.	Ms Blow	-	<p>Updated Digital Safety Package for schools:</p>  <p>Updated Digital Safety Package for Scl</p> <p>List of schools not signed up to Digital Safety Package by division</p>  <p>Schools%20not%20signed%20up%20to%2</p>	Complete
Digital Crime	18/11/22	The Committee requested that the finalised report on the results and analysis of	Ms Blow		West Sussex Parent Carer online safety	Complete

Topic	Meeting (date raised)	Recommendation	Responsible Officer/Member	Follow up	Response/Progress/ Deadlines	Status
		the county-wide parent/carer online safety survey be shared with the Committee.			Survey Results Summary 2022  West Sussex Parent Carer Online Safety S	
PRR – Highways and Transport	18/11/22	That the Cabinet Member considers if additional data might be publish in future PRR narratives for KPI41 (Killed and seriously injured casualties per billion vehicle miles)	Mr Davey	March 2023 meeting	Officers have suggested that the right balance would be an annual update to a 3 year rolling average on our website covering headline data e.g. Road Environment; Injudicious action; Impairment; Driver Rider Error; Behaviour.	Complete
Speed Limit Policy	18/11/22	Asked that the policy be looked at again for clarity for applicants, to make it clear that excessive average speed on a stretch of road would no longer be	Mr Ekinsmyth	Prior to the decision being taken	The Policy was reworded to remove any ambiguity that there was a requirement for speed limit requests to comply with average	Complete

Topic	Meeting (date raised)	Recommendation	Responsible Officer/Member	Follow up	Response/Progress/Deadlines	Status
		used as a reason for not taking action.			<p>speed data. Text that implied average speeds must be within a threshold for a speed limit to be approved has been removed. The Policy now states that where average speeds are above the threshold values given (in table 2), supporting measures may need to be considered (as opposed to being required). Supporting measures has been redefined as both engineering and behavioural change measures to remove the reliance fully on expensive engineering measures.</p> <p>Decision - West Sussex Speed Limit Policy Review HT13</p>	

Topic	Meeting (date raised)	Recommendation	Responsible Officer/Member	Follow up	Response/Progress/ Deadlines	Status
					(22/23) (modern.gov.co.uk)	
Speed Limit Policy	18/11/22	Sought further information on killed and serious injured numbers by categories. In particular detailing how many of these could have been mitigated by factors within the County Council's control.	Mr Ekinsmyth	Jan 2023	Data is in the process of being collated.	Ongoing

Key decision: Not applicable
Restricted/Unrestricted
Ref:

Report to Communities, Highways and Environment Scrutiny Committee (CHESC)

23 January 2023

Highways Maintenance and Works Contracts Performance

Report by Assistant Director Highways, Transport and Planning

Electoral division(s): All

Summary

In April 2020 West Sussex Highways established a range of new contractual arrangements for the provision of safety response, routine and cyclical maintenance, planned carriageway and footway structural maintenance and highway improvements. Previously, WSCC Highways had a single supplier "Term Maintenance Contract" that provided all such Highway services.

Following extensive research and after presenting the recommendations of an options appraisal report the County Council approved a model for procurement to utilise a mixed economy model.

The services are divided into six separate 'Lots'. Lots 1, 2 and 3 are dedicated reactive and cyclical maintenance; core services, grass cutting and drain gully cleansing. Lots 4, 5 and 6 are delivered under a Works Framework and deliver the planned carriageway and footway structural maintenance and improvements defined by the West Sussex Highways annual delivery programme.

As all Lots have been mobilised and contracts have been awarded within the Framework Lots 4-6 for the delivery of Capital Works, this paper reports on the second year of progress of the contract model for the West Sussex Highways service.

The service previously provided a detailed performance update to the committee in 2021: [Agenda for Communities, Highways and Environment Scrutiny Committee on Thursday, 30 September 2021, 11.00 am \(moderngov.co.uk\)](#)

Focus for Scrutiny

The performance of the services and works delivered through the contracts for Lots 1 to 6 and progress of the new contract model for the West Sussex Highways service through 2021-2022.

1 Background and context

1.1 Lots 1-3 are managed within the Local Highways Operations Service. These Lots are single provider contract agreements servicing Highway Maintenance, Drainage Cleansing and Hedge Maintenance and Grass Cutting.

- Lot 1: Core Maintenance Services: Balfour Beatty Living Places
- Lot 2: Drainage Cleansing: Drainline Southern Ltd
- Lot 3: Hedge Maintenance and Grass Cutting: Grasstex Ltd

1.2 Lots 4-6 are managed within the Highways Planned Delivery Service. The Framework went live 1 April 2020. The Framework Agreement NEC 4 (The New Engineering Contract (NEC) is a nationally recognised contract model to manage projects – particularly civil engineering projects – from start to finish, with the aim of preventing costly disputes and ensure good partnership working) contract model consists for 3 Lots with 5 contractors in each lot:

- Lot 4: Carriageway & Footway Resurfacing
- Lot 5: Carriageway Surface Dressing, Carriageway & Footway Treatments
- Lot 6: Infrastructure Improvements - Planned Works

1.3 A full list of contractors within the lots is provided as Appendix A

1.4 The objectives for the new contract model were articulated during the development and corporate governance processes from 2018 through to formal sign-off the contract model in January 2019, these included:

- **Safe and Well Managed:** We will deliver a safe and well-managed infrastructure.
- **Customer Focused:** We place our customers’ experience at the forefront of everything we do, by providing safe and accessible networks.
- **Data Driven Decisions:** We manage our Assets in an effective way utilising data to help inform our decision making.
- **Value for Money:** We demonstrate Value for Money in our decision making, through our performance frameworks.
- **Collaborative Relationships:** We will secure Collaborative relationships with our Suppliers, Customers and Stakeholders.
- **Resilient and Sustainable:** We will deliver service levels and provide a resilient infrastructure network that is sustainable.

1.5 The scale of the core service and frameworks in financial terms. The breakdown of the overall spend in 2021-22:

Lot	Outturn 2021/22 £ ,000 TOTAL	Outturn 2021/22 £ ,000 Revenue	Outturn 2021/22 £ ,000 Capital
Lot 1	£11.0m	£7.3m	£3.7m
Lot 2	£1.3m	£1.3m	£0.0m
Lot 3	£1.2m	£1.2m	£0.0m

Lot	Outturn 2021/22 £ ,000 TOTAL	Outturn 2021/22 £ ,000 Revenue	Outturn 2021/22 £ ,000 Capital
Lot 4	£14.9m	£0.0m	£14.9m
Lot 5	£4.9m	£0.0m	£4.9m
Lot 6	£3.1m	£0.0m	£3.1m

Table 1 – Breakdown of spend per Lot

- 1.6 It should be noted that within the Lot 1 £11m spend for both Revenue and Capital budget delivery of works, the total also includes additional Corporate Capital funded works. There was also additional Emergency Active Travel fund activity resulting in £0.5m of additional spend.

2 Performance Report

Lot 1 – Core Services Performance

- 2.1 The year 2021/22 was another challenging year for Lot 1 service delivery. The reactive service saw an extremely busy period of highway defects raised between March 2021, which continued until September 2021. In May, June and July 2021 West Sussex saw unprecedented numbers of safety defects raised for repair through the reactive service – predominately as a result of adverse weather, sustained cold periods and wet periods. These volumes highlighted issues with the resilience and resource availability for Balfour Beatty and weekly operational meetings were put in place to ensure that the works were being managed and delivered as effectively as possible. The volumes tapered off towards the end of 2021 and into early 2022 but the earlier volumes saw an overall total of 37,904 defects raised in 2021/22, which is the highest number on record.
- 2.2 The Key Performance Indicators (KPIs) for 2021/22 (see Appendix C) saw good performance in Health and Safety, compliance and delivery of the winter service but an underperformance in commercial KPIs and KPIs relating to timeliness of safety repairs - 2-hour, 24 hour, 5- and 28-day safety defect response. It is worth noting that 2 hour and 5-day response saw some improvement throughout the year, when comparing early 2021 to early 2022, however the performance identifies that the works volumes and general resourcing have been challenging for the contractor.
- 2.3 It was decided that for 6 months of 2021/22 that a Velocity Spray Injection Patcher (1 unit) would be trialled to see if this offered some value to support the service delivery of Lot 1. Velocity delivered just under 2000 repairs totalling approximately 7000sqm. On reflection it is felt that Velocity added a lot of value and could offer even more, so it was decided to continue Velocity presence into 2022/23, providing 2 units across the County for a 6-month period.
- 2.4 The JCB Pothole Pro was also trialled, with the view that it would be used to support and improve the productivity of the small patching works delivered by the contractor. This was considered successful enough to warrant a longer trial for 2022/23.
- 2.5 Capital Delivery, principally larger scale patching and Public Realm Improvements to Signs and Lines has been successful, with over £2.5M delivered on the network.

Lot 2 – Drainage Gully Cleansing Services Performance

- 2.6 The Contractor, Drainline delivering gully cleansing services has proved to be a competent and proactive contractor, working closely with the Service Manager to ensure that the service delivered is on schedule and to the required contractual specification. They have actively engaged with all elements of the contract and are taking the lead on some aspects such as joint audits and innovation, having recently worked in partnership with the County Council around the implementation of a Rainwater Harvester at Jobs Depot. Performance has been excellent demonstrated by KPI returns since the start of the contract. Where the need for additional resource has arisen, Drainline have stepped up to provide that support, advising the most efficient and cost-effective provision. Drainline have consistently either met or exceeded the KPIs linked to the contract. KPI's for 2021-22 are included in Appendix B.
- 2.7 We are currently working with Drainline with a view to re-optimising the 4-year programme based on the first 4 years of operation. Early indications are that the impact of extending the programme from 2 years to 4 years has had minimal impact on the function of our drainage assets however more data is required to fully understand the impact.
- 2.8 Asset management has been improved through the contract. This has been achieved through the contractor providing improved operational and management information via the investment in industry standard asset management tools. The contractor has also invested in operational machinery.

Lot 3 – Grass-cutting Services Performance

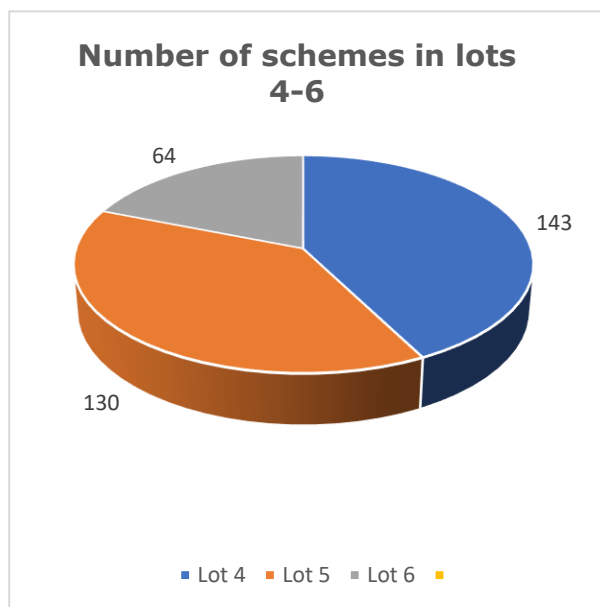
- 2.9 The Contractor, Grasstex delivering grass cutting services has continued to provide excellent performance as demonstrated by the contract KPI's linked to Lot 3. They have been flexible with regards to amendments to schedule and accommodating when additional works have been requested. Grasstex have supported vegetation related reactive works across the county, and the provision of larger scale vegetation clearance along cycle paths and where highway vegetation encroaches into the carriageway. Communication and collaboration have been very good, with any issues dealt with promptly and professionally.
- 2.10 Grasstex are currently engaged in a number of initiatives around the environmental impact of grass cutting. They are supporting a partnership pilot with the SDNP whereby cutting frequencies have been reduced and the arisings collected at identified verges to understand the impact this has on the ecology of the site. They are also supporting an initiative called Community Road Verges where the cutting frequency is reduced, and the sites monitored and assessed by community groups.
- 2.11 KPI's for 2021-22 are included in Appendix B. Grasstex are consistently achieving KPI targets set out in the contract.

Capital Works Framework (Lots 4, 5 & 6)

- 2.12 The Framework agreements went live 1 April 2020, and procurement for the 2020-21 HTP Delivery Programme started on the 2 April 2020.
- 2.13 The frameworks continued to work effectively throughout 2021-22. Funding provided the opportunity to increase the size of capital delivery programmes. In

excess of £22m of works were delivered via Lots 4, 5 and 6. despite, at times restrictions due to the pandemic and the resource limitations.

2.14 The chart opposite details the number of schemes delivered during the year.



2.15 The industry continues to provide significant benefits to the authority. Direct working partnerships prosper across lots 4, 5 and 6. For the client the close working with both national and local companies have provided service development opportunities with contractors bringing new ways or working and or products to West Sussex.

2.16 Restrictive working arrangements were overcome and contractors ensured additional costs (example additional vehicles for staff travel) were kept to a minimum for the Council.

2.17 Perhaps the most significant challenge during the year was again road space. In recent years road space bookings have increased 20% every year with the increases being consecutive and cumulative.

2.18 For carriageway and footway works it is evident that significant *value for money* has been achieved in comparison to the previous Term Maintenance Contract outturn costs. The table below illustrates the average per metre squared cost reduction achieved against the previous actual cost during the last year of the Term Maintenance Contract.

SUMMARY	Cost reduction/m²
Patching	43%
Resurfacing	33%
Carriageway – Micro asphalt	21%

Table 2 – Cost Reduction per metre Squared

2.19 This has enabled more work to be done for the allocated Capital budget in most work types. The total amount of carriageway and footway works completed by length is illustrated in the table below:

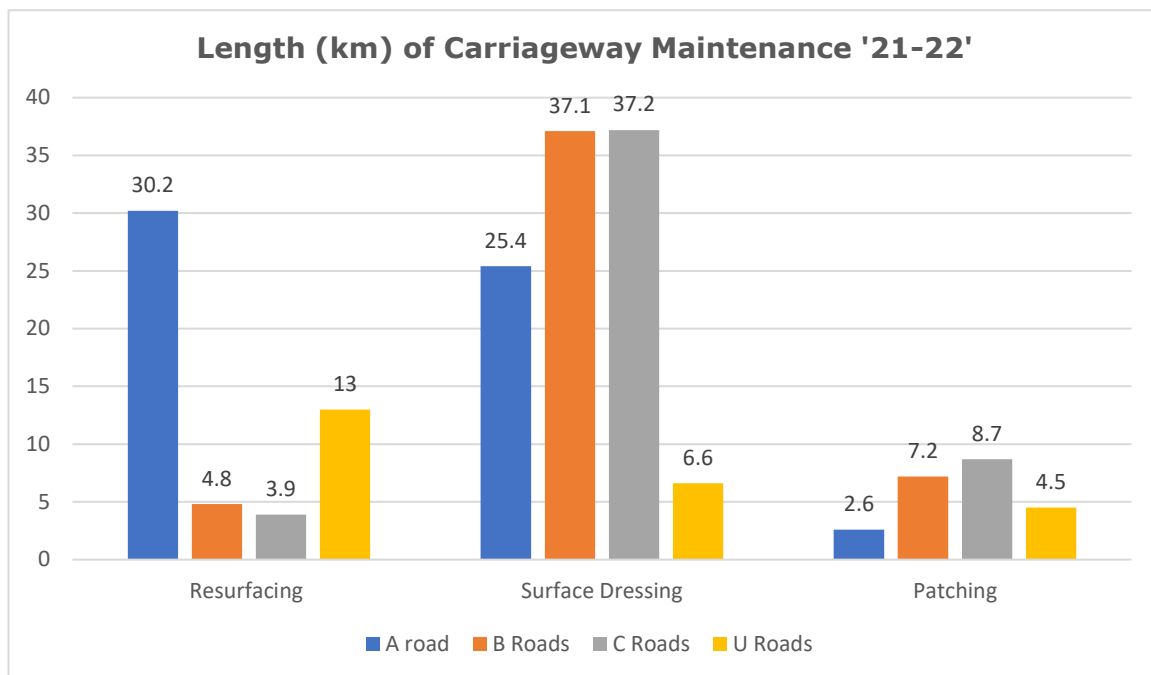


Table 3: Length (km) of Carriageway Maintenance 2021-22

- 2.20 The increased service level and value for money has provided the opportunity to work with contractors to consider improved specifications for highway maintenance works. Contractors who operate at the cutting edge of the industry provide significantly improved opportunities to consider maintenance solutions enabling better resilience and sustainability of the network – within the confines of the current budget levels.
- 2.21 Innovation opportunities will always be limited to a degree by value and timeframe of contracts let, however the contractors have been able to offer options whether it be materials or work practices that for West Sussex Highways are innovations impacting value for money and or life expectancy of highway assets.
- 2.22 Lot 4, 5 and 6 KPI’s for 2021-22 are included *in* Appendix B. Contractors are consistently achieving KPI targets set out in the contract.

3 Objectives

- 3.1 Significant progress has been made against the objectives as set out previously in 1.4. Appendix C provides a tabulated summary of the objectives against each of the six procurements.

4 Contract Management

- 4.1 Contract management is undertaken within service with support from Legal Services and Procurement & Contract Management. Current levels of resource are commensurate for the contract management required to adequately service the current contract model.

5 Policy alignment and compliance

- 5.1 Our Council Plan: Policy Impact and Context
 - The West Sussex Corporate Plan 2021-2025 sets out the priorities for the council over the next four years and the ambitious outcomes for people who

live and work in West Sussex. The contract model supports the sustainable and prosperous economy priority.

- The delivery of critical maintenance and infrastructure of/for the highway network fundamentally underpins the ability of the Council to meet the vision and strategic aims set out in the Council Plan.

- 5.2 Following an assessment of the Council policy and its overarching legal responsibilities there are considered to be no legal implications (other than the legal responsibility to maintain the public highways and ensure third parties have the appropriate insurance)
- 5.3 No implications under the Human Rights Act 1998.
- 5.4 Social Value and Sustainability Assessment - The new set of contracts has been tendered with consideration as to how contractors will provide added social value, reflecting the County Council's duty under the Public Services (Social Value) Act 2012.
- 5.5 Crime and Disorder implications are considered in the social, economic and environmental prioritisation of the Highway and Transport Delivery Programme and alongside the design of each maintenance or improvement scheme within the Delivery Programme.
- 5.6 Where practical and appropriate each contract will be considered against the Council's climate change commitments. Working with successful bidders, officers will consider innovative approaches and current best practice.

Matt Davey

Assistance Director Highways, Transport and Planning

Contact Officer: Gary Rustell, Programme/Framework Manager
033 022 26397; gary.rustell@westsussex.gov.uk

Appendices

Appendix A - Highways Contract Model Lot 1 to 6

Appendix B - Highways Contracts KPI 2021-22

Appendix C - Objectives cross reference 2020-21

Background papers

Decision Report - [Award of Contracts for Highway Maintenance Services OKD24 19-20](#)

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Highways Maintenance Suite of Contracts 2020

Lot	Title	Contract Model	Cost Model	Contractor	Start Date	End Date	Extension Option	Duration (months)*	Estimate Value*	per annum*
Lot 1	Provision of Core Highways Maintenance Service	NEC4 Term Service Contract (TSC) with additional Z clauses	Option A Option E	Balfour Beatty Living Places	01-Apr-20	31-Mar-25	upto 5 year	120	£ 72,000,000.00	£ 7,200,000.00
	Single contractor contract for the provision of core services, including winter maintenance, reactive works, ancillary services, linings and road studs across the county of West Sussex, comprising: – mobilisation/demobilisation services, – emergency response, – reactive response, – winter service, – structures maintenance (routine, programmed and reactive), – tree maintenance, – weed control, – drainage (drainage repairs and programmed), – provision and maintenance of road signs, – road markings refresh programme, – provision and maintenance of reflective road studs, – vehicle restraint systems (including pedestrian guardrail and culvert rails) routine and emergency maintenance), – minor improvement service – schemes < 25 000 GBP.									
Lot 2	Provision of Highways Drainage Maintenance Service	NEC4 Term Service Contract (TSC) with additional Z clauses	Option A Option E	Drainline Ltd	01-Apr-20	31-Mar-25	upto 5 year	120	£ 14,400,000.00	£ 1,440,000.00
	Single contractor contract for the provision of drainage cleansing services across the county of West Sussex, comprising: – mobilisation/demobilisation services, – drainage cleansing, – drainage and flood reactive response.									
Lot 3	Provision of Hedge Maintenance & Grass Cutting Services	NEC4 Term Service Contract (TSC) with additional Z clauses	Option A Option E	Grasstex Ltd	01-Apr-20	31-Mar-25	upto 5 year	120	£ 12,000,000.00	£ 1,200,000.00
	Single contractor contract for hedge and grass cutting services across the county of West Sussex, comprising: – mobilisation/demobilisation services, – hedge maintenance, – grass cutting.									
Lot 4	Carriageway & Footway Resurfacing	NEC4 ECC with additional Z clauses Framework Agreement	Option C with Activity Schedule Secondary Option A	Aggregate Industries UK Ltd	01-Apr-20	31-Mar-24	N/a	48	£ 50,000,000.00	£12,500,000.00
	Multi-contractor Framework Agreement for carriageway and footway resurfacing services across the county of West Sussex as directed by relevant task orders, comprising: – mobilisation/demobilisation services, – carriageway resurfacing (including in-situ recycling, traffic management, lining and studs and planned carriageway patching), – footway resurfacing (resurfacing, reconstruction and in-situ recycling).									
				Associated Asphalt Contracting Ltd						
				Balfour Beatty Living Places						
				FM Conway Ltd						
				Tarmac Trading Limited						
Lot 5	Carriageway Surface Dressing and Carriageway & Footway Treatments	NEC4 ECC with additional Z clauses Framework Agreement	Option C with Activity Schedule Secondary Option A	Colas Limited	01-Apr-20	31-Mar-24	N/a	48	£ 50,000,000.00	£12,500,000.00
	Multi-contractor framework agreement for carriageway surface dressing and carriageway and footway treatments across the county of West Sussex as directed by relevant task orders, comprising: – mobilisation/demobilisation services, – carriageway surface dressing, – carriageway treatments, high friction surfacing, retexturing, joint sealing (including in-situ recycling, traffic management, lining and studs and PSD patching), – footway services (repairs, micro surfacing).									
				Eurovia Infrastructure Limited						
				JPCS Limited						
				Kier Highways Limited						
				Road Maintenance Services Limited						
Lot 6	Infrastructure Improvements - Planned Works	NEC4 ECC with additional Z clauses Framework Agreement	Option C with Activity Schedule Secondary Option A	Balfour Beatty Living Places	01-Apr-20	31-Mar-24	N/a	48	£ 50,000,000.00	£12,500,000.00
	Multi-contractor framework agreement for infrastructure improvement planned works across the county of West Sussex as directed by relevant task orders, comprising: – mobilisation/demobilisation services, – highway improvement schemes: 25 000 GBP < 2 000 000 GBP.									
				Dyer & Butler Ltd						
				Jackson Civil Engineering Group Ltd						
				Landbuild Ltd						
				Tarmac Trading Limited						

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KPI Scorecard 2021-2022

98%

91.2%

[Click for Data Input Sheet](#)

version 1 rev 1.0

West Sussex Highways - Operational Performance Indicators Dashboard																				
Strategic KPI Theme	KPI Ref	Lot	KPI Title	Description	Reporting Period	SPI Target	Owners	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Annual Result
Safe	KPI 1.1	1	Accident Frequency Rate RIDDOR Reportable	Accident Frequency Rate – RIDDOR Reportable according to the standard reporting practice of the HSE	Calendar Month	0.10	BH/CD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Safe	KPI 1.3	1	Lost Time Incidents – Frequency Rate	To measure the effectiveness of the Contractor's safety processes by monitoring the Lost Time Incident Frequency Rate as Lost Time Injuries per 100,000 hours worked according to the standard reporting practice of the HSE	Calendar Month	0.6	BH/CD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Serviceable	KPI 2.2	1	Complaints and Enquiries (Responded)	Report the total number of Complaints and Enquiries responded to within 10 working days of receipt as a percentage of the number of Complaints and Enquiries received	Calendar Month	98%	SH/CD	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Serviceable	KPI 2.4	1	Compliance with WSCC Permitting Scheme - overruns	The number of overruns as a percentage of the total number of jobs requiring streetworks permits.	Calendar Month	99%	SH/CD	100.0%	99.1%	100.0%	99.5%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	99.9%
Serviceable	KPI 2.5	1	Compliance with WSCC Permitting Scheme – permits cancelled	The number of permits cancelled as a percentage of the total number of permits issued in the reporting period	Calendar Month	99%	SH/CD	89.2%	91.5%	92%	92%	85.4%	94.2%	99.3%	100.0%	100.0%	100.0%	100.0%	100.0%	95.3%
Economic Growth	KPI 3.2	1	Sustaining the Local Economy	The percentage of expenditure made on this Contract for employment, purchase, hire and sub-contracting which is made in the area described by 12.5 miles beyond the West Sussex County boundary	Annually	TBA	SH/CD	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Affordable	KPI 4.3	1	Percentage of Final Accounts for Task Orders/Projects/Schemes/ Programmes that are submitted within 3 months of Completion date	To measure the percentage of Final Accounts for Task Orders/Projects/Schemes/ Programmes that are submitted within 3 months of Completion date in any one measurement period	Calendar Month	100%	DC/CD	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Affordable	KPI 4.4	1	Accuracy of Monthly Applications for payment	To measure the percentage of lines in the application without errors corrected by the Client on each application for payment submitted by the Contractor in each measurement period	Calendar Month	98%	DC/CD	95.78%	95.18%	100.00%	98.47%	86.67%	96.05%	98.6%	86.4%	88.30%	98.26%	98.50%	99.38%	95.13%
Accessible	KPI 5.1	1	Winter Maintenance percentage compliance of carriageway treatments	Percentage compliance with specified Winter Maintenance carriageway precautionary treatment times	Annual with monthly monitoring	98%	JB/BW	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	100.0%	100.0%	100.0%	100.0%	100.0%	100.00%
Accessible	KPI 5.2	1	2 hour Make Safe and Repair – Task Orders completed within agreed period	To measure the efficiency of the Contractor's response to Make Safe or Repair any identified or reported Safety Hazards requiring a response within 2 hours	Calendar Month	98%	JB/CD	94.3%	80.5%	90.8%	91.9%	94.8%	88.3%	91.2%	96.1%	92.7%	95.3%	95.0%	94.3%	92.09%
Accessible	KPI 5.5	1	24 hour Make Safe and Repair - Task Orders completed within agreed period	To measure the efficiency of the Contractor's response to Make Safe or Repair any identified or reported Safety Hazards requiring a response within 24 hours	Calendar Month	98%	JB/CD	#DIV/0!	85.7%	94.4%	100.0%	94.1%	84.2%	85.7%	100.0%	97.4%	90.9%	76.9%	82.1%	90.15%
Accessible	KPI 5.3	1	5 day Make Safe and Repair – Task Orders completed within agreed period	To measure the efficiency of the Contractor's response to Make Safe or Repair any identified or reported Safety Hazards that require a response within 5 days	Calendar Month	98%	JB/CD	83.3%	84.8%	88.9%	74.1%	91.3%	79.9%	83.0%	100.0%	92.0%	82.8%	91.0%	95.2%	87.20%
Accessible	KPI 5.4	1	28 day Permanent Repair – Task Orders completed within agreed period	To measure the efficiency of the Contractor's ability to permanently repair identified Safety Hazards that require a Permanent Repair within 28 days	Calendar Month	96%	JB/CD	63.3%	86.9%	81.9%	65.4%	68.4%	60.5%	61.8%	81.3%	74.3%	87.5%	83.3%	71.1%	73.81%
Sustainable	KPI 6.1	1	Amount of construction and demolition waste reused and recycled	To measure as a percentage the tonnage of construction and demolition excavated and non-excavated waste material reused and recycled based on the overall tonnage of excavated and non-excavated waste material generated	Annually	TBA	SH/CD	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Management Information	MI 7.1	1	Incidents and Accidents – near miss reports and investigation	To measure the effectiveness of the Contractor's safety processes by monitoring the way in which formally recorded Near Misses are addressed	Calendar Month	95%	BH/CD	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Management Information	MI 7.2	1	To conduct a 360° assessment of the Contract operation and achieve an annual improvement	To conduct a cultural 360° framework questionnaire with all parties to determine how collaboratively and efficiently the Contract is delivering	Annually	TBA	BH/CD	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Management Information	MI 7.13		Quality of Service	To record and report on:- •Number of Compensation Events	Monthly	TBA	DC/CD	0	4	0	47	23	3	1	0	0	1	2	5	86
				To record and report on:- •Value of Compensation Events	Monthly	TBA	DC/CD	0	4887.14	0	33314.23	239897.89	0	0	0	0	402.77	4667.77	8552.39	291722.19
				To record and report on:- •Number of Early Warnings	Monthly	TBA	DC/CD	0	1	0	4	1	2	0	1	0	0	2	1	12
				To record and report on:- •Number of Defect Notices	Monthly	TBA	DC/CD	5	7	10	10	5	15	5	4	0	0	10	4	75
Management Information	MI 7.6	1	To positively engage with the Client's Social Value requirements	To record progress and improvement where required with the Client's Social Value requirements	6 Monthly	TBA	SH/CD						100.00%							100.00%
Management Information	MI 7.7	1	The number of temporary repairs effected	To measure the efficiency of the contractor's response to make safe or repair any identified or reported safety hazards.	Monthly	TBA	JB/CD	85	59	93	125	85	35	33	85	77	72	152	127	1028

WSCC Highways Services Contracts 2021 – 2022 Scorecard for LOT 2
Drainline Drainage Cleansing

Strategic KPI Theme	KPI	KPI Title	KPI Description	Owner Client	Owner Contractor	KPI Target	Reporting Period	Reporting Periods												Average of Monthly KPIs	Source of Data	Comments	Weighting	
								Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22					
Safe	KPI 1.1	Accident Frequency Rate RIDDOR Reportable	Accident Frequency Rate – RIDDOR Reportable according to the standard reporting practice of the HSE	Ben Whiffin	Paul Monck	0.1	Calendar Month	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	Drainline Monthly Group Dashboard Report				
	KPI 1.3	Lost Time Incidents – Frequency Rate	To measure the effectiveness of the Contractor's safety processes by monitoring the Lost Time Incident Frequency Rate as Lost Time Injuries per 100,000 hours worked according to the standard reporting practice of the HSE	Ben Whiffin	Paul Monck	0.6	Calendar Month	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	Drainline Monthly Group Dashboard Report		1		
Serviceable	KPI 2.2	Complaints and Enquiries (Responded)	Report the total number of Complaints and Enquiries responded to within 10 working days of receipt as a percentage of the number of Complaints and Enquiries received	Ben Whiffin	Simon Staples	98%	Calendar Month	None	None	None	None	None	None	None	None	None	None	100%	100%					
	KPI 2.4	Compliance with WSCC Permitting Scheme – overruns	The number of overruns as a percentage of the total number of permits issued in the reporting period	Ben Whiffin	Simon Staples	99%	Calendar Month	100%	None	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%					
	KPI 2.5	Compliance with WSCC Permitting Scheme – permits cancelled	The number of permits cancelled as a percentage of the total number of permits issued in the reporting period	Ben Whiffin	Simon Staples	99%	Calendar Month	100%	None	54%	98%	100%	100%	100%	100%	100%	100%	100%	95.6%					
	KPI 2.6	Compliance with Service Specification – Attendance for Drainage Cleansing (Gullies)	The percentage of gullies due to be attended in accordance with the submitted and approved programme, that were attended in the measurement period – Maximum will be 100%	Ben Whiffin	Simon Staples	95%	Calendar Month	99%	99%	99%	99%	100%	100%	100%	100%	100%	100%	100%	99.7%	Summary Report on KaarbonTech				
	KPI 2.7	Compliance with Service Specification – Attendance for Drainage Cleansing (Chambers)	The percentage of chambers due to be attended in accordance with the submitted and approved programme, that were attended in the measurement period – Maximum will be 100%	Ben Whiffin	Simon Staples	95%	Calendar Month	98%	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	99.8%			1		
Economic Growth	KPI 3.2	Sustaining the Local Economy	The percentage of expenditure made on this Contract for employment, purchase, hire and sub-contracting which is made in the area described by 12.5 miles beyond the West Sussex County boundary	Ben Whiffin	Simon Staples	TBA	Annually																2	
Sustainable	KPI 6.1	Amount of construction and demolition waste reused and recycled	To measure as a percentage the tonnage of construction and demolition excavated and non-excavated waste material reused and recycled based on the overall tonnage of excavated and non-excavated waste material generated	Ben Whiffin	Simon Staples	TBA	Annually																	1

Management Information

Strategic KPI Theme	KPI	KPI Title	KPI Description	Owner Client	Owner Contractor	KPI Target	Reporting Period	Reporting Periods												Average of Monthly KPIs	Source of Data	Comments	Weighting
								Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22				
Management Information	MI 7.1	Incidents and Accidents – near miss reports and investigation	To measure the effectiveness of the Contractor's safety processes by monitoring the way in which formally recorded Near Misses are addressed	Ben Whiffin	Paul Monck	95%	Calendar Month	100.00	100.00	No Near Miss Reports	No Near Miss Reports	No Near Miss Reports	No Near Miss Reports	No Near Miss Reports	No Near Miss Reports	No Near Miss Reports	No Near Miss Reports	100.00%	No Near Miss Reports	67			
	MI 7.7	Compliance with Service Specification – Drainage Cleansing (Gullies) on the first visit in the measurement period	The percentage of gullies due to be cleaned in accordance with the submitted and approved programme, that were cleaned on the first visit in the measurement period	Ben Whiffin	Simon Staples	90% The maximum will be 100%	Calendar Month	98	98	95	95	97	94	92	95	91	97	95	95	95.2	Summary Report on KaarbonTech		
	MI 7.8	Compliance with Service Specification – Drainage Cleansing (Gullies) on the second visit of the same day in the measurement period	The percentage of gullies due to be cleaned in accordance with the submitted and approved programme, that were cleaned on the second visit of the same day in the measurement period	Ben Whiffin	Simon Staples	TBA	Calendar Month	0	0.14	0.01	0.11		0.8	0	0.1	0.1	0.1	0	0.02	0.13			
	MI 7.9	Compliance with Service Specification – Drainage Cleansing (Gullies) on the third visit of the same day in the measurement period	The percentage of gullies due to be cleaned in accordance with the submitted and approved programme, that were cleaned on the third visit of the same day in the measurement period	Ben Whiffin	Simon Staples	TBA	Calendar Month	0	0.25	0.01	0.04		0.28	0	0.1	0.1	0.1	0	0.002	0.08			
	MI 7.10	Compliance with Service Specification – Drainage Cleansing (Chambers) on the first visit in the measurement period	The percentage of chambers due to be cleaned in accordance with the submitted and approved programme, that were cleaned on the first visit in the measurement period	Ben Whiffin	Simon Staples	90% The maximum will be 100%	Calendar Month	96	98	97	83	100	89	94	79	98	91	90	92	92.25			
	MI 7.11	Compliance with Service Specification – Drainage Cleansing (Chambers) on the second visit of the same day in the measurement period	The percentage of chambers due to be cleaned in accordance with the submitted and approved programme, that were cleaned on the second visit of the same day in the measurement period	Ben Whiffin	Simon Staples	TBA	Calendar Month	0	0		11									2.5125			
	MI 7.12	Compliance with Service Specification – Drainage Cleansing (Chambers) on the third visit of the same day in the measurement period	The percentage of chambers due to be cleaned in accordance with the submitted and approved programme, that were cleaned on the third visit of the same day in the measurement period	Ben Whiffin	Simon Staples	TBA	Calendar Month	0	0		6				0	0.1				0.7625			
	MI 7.13	Contract Communications	Number of Compensation Events				Calendar Month	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		3		
			Value of Compensation Events				Calendar Month	0	1095	0	0	0	0	0	0	0	0	0	0		1095		
			Number of Early Warnings				Calendar Month	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00		2		
			Number of Defect Notices		Ben Whiffin	Simon Staples	TBA	Calendar Month	0	3	4	2	5	2	3	1	0	1	1	3.00	25		
	MI 7.6	To positively engage with the Client's Social Value requirements	To review the Promise Log Social Value Promises and report on each point		Ben Whiffin	Simon Staples	TBA	6 Monthly															
	MI 7.2	To conduct a 360' assessment of the Contract operation and achieve an annual improvement	To conduct a cultural 360' framework questionnaire with all parties to determine how collaboratively and efficiently the Contract is delivering		Ben Whiffin	Simon Staples	TBA	Annually															
MI 7.14	Amount of Construction and Demolition Waste Reused and Recycled IN COUNTY	To measure as a percentage the tonnage of construction and demolition excavated and non-excavated waste material reused and recycled IN COUNTY based on the overall tonnage of excavated and non-excavated waste material generated		Ben Whiffin	Simon Staples	98%	Annually												#DIV/0!	All waste tipped at Sweeptech, Henfield			

**WSSC Highways Services Contracts 2021 – 2022 Scorecard for LOT
Grasstex Lot 2 Grass cutting**

Strategic KPI Theme	KPI	KPI Title	KPI Description	Owner Client	Owner Contractor	KPI Target	Reporting Period	Reporting Periods												Average of Monthly KPIs	Source of Data	Comments	Weighting
								Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22				
Safe	KPI 1.1	Accident Frequency Rate RIDDOR Reportable	Accident Frequency Rate – RIDDOR Reportable according to the standard reporting practice of the HSE	Ben Whiffin	Liz Williams	0.1	Calendar Month	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0			
	KPI 1.3	Lost Time Incidents – Frequency Rate	To measure the effectiveness of the Contractor's safety processes by monitoring the Lost Time Incident Frequency Rate as Lost Time Injuries per 100,000 hours worked according to the standard reporting practice of the HSE	Ben Whiffin	Liz Williams	0.6	Calendar Month	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0			
Serviceable	KPI 2.2	Complaints and Enquiries (Responded)	Report the total number of Complaints and Enquiries responded to within 10 working days of receipt as a percentage of the number of Complaints and Enquiries received	Ben Whiffin	Liz Williams	98%	Calendar Month	100%	100%	100%	98%	100%	100%	100%	100%	100%	100%	100%	100%	99.8%			
	KPI 2.4	Compliance with WSSC Permitting Scheme – overruns	The number of overruns as a percentage of the total number of permits issued in the reporting period	Ben Whiffin	Liz Williams	99%	Calendar Month	100%	No Permits this month	No Permits this month	100%	100%	No Permits this month	100%	100%	100%	100%	100%	No Permits this month	100%			
	KPI 2.5	Compliance with WSSC Permitting Scheme – permits cancelled	The number of permits cancelled as a percentage of the total number of permits issued in the reporting period	Ben Whiffin	Liz Williams	99%	Calendar Month	100%	No Permits this month	No Permits this month	100%	100%	No Permits this month	100%	100%	100%	100%	100%	No Permits this month	100%			
	KPI 2.7	Compliance with Service Specification – Hedge Maintenance	The percentage of hedge maintenance processes due to be conducted in accordance with the submitted and approved programme, that were conducted in the measurement period	Ben Whiffin	Liz Williams	98%	Calendar Month	No Hedge Cutting this month	No Hedge Cutting this month	No Hedge Cutting this month	No Hedge Cutting this month	No Hedge Cutting this month	No Hedge Cutting this month	No Hedge Cutting this month	100%	100%	100%	100%	No Hedge Cutting this month	100%			
	KPI 2.8	Compliance with Service Specification – Urban Grass Cutting	The percentage of urban grass cutting processes due to be conducted in accordance with the submitted and approved programme, that were conducted in the measurement period	Ben Whiffin	Liz Williams	98%	Calendar Month	100%	100%	100%	100%	98%	100%	100%	100%	No Urban cut this month	No Urban cut this month	No Urban Cut this month	100%	100%			
	KPI 2.9	Compliance with Service Specification – Rural Grass Cutting	The percentage of rural grass cutting processes due to be conducted in accordance with the submitted and approved programme, that were conducted in the measurement period	Ben Whiffin	Liz Williams	98%	Calendar Month	100%	None this month	100%	100%	100%	76%	100%	98%	100%	No Rural cut this month	No Rural Cut this month	No Rural Cut this month	96.8%			
	KPI 2.10	Compliance with Service Specification – Twitten clearance	The percentage of twitten clearance processes due to be conducted in accordance with the submitted and approved programme, that were conducted in the measurement period	Ben Whiffin	Liz Williams	98%	Calendar Month	None this month	None this month	100%	98%	100%	None this month	100%	100%	100%	None this month	None this month	None this month	99.7%			
Economic Growth	KPI 3.2	Sustaining the Local Economy	The percentage of expenditure made on this Contract for employment, purchase, hire and sub-contracting which is made in the area described by 12.5 miles beyond the West Sussex County	Ben Whiffin	Liz Williams	TBA	Annually																

Management Information

Strategic KPI Theme	KPI	KPI Title	KPI Description	Owner Client	Owner Contractor	KPI Target	Reporting Period	Reporting Periods												Average of Monthly KPIs	Source of Data	Comments	Weighting	
								Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22					
Management Information	MI 7.1	Incidents and Accidents – near miss reports and investigation	To measure the effectiveness of the Contractor's safety processes by monitoring the way in which formally recorded Near Misses are addressed	Ben Whiffin	Liz Williams	95%	Calendar Month	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%				
	MI 7.2	To conduct a 360' assessment of the Contract operation and achieve an annual improvement	To conduct a cultural 360' framework questionnaire with all parties to determine how collaboratively and efficiently the Contract is delivering	Ben Whiffin	Liz Williams	TBA	Annually														#DIV/0!			
	MI 7.6	To positively engage with the Client's Social Value requirements	To review the Promise Log Social Value Promises and report on each point	Ben Whiffin	Liz Williams	TBA	6 Monthly															#DIV/0!		
	MI 7.13	Contract Communications	Number of Compensation Events				Calendar Month	1	4	0	0	0	0	0	0	1	0	0				6		
			Value of Compensation Events				Calendar Month	£33,342	£0	£0	£0	£0	£0	£0	£0	£1,485	£0	£0				£34,827		
			Number of Early Warnings				Calendar Month	0	0	0	0	0	1	0	0	0	0	0				1		
			Number of Defect Notices		Ben Whiffin	Liz Williams	TBA	Calendar Month	0	0	1	0	1	3	5	1	0	0	0				11	

Strategic KPI Theme	KPI	KPI Title	KPI Description	Owner Client	Owner Contractor	KPI Target	Reporting Period	Reporting Periods												Average of Monthly KPIs	Source of Data	Comments	Weighting
								Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22				
Safe	KPI 1.1	Accident Frequency Rate RIDDOR Reportable	Accident Frequency Rate – RIDDOR Reportable according to the standard reporting practice of the HSE			0.1	Calendar month	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0			1	
	KPI 1.3	Lost Time Incidents - Frequency Rate	To measure the effectiveness of the Contractor's safety processes by monitoring the Lost Time Incident Frequency Rate as Lost Time Injuries per 100,000 hours worked according to the standard reporting practice of the HSE			0.6	Calendar Month	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0				
	KPI 2.2	Complaints and Enquiries (Responded)	Report the total number of Complaints and Enquiries responded to within 10 working days of receipt as a percentage of the number of Complaints and Enquiries received			98%	Calendar Month	N/A	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	1			1	
Serviceable	KPI 2.4	Compliance with WSSC Permitting Scheme - overruns	The percentage of schemes within the reporting period where there have not been any overruns			99%	Calendar Month	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	1				
	KPI 2.5	Compliance with WSSC Permitting Scheme - permits cancelled	The percentage of schemes within the reporting period where there have not been any permit cancellations			99%	Calendar Month	100%	100%	100%	100%	93%	100%	100%	100%	100%	100%	100%	0.992222222				
	KPI 2.8	Rectification of identified Defects	The percentage of DEFECTS corrected by the Contractor within the agreed correction period - min 4 weeks.			95%	Calendar Month																
Economic Growth	KPI 3.3	Timeliness of scheme completion	To measure the percentage of works instructions completed within 3 working days of the programmed completion date			95%	Annually																
Affordable	KPI 4.1	Accuracy of scheme defined cost when compared with the Target Price	To measure the percentage difference between the cumulative Actual Cost and the total Target Cost as adjusted by valid CE's			95%	Calendar Month		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A				2.5	
	KPI 4.3	Timely issuing of Final accounts	Percentage of Final Accounts for Works Instructions that are submitted within 3 months of the Completion date			96%	Calendar Month		N/A	N/A													
Sustainable	KPI 6.1	Amount of Construction and Demolition Waste Reused and recycled	The percentage of waste materials that were reused or recycled. (Any excavated hazardous waste that is to be disposed of will not be included in this KPI calculation).			75%	Annually																

Management Information

Strategic KPI Theme	KPI	KPI Title	KPI Description	Owner Client	Owner Contractor	KPI Target	Reporting Period	Reporting Periods												Average of Monthly KPIs	Source of Data	Comments	Weighting
								Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22				
Management Information	MI 7.1	Incidents and Accidents - near miss reports and investigation	To measure the effectiveness of the Contractor's safety processes by monitoring and reporting the number of recorded Near Misses. (A separate report is to be reported on actions taken to address reported near misses)				Calendar Month		100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100				
	MI 7.2	To conduct a 360' assessment of the Contract operation and achieve an annual improvement	Each year a perception questionnaire is to be produced and completed by key staff followed by a review to ascertain improvement areas			N/A	Annual report																
	MI 7.13	Contract Communications	Number of Compensation Events				Calendar Month	1.00	93.00	0.00	56.00	1.00	72.00	0.00	0.00	1.00	6.00	33.00	0.00	263			
			Value of Compensation Events				Calendar Month	-1234.79	127019.00	0.00	205790.34	84738.00	114820.51	0.00	0.00	250.00	-595.00	185903.62	0.00	716691.68			
	MI 7.13	Contract Communications	Number of Early Warnings				Calendar Month	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	2			
			Number of Defect Notices				Calendar Month	0.00	1.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	2		
	MI 7.6	To positively engage with the Client's Social Value requirements	To record progress and improvement where required with the Client's Social Value requirements by reporting specific, agreed, achievements				Annual report																
	MI 7.20	Environmental issues report	Provide details of in year environmental achievements such as carbon reductions, and environmentally friendly processes				Annual report																
	MI 7.19	Number of audits	Number of audits completed				Annual report																



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FM Conway Carriageway Resurfacing & Footway Reconstruction

Strategic KPI Theme	KPI	KPI Title	KPI Description	Owner Client	Owner Contractor	KPI Target	Reporting Period	Reporting Periods												Average of Monthly KPIs	Source of Data	Comments	Weighting
								Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22				
Safe	KPI 1.1	Accident Frequency Rate RIDDOR Reportable	Accident Frequency Rate – RIDDOR Reportable according to the standard reporting practice of the HSE			0.1	Calendar month	0.00	0.00	0.00	0.00	0.00	0.00						0			1	
	KPI 1.3	Lost Time Incidents – Frequency Rate	To measure the effectiveness of the Contractor's safety processes by monitoring the Lost Time Incident Frequency Rate as Lost Time Injuries per 100,000 hours worked according to the standard reporting practice of the HSE			0.6	Calendar Month	0.00	0.00	0.00	0.00	0.00	0.00						0				
	KPI 2.2	Complaints and Enquiries (Responded)	Report the total number of Complaints and Enquiries responded to within 10 working days of receipt as a percentage of the number of Complaints and Enquiries received			98%	Calendar Month	100%	100%	100%	100%	100%	100%						1			1	
Serviceable	KPI 2.4	Compliance with WSCC Permitting Scheme – overruns	The percentage of schemes within the reporting period where there have not been any overruns			99%	Calendar Month	100%	100%	100%	100%	100%	92%						0.986666667				
	KPI 2.5	Compliance with WSCC Permitting Scheme – permits cancelled	The percentage of schemes within the reporting period where there have not been any permit cancellations			99%	Calendar Month	100%	100%	100%	100%	100%	100%						1				
	KPI 2.8	Rectification of identified Defects	The percentage of DEFECTS corrected by the Contractor within the agreed correction period - min 4 weeks.			95%	Calendar Month																
Economic Growth	KPI 3.3	Timeliness of of scheme completion	To measure the percentage of works instructions completed within 3 working days of the programmed completion date			95%	Annually																
Affordable	KPI 4.1	Accuracy of scheme defined cost when compared with the Target Price	To measure the percentage difference between the cumulative Actual Cost and the total Target Cost as adjusted by valid CE's			95%	Calendar Month															2.5	
	KPI 4.3	Timely issuing of Final accounts	Percentage of Final Accounts for Works Instructions that are submitted within 3 months of the Completion date			96%	Calendar Month																
Sustainable	KPI 6.1	Amount of Construction and Demolition Waste Reused and recycled	The percentage of waste materials that were reused or recycled. (Any excavated hazardous waste that is to be disposed of will not be included in this KPI calculation).			75%	Annually																

Management Information

Strategic KPI Theme	KPI	KPI Title	KPI Description	Owner Client	Owner Contractor	KPI Target	Reporting Period	Reporting Periods												Average of Monthly KPIs	Source of Data	Comments	Weighting
								Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22				
Management Information	MI 7.1	Incidents and Accidents – near miss reports and investigation	To measure the effectiveness of the Contractor's safety processes by monitoring and reporting the number of recorded Near Misses. (A separate report is to be reported on actions taken to address reported near misses)				Calendar Month	100.00	100.00	100.00	100.00	100.00	100.00						100				
	MI 7.2	To conduct a 360' assessment of the Contract operation and achieve an annual improvement	Each year a perception questionnaire is to be produced and completed by key staff followed by a review to ascertain improvement areas			N/A	Annual report																
	MI 7.13	Contract Communications	Number of Compensation Events				Calendar Month	3.00	13.00	17.00	18.00	20.00	3.00	1.00	2.00	1.00	1.00	1.00	3.00	83			
			Value of Compensation Events				Calendar Month	2759.89	124399.40	300186.17	469843.03	112014.43	-24066.88	0.00	93940.65	-160000.00	82000.00	2000.00	-20000.00	983076.69			
			Number of Early Warnings				Calendar Month	12.00	3.00	0.00	2.00	3.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	21			
			Number of Defect Notices				Calendar Month	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0			
	MI 7.6	To positively engage with the Client's Social Value requirements	To record progress and improvement where required with the Client's Social Value requirements by reporting specific, agreed, achievements				Annual report																
	MI 7.20	Environmental issues report	Provide details of in year environmental achievements such as carbon reductions, and environmentally friendly processes				Annual report																
	MI 7.19	Number of audits	Number of audits completed				Annual report																

TARMAC

Principle Road Resurfacing

Strategic KPI Theme	KPI	KPI Title	KPI Description	Owner Client	Owner Contractor	KPI Target	Reporting Period	Reporting Periods												Average of Monthly KPIs	Source of Data	Comments	Weighting
								Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22				
Safe	KPI 1.1	Accident Frequency Rate RIDDOR Reportable	Accident Frequency Rate – RIDDOR Reportable according to the standard reporting practice of the HSE			0.1	Calendar month				0.00	0.00	0.00	0.00	0.00				0			1	
	KPI 1.3	Lost Time Incidents – Frequency Rate	To measure the effectiveness of the Contractor's safety processes by monitoring the Lost Time Incident Frequency Rate as Lost Time Injuries per 100,000 hours worked according to the standard reporting practice of the HSE			0.6	Calendar Month				0.00	0.00	0.00	0.00	0.00				0				
	KPI 2.2	Complaints and Enquiries (Responded)	Report the total number of Complaints and Enquiries responded to within 10 working days of receipt as a percentage of the number of Complaints and Enquiries received			98%	Calendar Month				100%	100%	100%	100%	100%				1			1	
Serviceable	KPI 2.4	Compliance with WSCC Permitting Scheme – overruns	The percentage of schemes within the reporting period where there have not been any overruns			99%	Calendar Month				100%	100%	100%	99%	100%				0.998				
	KPI 2.5	Compliance with WSCC Permitting Scheme – permits cancelled	The percentage of schemes within the reporting period where there have not been any permit cancellations			99%	Calendar Month				100%	100%	100%	100%	100%				1				
	KPI 2.8	Rectification of identified Defects	The percentage of DEFECTS corrected by the Contractor within the agreed correction period - min 4 weeks.			95%	Calendar Month																
Economic Growth	KPI 3.3	Timeliness of scheme completion	To measure the percentage of works instructions completed within 3 working days of the programmed completion date			95%	Annually																
Affordable	KPI 4.1	Accuracy of scheme defined cost when compared with the Target Price	To measure the percentage difference between the cumulative Actual Cost and the total Target Cost as adjusted by valid CE's			95%	Calendar Month															2.5	
	KPI 4.3	Timely issuing of Final accounts	Percentage of Final Accounts for Works Instructions that are submitted within 3 months of the Completion date			96%	Calendar Month																
Sustainable	KPI 6.1	Amount of Construction and Demolition Waste Reused and recycled	The percentage of waste materials that were reused or recycled. (Any excavated hazardous waste that is to be disposed of will not be included in this KPI calculation).			75%	Annually																

Management Information

Strategic KPI Theme	KPI	KPI Title	KPI Description	Owner Client	Owner Contractor	KPI Target	Reporting Period	Reporting Periods												Average of Monthly KPIs	Source of Data	Comments	Weighting
								Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22				
Management Information	MI 7.1	Incidents and Accidents – near miss reports and investigation	To measure the effectiveness of the Contractor's safety processes by monitoring and reporting the number of recorded Near Misses. (A separate report is to be reported on actions taken to address reported near misses)				Calendar Month				100.00	100.00	100.00	100.00	100.00				100				
	MI 7.2	To conduct a 360' assessment of the Contract operation and achieve an annual improvement	Each year a perception questionnaire is to be produced and completed by key staff followed by a review to ascertain improvement areas			N/A	Annual report																
	MI 7.13	Contract Communications	Number of Compensation Events				Calendar Month	1.00	13.00	26.00	0.00	18.00	2.00	0.00	15.00	1.00	1.00	4.00	0.00	81			
			Value of Compensation Events				Calendar Month	0.00	13641.14	139345.89	0.00	-56651.20	12161.18	0.00	36943.75	20708.55	21713.04	-337080.57	0.00	-149218.22			
	MI 7.13	Contract Communications	Number of Early Warnings				Calendar Month	0.00	1.00	0.00	1.00	0.00	0.00	3.00	3.00	1.00	1.00	1.00	1.00	12			
			Number of Defect Notices				Calendar Month	0.00	2.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	12.00	0.00	16			
	MI 7.6	To positively engage with the Client's Social Value requirements	To record progress and improvement where required with the Client's Social Value requirements by reporting specific, agreed, achievements				Annual report																
	MI 7.20	Environmental issues report	Provide details of in year environmental achievements such as carbon reductions, and environmentally friendly processes				Annual report																
	MI 7.19	Number of audits	Number of audits completed				Annual report																

Strategic KPI Theme	KPI	KPI Title	KPI Description	Owner Client	Owner Contractor	KPI Target	Reporting Period	Reporting Periods												Average of Monthly KPIs	Source of Data	Comments	Weighting
								Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22				
	KPI 1.1	Accident Frequency Rate RIDDOR Reportable	Accident Frequency Rate – RIDDOR Reportable according to the standard reporting practice of the HSE			0.1	Calendar month	0.00	0.00	0.00	0.00								0			1	
	KPI 1.3	Lost Time Incidents – Frequency Rate	To measure the effectiveness of the Contractor's safety processes by monitoring the Lost Time Incident Frequency Rate as Lost Time Injuries per 100,000 hours worked according to the standard reporting practice of the HSE			0.6	Calendar Month	0.00	0.00	0.00	0.00								0				
	KPI 2.2	Complaints and Enquiries (Responded)	Report the total number of Complaints and Enquiries responded to within 10 working days of receipt as a percentage of the number of Complaints and Enquiries received			98%	Calendar Month	100%	100%	100%	100%								1			1	
	KPI 2.4	Compliance with WSCC Permitting Scheme – overruns	The percentage of schemes within the reporting period where there have not been any overruns			99%	Calendar Month	100%	100%	100%	100%								1				
	KPI 2.5	Compliance with WSCC Permitting Scheme – permits cancelled	The percentage of schemes within the reporting period where there have not been any permit cancellations			99%	Calendar Month	100%	100%	100%	100%								1				
	KPI 2.8	Rectification of identified Defects	The percentage of DEFECTS corrected by the Contractor within the agreed correction period - min 4 weeks.			95%	Calendar Month																
Economic Growth	KPI 3.3	Timeliness of of scheme completion	To measure the percentage of works instructions completed within 3 working days of the programmed completion date			95%	Annually																
Affordable	KPI 4.1	Accuracy of scheme defined cost when compared with the Target Price	To measure the percentage difference between the cumulative Actual Cost and the total Target Cost as adjusted by valid CE's			95%	Calendar Month	N/A	N/A	N/A	N/A											2.5	
	KPI 4.3	Timely issuing of Final accounts	Percentage of Final Accounts for Works Instructions that are submitted within 3 months of the Completion date			96%	Calendar Month	N/A	N/A	N/A	N/A												
Sustainable	KPI 6.1	Amount of Construction and Demolition Waste Reused and recycled	The percentage of waste materials that were reused or recycled. (Any excavated hazardous waste that is to be disposed of will not be included in this KPI calculation).			75%	Annually																

Management Information

Strategic KPI Theme	KPI	KPI Title	KPI Description	Owner Client	Owner Contractor	KPI Target	Reporting Period	Reporting Periods												Average of Monthly KPIs	Source of Data	Comments	Weighting
								Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22				
	MI 7.1	Incidents and Accidents – near miss reports and investigation	To measure the effectiveness of the Contractor's safety processes by monitoring and reporting the number of recorded Near Misses. (A separate report is to be reported on actions taken to address reported near misses)				Calender Month	0.00	0.00	0.00	0.00								0				
	MI 7.2	To conduct a 360' assessment of the Contract operation and achieve an annual improvement	Each year a perception questionnaire is to be produced and completed by key staff followed by a review to ascertain improvement areas			N/A	Annual report																
	MI 7.13	Contract Communications	Number of Compensation Events				Calender Month	1.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	3				
Value of Compensation Events						Calender Month	454.92	0.00	21097.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2772.00	24324.18				
Number of Early Warnings						Calender Month	1.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2				
Number of Defect Notices						Calender Month	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0				
	MI 7.6	To positively engage with the Client's Social Value requirements	To record progress and improvement where required with the Client's Social Value requirements by reporting specific, agreed, achievements				Annual report																
	MI 7.20	Environmental issues report	Provide details of in year environmental achievements such as carbon reductions, and environmentally friendly processes				Annual report																
	MI 7.19	Number of audits	Number of audits completed				Annual report																



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Eurovia

Surface Dressing

Strategic KPI Theme	KPI	KPI Title	KPI Description	Owner Client	Owner Contractor	KPI Target	Reporting Period	Reporting Periods												Average of Monthly KPIs	Source of Data	Comments	Weighting	
								Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22					
Safe	KPI 1.1	Accident Frequency Rate RIDDOR Reportable	Accident Frequency Rate – RIDDOR Reportable according to the standard reporting practice of the HSE			0.1	Calendar month			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0			1	
	KPI 1.3	Lost Time Incidents – Frequency Rate	To measure the effectiveness of the Contractor’s safety processes by monitoring the Lost Time Incident Frequency Rate as Lost Time Injuries per 100,000 hours worked according to the standard reporting practice of the HSE			0.6	Calendar Month			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0				
Serviceable	KPI 2.2	Complaints and Enquiries (Responded)	Report the total number of Complaints and Enquiries responded to within 10 working days of receipt as a percentage of the number of Complaints and Enquiries received			98%	Calendar Month			100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%			1	
	KPI 2.4	Compliance with WSCC Permitting Scheme – overruns	The percentage of schemes within the reporting period where there have not been any overruns			99%	Calendar Month			100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%				
	KPI 2.5	Compliance with WSCC Permitting Scheme – permits cancelled	The percentage of schemes within the reporting period where there have not been any permit cancellations			99%	Calendar Month			100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%				
	KPI 2.8	Rectification of identified Defects	The percentage of DEFECTS corrected by the Contractor within the agreed correction period - min 4 weeks.			95%	Calendar Month																	
Economic Growth	KPI 3.3	Timeliness of scheme completion	To measure the percentage of works instructions completed within 3 working days of the programmed completion date			95%	Annually			100%	100%	100%	100%	100%	n/a	n/a	n/a	n/a	n/a	100%				
Affordable	KPI 4.1	Accuracy of scheme defined cost when compared with the Target Price	To measure the percentage difference between the cumulative Actual Cost and the total Target Cost as adjusted by valid CE's			95%	Calendar Month			n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	95%	95%			2.5
Sustainable	KPI 4.3	Timely issuing of Final accounts	Percentage of Final Accounts for Works Instructions that are submitted within 3 months of the Completion date			96%	Calendar Month			n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	100%	100%			
	KPI 6.1	Amount of Construction and Demolition Waste Reused and recycled	The percentage of waste materials that were reused or recycled. (Any excavated hazardous waste that is to be disposed of will not be included in this KPI calculation).			75%	Annually			n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					

Management Information

Strategic KPI Theme	KPI	KPI Title	KPI Description	Owner Client	Owner Contractor	KPI Target	Reporting Period	Reporting Periods												Average of Monthly KPIs	Source of Data	Comments	Weighting
								Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22				
Management Information	MI 7.1	Incidents and Accidents – near miss reports and investigation	To measure the effectiveness of the Contractor’s safety processes by monitoring and reporting the number of recorded Near Misses. (A separate report is to be reported on actions taken to address reported near misses)				Calendar Month			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0			
	MI 7.2	To conduct a 360’ assessment of the Contract operation and achieve an annual improvement	Each year a perception questionnaire is to be produced and completed by key staff followed by a review to ascertain improvement areas			N/A	Annual report																
	MI 7.13	Contract Communications	Number of Compensation Events				Calendar Month																
			Value of Compensation Events				Calendar Month																
			Number of Early Warnings				Calendar Month																
			Number of Defect Notices				Calendar Month																
		MI 7.6	To positively engage with the Client’s Social Value requirements	To record progress and improvement where required with the Client’s Social Value requirements by reporting specific, agreed, achievements				Annual report															
		MI 7.20	Environmental issues report	Provide details of in year environmental achievements such as carbon reductions, and environmentally friendly processes				Annual report															
	MI 7.19	Number of audits	Number of audits completed				Annual report																



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KIER

Carriageway Microasphalt

Strategic KPI Theme	KPI	KPI Title	KPI Description	Owner Client	Owner Contractor	KPI Target	Reporting Period	Reporting Periods												Average of Monthly KPIs	Source of Data	Comments	Weighting
								Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22				
Safe	KPI 1.1	Accident Frequency Rate RIDDOR Reportable	Accident Frequency Rate – RIDDOR Reportable according to the standard reporting practice of the HSE			0.1	Calendar month				0.00							0			1		
	KPI 1.3	Lost Time Incidents – Frequency Rate	To measure the effectiveness of the Contractor's safety processes by monitoring the Lost Time Incident Frequency Rate as Lost Time Injuries per 100,000 hours worked according to the standard reporting practice of the HSE			0.6	Calendar Month				0.00							0					
	KPI 2.2	Complaints and Enquiries (Responded)	Report the total number of Complaints and Enquiries responded to within 10 working days of receipt as a percentage of the number of Complaints and Enquiries received			98%	Calendar Month				100%							1			1		
Serviceable	KPI 2.4	Compliance with WSSC Permitting Scheme – overruns	The percentage of schemes within the reporting period where there have not been any overruns			99%	Calendar Month				100%							1					
	KPI 2.5	Compliance with WSSC Permitting Scheme – permits cancelled	The percentage of schemes within the reporting period where there have not been any permit cancellations			99%	Calendar Month				100%							1					
	KPI 2.8	Rectification of identified Defects	The percentage of DEFECTS corrected by the Contractor within the agreed correction period - min 4 weeks.			95%	Calendar Month																
Economic Growth	KPI 3.3	Timeliness of of scheme completion	To measure the percentage of works instructions completed within 3 working days of the programmed completion date			95%	Annually																
Affordable	KPI 4.1	Accuracy of scheme defined cost when compared with the Target Price	To measure the percentage difference between the cumulative Actual Cost and the total Target Cost as adjusted by valid CE's			95%	Calendar Month				N/A										2.5		
	KPI 4.3	Timely issuing of Final accounts	Percentage of Final Accounts for Works Instructions that are submitted within 3 months of the Completion date			96%	Calendar Month				N/A												
Sustainable	KPI 6.1	Amount of Construction and Demolition Waste Reused and recycled	The percentage of waste materials that were reused or recycled. (Any excavated hazardous waste that is to be disposed of will not be included in this KPI calculation).			75%	Annually																

Management Information

Strategic KPI Theme	KPI	KPI Title	KPI Description	Owner Client	Owner Contractor	KPI Target	Reporting Period	Reporting Periods												Average of Monthly KPIs	Source of Data	Comments	Weighting
								Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22				
Management Information	MI 7.1	Incidents and Accidents – near miss reports and investigation	To measure the effectiveness of the Contractor's safety processes by monitoring and reporting the number of recorded Near Misses. (A separate report is to be reported on actions taken to address reported near misses)				Calendar Month				0.00							0					
	MI 7.2	To conduct a 360' assessment of the Contract operation and achieve an annual improvement	Each year a perception questionnaire is to be produced and completed by key staff followed by a review to ascertain improvement areas			N/A	Annual report																
	MI 7.13	Contract Communications	Number of Compensation Events				Calendar Month	0.00	0.00	0.00	33.00	0.00	0.00	0.00	44.00	1.00	0.00	0.00	0.00	78			
			Value of Compensation Events				Calendar Month	0.00	0.00	0.00	38546.21	0.00	0.00	0.00	49642.57	0.00	0.00	0.00	0.00	88188.78			
	MI 7.13	Contract Communications	Number of Early Warnings				Calendar Month	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	5.00	6			
			Number of Defect Notices				Calendar Month	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	1			
	MI 7.6	To positively engage with the Client's Social Value requirements	To record progress and improvement where required with the Client's Social Value requirements by reporting specific, agreed, achievements				Annual report																
	MI 7.20	Environmental issues report	Provide details of in year environmental achievements such as carbon reductions, and environmentally friendly processes				Annual report																
MI 7.19	Number of audits	Number of audits completed				Annual report																	



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Landbuild

Improvements

Strategic KPI Theme	KPI	KPI Title	KPI Description	Owner Client	Owner Contractor	KPI Target	Reporting Period	Reporting Periods												Average of Monthly KPIs	Source of Data	Comments	Weighting			
								Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22							
Safe	KPI 1.1	Accident Frequency Rate RIDDOR Reportable	Accident Frequency Rate – RIDDOR Reportable according to the standard reporting practice of the HSE			0.1	Calendar month	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0			1
	KPI 1.3	Lost Time Incidents - Frequency Rate	To measure the effectiveness of the Contractor's safety processes by monitoring the Lost Time Incident Frequency Rate as Lost Time Injuries per 100,000 hours worked according to the standard reporting practice of the HSE			0.6	Calendar Month	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0			
	KPI 2.2	Complaints and Enquiries (Responded)	Report the total number of Complaints and Enquiries responded to within 10 working days of receipt as a percentage of the number of Complaints and Enquiries received			98%	Calendar Month	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%			1
Serviceable	KPI 2.4	Compliance with WSCC Permitting Scheme - overruns	The percentage of schemes within the reporting period where there have not been any overruns			99%	Calendar Month	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%			
	KPI 2.5	Compliance with WSCC Permitting Scheme - permits cancelled	The percentage of schemes within the reporting period where there have not been any permit cancellations			99%	Calendar Month	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%			
	KPI 2.8	Rectification of identified Defects	The percentage of DEFECTS corrected by the Contractor within the agreed correction period - min 4 weeks.			95%	Calendar Month																			
Economic Growth	KPI 3.3	Timeliness of of scheme completion	To measure the percentage of works instructions completed within 3 working days of the programmed completion date			95%	Annually																			
Affordable	KPI 4.1	Accuracy of scheme defined cost when compared with the Target Price	To measure the percentage difference between the cumulative Actual Cost and the total Target Cost as adjusted by valid CE's			95%	Calendar Month	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%			2.5
	KPI 4.3	Timely issuing of Final accounts	Percentage of Final Accounts for Works Instructions that are submitted within 3 months of the Completion date			96%	Calendar Month	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%			
Sustainable	KPI 6.1	Amount of Construction and Demolition Waste Reused and recycled	The percentage of waste materials that were reused or recycled. (Any excavated hazardous waste that is to be disposed of will not be included in this KPI calculation).			75%	Annually																			

Management Information

Strategic KPI Theme	KPI	KPI Title	KPI Description	Owner Client	Owner Contractor	KPI Target	Reporting Period	Reporting Periods												Average of Monthly KPIs	Source of Data	Comments	Weighting				
								Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22								
Management Information	MI 7.1	Incidents and Accidents – near miss reports and investigation	To measure the effectiveness of the Contractor's safety processes by monitoring and reporting the number of recorded Near Misses. (A separate report is to be reported on actions taken to address reported near misses)				Calendar Month	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%					
	MI 7.2	To conduct a 360' assessment of the Contract operation and achieve an annual improvement	Each year a perception questionnaire is to be produced and completed by key staff followed by a review to ascertain improvement areas			N/A	Annual report																				
	MI 7.13	Contract Communications	Number of Compensation Events				Calendar Month	12.00	11.00	17.00	17.00	5.00	20.00	8.00	18.00	5.00	5.00	14.00	7.00	139							
			Value of Compensation Events				Calendar Month	9001.42	41521.92	160123.12	66519.65	71196.76	-13764.62	10784.00	68519.52	6561.08	-2881.61	-15336.07	26488.13	428733.3							
			Number of Early Warnings				Calendar Month	0.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00	6							
			Number of Defect Notices				Calendar Month	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0							
	MI 7.6	To positively engage with the Client's Social Value requirements	To record progress and improvement where required with the Client's Social Value requirements by reporting specific, agreed, achievements				Annual report																				
	MI 7.20	Environmental issues report	Provide details of in year environmental achievements such as carbon reductions, and environmentally friendly processes				Annual report																				
	MI 7.19	Number of audits	Number of audits completed				Annual report																				

	Lot 1	Lot 2	Lot 3	Lot 4	Lot 5	Lot 6
Safe and Well Managed: We will deliver a safe and well-managed infrastructure.	Risk based Highway Inspection Manual introduced, new 24hour response. High defect volumes have impacted delivery	4 year optimised gully emptying programme based on risk. Better reporting mechanisms and collaboration.	Enhanced collaboration and operational management for cyclical programmes. Quick turnaround times for reactive safety work	Good progress in improving back office processes ensure better managed highway.	Good progress in improving back office processes ensure better managed highway.	Good progress in improving back office processes ensure better managed highway.
Customer Focused: We place our Customers experience at the forefront of everything we do, by providing safe and accessible networks.	Communication is improving, but can be better. Area of development in future years. Dependant on resource levels	Improved service has provided improved perception of service from customers	Improved service has provided improved perception of service from customers	Pre construction communications. Area of development in future years. Dependant on resource levels	Pre construction communications. Area of development in future years. Dependant on resource levels	Pre construction communications. Area of development in future years. Dependant on resource levels
Data Driven Decisions: We manage our Assets in an effective way utilising data to help inform our decision making.	Improved use of business data to inform decision using key asset management principles. Enabling timely and informed decision making	Improved data management and better asset data, Continuous improvement	Improved data management and better asset data, Continuous improvement	Improved identification and evaluation processes in place. Improved data driven asset management understanding by service and contractor	Improved identification and evaluation processes in place. Improved data driven asset management understanding by service and contractor	Improved use of business data to inform decision using key asset management principles. Enabling timely and informed decision making
Value for Money: We demonstrate Value for Money in our decision making, through our performance frameworks.	Lump sum activities and benchmarking shows prices offer VfM	Current VfM as expectations and contract model	Current VfM as expectations and contract model	M ² rates contue to show good value for money	M ² rates contue to show good value for money	M ² rates contue to show good value for money Local SME contractor provides flexibility and agility ensuring good value for money
Collaborative Relationships: We will secure Collaborative relationships with our Suppliers, Customers and Stakeholders.	Direct working partnership with delivery partner increasing quality & new ways of working opportunities explored	Direct working partnership with delivery partner increasing delivery VfM and quality.	Direct working partnership with delivery partner increasing delivery VfM and quality	Direct working partnership with delivery partner increasing delivery VfM and quality, Some new ways of working estbalished	Direct working partnership with delivery partner increasing delivery VfM and quality, Some new ways of working estbalished	Direct working partnership with delivery partner increasing delivery VfM and quality, Some new ways of working estbalished. Local SME delivery partner providing excellent working relations
Resilient and Sustainable: We will deliver service levels and provide a resilient infrastructure network that is sustainable.	Most service is delivered as per expectations and contract model. Winter Service delivered despite covid 19 and significant number of gritting runs. Reactive service requires improvement to increase resilience.	Service is delivered as per expectations and contract model	Service is delivered as per expectations and contract model	Internal upskilling of staff, via contractor working relationship. Service delivery levels contieue to improve	Internal upskilling of staff, via contractor working relationship. Service delivery levels contieue to improve	Internal upskilling of staff, via contractor working relationship. Service delivery levels contieue to improve

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Key decision: Not applicable
Unrestricted
Ref:

Report to Communities, Highways and Environment Scrutiny Committee

23 January 2023

Electric Vehicle Strategy – Delivery Update

Report by Assistant Director Environment and Public Protection

Summary

The report updates the Committee on key workstreams to deliver the Electric Vehicle Strategy and, in particular, the progress of the contract to deliver the West Sussex Chargepoint Network and the transition to EV for parts of the County Council fleet.

Focus for Scrutiny

The Committee is in particular asked to consider how the County Council is progressing with the following:

1. Delivery of the aims and actions outlined in the EV Strategy to support residents within West Sussex transition to electric vehicles
2. The West Sussex Chargepoint Network and whether there is more that can be done to engage with residents and gain greater support for the programme
3. The transition to EV within its own fleet.

1 Background and Context

- 1.1 On 7 November 2019, the Communities, Highways and Environment Scrutiny Committee [reviewed the Draft Electric Vehicle Strategy](#) and associated report which set out the policy impacts and context, and how it will contribute to the aims within the West Sussex Plan. The key aims of the [Electric Vehicle Strategy](#) are summarised in Appendix 1.
- 1.2 It was resolved that the Committee:
 - Supports the Strategy.
 - Would like more information to be publicised on the government grants available for cars and for charging points, using West Sussex Connections and other communication methods.
 - Would like a progress report on the commercial/private sector situation.
- 1.3 Following on from the EV Strategy, [Connected Kerb](#) were appointed as the chargepoint operator to deliver the West Sussex Chargepoint Network. This

followed a Key Decision Report in August 2021, following a successful open tender process. This report covers the progress of this contract to-date.

2 EV Strategy Progress Update

- 2.1 Since the EV Strategy was published in December 2019, the County Council and the West Sussex District and Borough Councils (D&B) are now in a leading position when it comes to the rollout of EV charging infrastructure for electric vehicles.
- 2.2 As recommended by the Strategy, a concession contract with a third-party supplier first went to tender in June 2020. Unfortunately, there were very few eligible tender responses, but a supplier was awarded the contract. After initial discussions, it became clear that the supplier would not be able to deliver what was required under the terms of the contract, and the contract had to be abandoned.
- 2.3 The abandoned procurement gave the officer team an opportunity to revisit and amend the specification and contract to make the offering more attractive to the market. The review involved significant engagement with chargepoint operators, primarily through a Request for Information (RFI) to fully understand what the market needs would be to deliver a 100% concession contract. (This is where an operator is free to own and operate the EV infrastructure on a commercial basis, on behalf of the commissioning body.)
- 2.4 In June 2021, the County Council and the Key Delivery Authorities (6 of the 7 D&B Councils) went to tender with revised documents and a revised contract length of 15 + 5 years. As a result of the revisions, there were a significant number of eligible tender responses and, after evaluation and moderation, [Connected Kerb](#) were awarded the contract to deliver chargepoints across West Sussex. More information on the Chargepoint Network is covered in Section 3 of this paper.
- 2.5 In addition to forming a partnership with Connected Kerb, the County Council has also acted on the other actions covered in the EV Strategy:
 - 2.5.1 Since June 2020, Low Emission Vehicles now receive a 25% discount on residential permits across West Sussex. The definition of a Low Emission Vehicle in this instance refers to a vehicle with emissions of less than 50g/km and travel at least 70 miles without any tailpipe emissions
 - 2.5.2 Fleet Transition – see section 4 below.
 - 2.5.3 In September 2020, the County Council Guidance on Parking at New Developments was [published](#). This stated that a minimum of 20% of all parking spaces should be active chargepoints with additional ducting provided to other spaces.
 - 2.5.4 Following this, in June 2022, the Building Regulations were amended to require new home and existing homes undergoing large renovations to have facilities for charging electric vehicles at home.
 - 2.5.5 An Asset list was collated for WSCC and all of the Key Delivery Authorities that was shared as part of the tender process, to enable chargepoint operators to start to assess the feasibility of installing chargepoints in the various sites across West Sussex, predominantly car parks.

- 2.5.6 As part of the tender requirements, the chargepoint operator for the West Sussex Chargepoint Network must procure renewable energy through their energy tariff.

3 West Sussex Chargepoint Network

- 3.1 The West Sussex Chargepoint Network is the UK's largest council-led EV charging project, with the ambition of delivering thousands of public chargepoints across West Sussex.
- 3.2 The County Council with Arun District Council, Adur and Worthing Councils, Crawley Borough Council, Mid Sussex District Council and Horsham District Council, have partnered with Connected Kerb to plan and install chargepoints across car parks and on-highway. In October 2022, Chichester District Council joined the contract as a Collaborating Organisation.
- 3.3 To-date, 68 7kW chargepoints have been delivered in 12 car parks across the Mid Sussex and Horsham districts and two rapid 50kW chargepoints in two car parks.
- 3.4 The next phase of chargepoint deployment involves deploying up to 450 on-street chargepoints and 100 car park chargepoints. A large Office for Zero Emission Vehicles (OZEV) funding bid has recently been approved, providing up to £1.8million of government support for the capital costs of installing these chargepoints. The OZEV grant will not substitute for the private sector investment but will enable the programme to be accelerated and support installations in locations that might otherwise be more marginal economically. Installations of 18 on-street sites, correlating to over 100 dedicated spaces / chargepoint sockets, started on 9 January 2023. Additional on-street sites which received objections are subject to the TRO approval process.
- 3.5 This phase of chargepoint deployment is still subject to TRO consultation approvals where required. It is anticipated that there may be some sites dropped following the TRO consultation, as some residents see EV chargepoint bays as reducing their parking options on their street, which may already be congested. While proposals for several streets have been met with a large number of objections, most have led to fewer or no objections. All comments and objections are being gathered before presenting to the Cabinet Member for Highways and Transport, for a decision on how many sites should proceed to installation.
- 3.6 Throughout the project to-date, we have communicated with stakeholders through Member's briefings, webinars, a webpage hosted by Connected Kerb, which shows where chargepoints are being proposed and regular newsletters. In addition to this, residents and other stakeholders can submit requests for chargepoints at suggested locations via an online form. These resident requests are then used when planning the next stages of the EV chargepoint rollout.

4 WSCC Fleet Transition to Electric Vehicles

- 4.1 An EV Transition Programme (Officer) Board, chaired by the Assistant Director (Environment and Public Protection), has been established to support the fleet transition and understand options for charging the fleet vehicles across the WSCC depots, home charging and public charging options.

Agenda Item 7

- 4.2 It has been agreed that the fleet renewal of circa 45 vehicles (predominantly small vans and with some 4x4 Vehicles) for Local Highway Operations will progress with the intention of procuring electric vehicles where possible.
- 4.3 Lead times for vehicle delivery are currently 9-12 months, so Autumn 2023 is the earliest realistic date for these electric vans to be operational within the Highways teams.
- 4.4 To ensure there will be sufficient chargepoints for the electric vans to charge at, the County Council are utilising the chargepoint contract with Connected Kerb to determine the feasibility of Connected Kerb installing chargepoints at depots as part of the contract with West Sussex County Council.
- 4.5 Following Connected Kerb's feasibility of 22kW chargepoints for our Highways depots, it was deemed that Connected Kerb could not fully fund the chargepoints in these locations, primarily due to the additional cost of the 22kW chargepoint hardware, compared to the slower 7kW units. We are now awaiting full costings to see how much the County Council would need to contribute towards the installation costs to get these installed at the depots.
- 4.6 The EV Transition Programme Board is also looking into the feasibility and implications of providing chargepoints at the homes of Highways Operations employees who currently keep County Council vehicles at home overnight – this approach has been pioneered by other councils and would reduce the need for central charging and the associated downtime. There are a number of potential hurdles with this approach and, if it does progress, it is likely to initially be on a voluntary trial basis.

Steve Read

Assistant Director (Environment and Public Protection)

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Background Papers

None

Appendices

Appendix 1 – Current EV Update and Chargepoint Provision in Southeast England

Appendix 2 – Key Aims of the Electric Vehicle Strategy

Current Electric Vehicle Update and Chargepoint Provision in Southeast England

Chart 1 below show how the uptake of ultra-low emission vehicles has increased from 2010 until 2021 across regions of England, with a sharp increase in uptake between 2018-2021. Across regions of the England, the South East is currently the region with the greatest number of ultra-low emission vehicles, with 62,000 by the end of 2021.

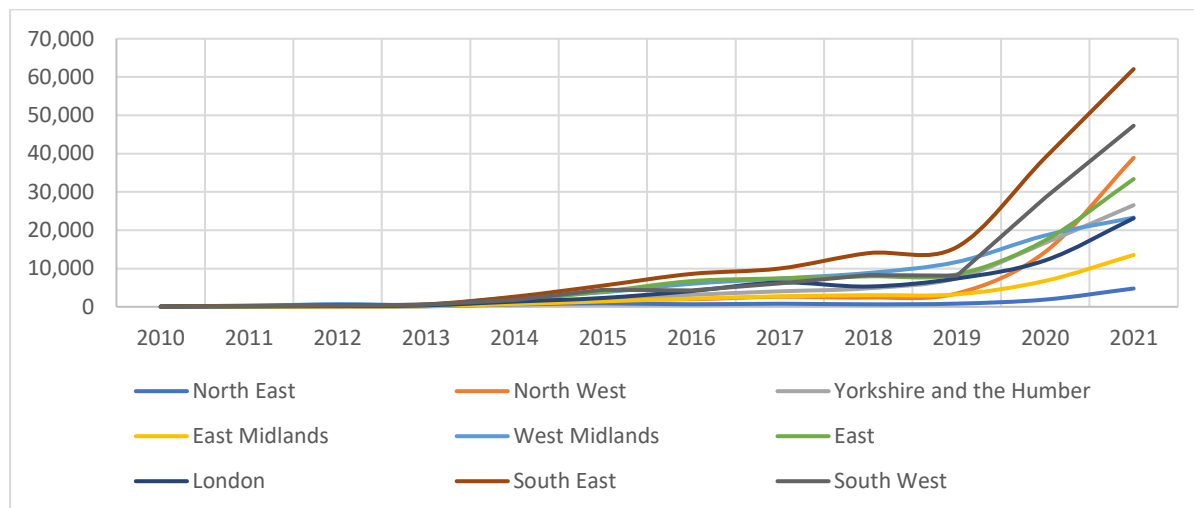


Chart 1: Ultra-Low Emission Vehicles registered for the first time by region (Source: gov.uk)

Table 1 shows the number of public chargepoints per 100,000 population in the UK as a whole, then gives the figures for public chargepoint figures across each of the districts and boroughs in West Sussex.

	Public Chargepoints per 100,000 population
UNITED KINGDOM	51.6
Adur	20.3
Arun	17.4
Chichester	56.0
Crawley	50.7
Horsham	35.1
Mid Sussex	43.4
Worthing	19.0

Table 1: Public Chargepoints per 100,000 population in the U.K. and by district and borough region of West Sussex. Source: [Electric vehicle charging devices by local authority](#) - 1 October 2022

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Key Aims of the [Electric Vehicle Strategy](#)

1. At least 70% of all new registered cars in the County are electric by 2030
 - a. Actions for WSCC:
 - i. Develop and start delivery of a communication and engagement plan
 - ii. Explore different charging mechanisms, including differential charges for residential parking permits for low emission vehicles
 - iii. As chargepoint sites come forward, review the reducing parking fees in short- and medium-term parking locations
 - iv. Develop a phased fleet transition plan to move our fleet to electric
2. There is sufficient charging infrastructure in place to support the vehicles predicted to be reliant on public infrastructure to charge
 - a. Actions for WSCC:
 - i. Regularly review our Guidance on Parking at New Development to ensure adequate provision for EV charging on new developments
 - ii. Revise our WSCC Local Design Guide to reflect our charging point principles
 - iii. Revise our own new building design standards to include EV provision that meets our charging point principles
 - iv. Lobby for more transparency from market providers regarding future development plans
 - v. Collate a long list of sites for consideration by our delivery partner
 - vi. Appoint a market-based partner to work with us to provide the chargepoint network
 - vii. Develop a 5-year rolling delivery programme for charging points across the County.
3. Ensure a renewable energy source for all chargepoints on County Council land or highway
 - a. Actions for WSCC: Stipulate the requirement for renewable energy, either by generating and storing energy on site or through a renewable energy tariff within our supplier specification

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Report to Communities, Highways and Environment Scrutiny Committee

23 January 2023

2030 Energy Strategy – Progress Update

Report by Assistant Director Environment and Public Protection

Summary

A new Energy Strategy was developed in 2021 which set out a focus on 5 key priorities and also set out 5 enabling actions. The report provides a review of the activities completed to date and an indication of the next steps required to implement the Energy Strategy. Particular attention is drawn to the sequencing of delivery of various priorities. Specifically, the immediate focus is given to the council's work on reducing emissions from its corporate built estate and activities and priority projects already in progress.

Focus for Scrutiny

1. Delivery of the aims and actions outlined in the Energy Strategy and particularly their alignment with and contribution to County Council objectives around decarbonisation, financial resilience and green skills.
2. Whether any changes in the societal/economic (cost of energy) context since adoption of the Energy Strategy might merit revisions to the Strategy or the proposed sequencing of action.

Update

1 Background and context

- 1.1 The County Council agreed an [Energy Strategy](#) in 2021 which set out a vision that, by 2030, West Sussex County Council will have actively supported a resilient and equitable local energy transition through decarbonisation of energy sources and the delivery of projects which have enabled economic development and contributed to the needs of our communities
- 1.2 The strategy was based on the National Grid's 'Leading the Way' scenario from their Future Energy Scenarios. The Strategy put forward five priority areas for action including:
 - Development of Sustainable Energy projects
 - Reduction of County Council emissions

- Development of social value from energy
- Achievement of local energy resilience
- Increase in sustainable income generation, savings, and cost avoidance

1.3 The strategy also identified 5 areas where additional improvements would enable the County Council to achieve these priorities:

- Collaboration
- Data Management
- Innovation
- Green Energy Skills
- A Future Energy Transition Hub

1.4 The Communities, Highways and Environment Scrutiny Committee scrutinised the draft strategy in November 2021. The Committee:

- Agreed that the rationale for the chosen scenario is justified and therefore the best fit for the County.
- Agreed that the County Council's climate change priorities have evolved to a degree since its 2016 strategy in response to the ever-developing international and national landscape.
- Noted future concern of potential funding cuts to local authorities in recognition of the challenges faced by central government in balancing varying priorities.
- Agreed that the strategy is significantly ambitious and that its deliverability will need to be assessed following the provision of further detail about its implementation and at the conclusion of the consultation period in early 2022.

1.5 This report provides an update on the implementation of the strategy.

2 Implementation of 2030 Energy Strategy priorities

2.1 Development of Sustainable Energy projects

2.1.1 **Halewick Lane Energy Park:** The £24m project to develop a battery storage installation at Halewick Lane in Sompting has been taken forward with two key contracts let and managed; the first to lay the necessary ducting and cabling connecting the site to the local electricity network and the second to develop the battery storage installation itself.

2.1.2 The cabling contract was let to [Green Frog Connect](#) and this aspect is on schedule with minimal complaints from local residents affected by the temporary road closures. The second contract has been let to [Kier Construction](#) who have engaged a specialist supply chain and have begun the detailed site design and planning revisions. Work is ongoing with them to

secure the pipeline 'slot' from a manufacturer to ensure that the programme is not delayed as a result of industry wide supply chain constraints.

- 2.1.3 **Solar PhotoVoltaic (PV) and Battery Storage:** A £7.7m programme has been developed to roll out solar PV and battery storage across more of the County Council and school/academy estate. Building on the lessons learned from the earlier 'Solar Power 4 Schools' programme, this programme will offer battery storage in addition to solar PV so that the bill payers will benefit from more of the on-site renewable energy.
- 2.1.4 A Programme Board has been established and a contract with the County Council's Multi-Disciplinary Consultancy (Faithful & Gould) agreed to provide develop the tender pack and to provide contract management for the design and construction stages. Two additional roles (a Technical Engineer and a Project Officer) have been identified and funded to support delivery of the programme.
- 2.1.5 The procurement allows for a maximum contract value of £22m which, subject to the successful delivery of the initial £7.7m of projects, will be used to roll out solar PV and battery storage across the remainder of the County Council's sites as well as those of schools and academies.
- 2.1.6 As explained in section 2.4 below, a major challenge for the County Council is securing access to the local grid capacity which is strictly regulated by the District Network Operators. Some land holdings – such as former landfill sites have great potential but are simply too far from potential connection points to be economically connected.
- 2.1.7 Two projects in particular are seeking to work around this constraint:
- (a) **Baystone Farm Solar Farm:** A new solar farm is being proposed for the closed landfill known as Baystone Farm near Broadbridge Heath. An initial feasibility study has indicated a viable business case for a 1.5MW solar farm. The Energy Team aims to mitigate the high risk and long timescales of connecting to the national grid by using the solar farm to serve the power needs of a third party within an economic connection distance with a significant long term need for electricity.
 - (b) **Service Support:** The Energy Team are exploring the use of rooftop solar PV at the county council's Waste facilities. An initial feasibility assessment of the Mechanical Biological Treatment plant at Warnham indicates that over 1MW of solar PV could subject to further technical surveys be installed there. The great advantage of using our existing waste facilities – in addition to the roof structure for mounting being in place - is that a grid connection with surplus capacity to allow export of solar energy is already installed.

2.2 **Creation of emissions reductions for the County Council**

- 2.2.1 **Funding for emissions reductions:** A series of successful bids have been awarded funding from the Government's Low Carbon Skills Fund (LCSF) Scheme. These are being used to deliver 90 Heat Decarbonisation Plans using the MDC and specialist consultant, [Hamson Barron Smith](#). The

delivered Heat Decarbonisation Plans outline the scale of decarbonisation achievable in the surveyed buildings and the likely cost of delivering them.

- 2.2.2 **LED lighting:** A series of LED lighting projects have been piloted across several schools which have demonstrated the potential cost-effectiveness of the County Council funding the up-front costs of this energy efficiency measure and having this investment paid back as the school realises savings on their utilities budget. A scheme to replicate these projects and produce emissions savings from lighting improvements is in development and an indicative budget of £4m has been allocated to this.
- 2.2.3 **Service support:** Services are being supported to identify how to best work with the electricity network to achieve emissions reductions. For example, Highways Services' work to decarbonise their fleet of vehicles is supported by engagement with the Distribution Network Operator (DNO) so that sufficient electrical capacity can be secured to accelerate the adoption of Electric Vehicles. Additional support has been provided to help Highways Services further decarbonise their activities through a targeted funding bid to the 'ADEPT Live Labs 2: Decarbonising Local Roads in the UK' scheme.
- 2.2.4 **Worthing Heat Network:** The County Council has worked with Worthing Borough Council to establish the basis for the County Council to connect one of its main buildings to the heat network which is planned for build out in 2025. The County Council has established the potential for reductions in carbon emissions from Worthing Community Hub as well as the cost implications of doing so. Discussions will continue with the Borough Council's preferred contractor following award of the concessionaire contract.
- 2.3 **Development of social value from energy**
- 2.3.1 **Supporting County Council finances:** The additional revenue from the sale of renewable electricity from the County Council's solar farms has been used to alleviate increased financial pressure in the County Council's utilities budget, thereby insulating the County Council from energy market volatility.
- 2.3.2 **Group buying:** The County Council has used the Solar Together Sussex scheme as provided by iChoosr to deliver over 5MW of additional rooftop solar projects (in addition to new battery storage) across West Sussex. An additional round of Solar Together Sussex is planned for Summer 2023 and a specific emphasis is planned to support Small and Medium Sized Enterprises (SMEs) to benefit from the scheme. The partnering Sussex councils are also exploring how to achieve more value from the 'group purchasing' model in coming years, be that through additional services or a financing solution.
- 2.3.3 **Financial support for action on Fuel Poverty:** The long-standing relationship with Citizens' Advice continues to deliver Emergency Fuel Vouchers to residents in West Sussex facing a financial crisis.
- 2.3.4 **Local Ownership of energy transition:** The County Council has secured a contractor to support the development of a Local Energy Community (LEC) in Manor Royal Business Improvement District (BID). Brighton Energy Cooperative will provide advice and guidance to the nascent LEC through funding the County Council has received as part of the LECSea project.

2.3.5 Initial meetings have been held with Community Energy South to explore the potential for West Sussex to support the development of Community Energy Groups in the county.

2.4 **Achievement of local energy resilience**

2.4.1 **Review of grid constraints across the county:** A wide ranging review of the grid constraints was completed with independent network specialists [Roadnight Taylor](#) in 2021. As a result of this work, the County Council's pipeline of energy projects has been reviewed and amended to reflect the potential difficulty, cost and extended timescales associated with connection to the electricity network. The outputs of this review are feeding into a revised Service Asset Management Plan.

2.4.2 **Westhampnett Solar Farm optimisation:** Despite the high financial value gained from the co-located solar farm and battery storage systems at Westhampnett, the grid poses constraints upon their operation which means that, occasionally, output from the solar farm is turned down or the battery is taken out of operation for short periods. A project is currently being developed to acquire additional grid capacity for the Westhampnett site that will allow both assets to work continuously.

2.5 **Increase in sustainable income generation, savings, and cost avoidance**

2.5.1 **Ground-mounted solar PV assets:** The County Council's solar farms have, to date, generated £2.6m of income above that which was expected of them in their original business cases. This has been realised through the procurement of new Power Purchase Agreements (PPAs) that support both Tangmere Solar Farm and Westhampnett Solar Farm.

2.5.2 **Rooftop solar PV assets:** No such market is currently operational for electricity generated from rooftop solar PV systems and exported to the electricity network. As a result, the County Council receives income from the electricity supplier offering the most competitive Smart Export Guarantee (SEG) – currently [Good Energy](#).

2.5.3 A small number of companies are beginning to offer rooftop-specific Power Purchase Agreements and the County Council is exploring the potential for additional value to be generated from selling surplus electricity from rooftop solar PV systems in this way.

2.5.4 **Energy Reinvestment Scheme:** Following the announcement from Government of its intention to close the 'Invest to Save' fund in 2025, the Energy Team has proposed an independent 'Energy Reinvestment Scheme' and allocated £4m to support the delivery of LED lighting projects (noted above) from the fund. The scheme would pay for the upfront capital costs of energy efficiency projects and be topped up from the savings achieved by bill payers. Unlike the County Council's solar PV schemes, the equipment will be owned and operated by the bill payer and the fund will act as a targeted loan.

- 2.5.5 The governance arrangements for the fund are currently being developed with input from across Finance, Property and Assets and Environment & Public Protection.

3 Implementation of 2030 Energy Strategy enablers

3.1 Collaboration

- 3.1.1 **Distribution Network Operators (DNOs):** The County Council has developed a collaborative approach with both DNOs serving West Sussex (UK Power Networks and SSE Power Networks) and meet regularly with both parties to identify areas for closer collaboration and joint working.

- 3.1.2 **Local Energy Communities:** Drawing from the experiences of the LECSea funded project to create a Local Energy Community at Manor Royal BID the Energy Team is exploring the potential for other Business Parks and Parish Councils to form Local Energy Communities. The Energy Team is supporting East Preston Parish Council to understand their options to accelerate the uptake of renewable energy in pursuit of their Net Zero goals.

3.2 Data Management

- 3.2.1 The County Council is reviewing the role that the existing corporate energy management database (TEAM Sigma) can play in managing the data associated with emissions and carbon offsets in the period up to 2030.

3.3 Innovation

- 3.3.1 **Local Energy Communities:** In addition to the sharing of LEC information with East Preston Parish Council, the County Council is supporting East Preston Parish Council to undertake a small piece of work with the Design Council (funded through their DESIGN, *DIFFERENTLY* Programme) which will identify the best way for Parish Councils to engage with their energy transition.

- 3.3.2 **Hydrogen:** The Energy Team represents the County Council on the pan-Sussex [Hydrogen Sussex](#) group and monitors the planned development of hydrogen infrastructure across the county.

3.4 Green Energy Skills

- 3.4.1 **Primary/Secondary Education:** The County Council is evaluating a range of schemes that support students to engage with the energy element of climate change. By partnering with a dedicated educational provider, the County Council expects that the data generated by the solar panels on schools will be used to help develop and enhance Science, Technology, Engineering and Maths (STEM) offerings in schools.

- 3.4.2 **Further Education:** The County Council has had initial meetings with representatives from Chichester College Group outlining the potential for a collaborative approach toward green energy skills. The County Council has begun supporting Chichester College Group with site visits to Westhampnett Solar Farm where the role of (and engineering supporting) renewable energy and battery storage on the electricity network is discussed.

3.5 A Future Energy Transition Hub

- 3.5.1 It is planned that the Future Energy Transition Hub will be developed in 2024/25 to formalise the collaborative relationships that the County Council has established, particularly with the county's DNOs, District and Borough Councils, Universities, Further Education providers and Community Energy South.

4 Next Steps

- 4.1 Though all 2030 Energy Strategy priorities will continue to be taken forward, the County Council's immediate focus will be on creating the required emissions reduction from the County Council's built-estate and corporate activities. This will be brought forward on the basis of growing capacity and capability across the County Council to tackle emissions, but also as this is an area that is likely to attract Government funding in the short term. Without focus on this specific area of activity, the County Council is likely to lose out on Government grants/subsidies for emissions reductions, which would make the task of decarbonising more expensive than otherwise.
- 4.2 In addition, the County Council will shortly focus on establishing the basis for creating or buying carbon offsets. These are medium-long term investments and should be made on the basis of excellent data quality and a clear understanding of the potential emissions from the County Council's built-estate and activities in 2030.
- 4.3 The further development of sustainable energy projects will continue. As the County Council's assets have been shown to be constrained by the difficulty, cost and timescales associated with connecting to the electricity network, the council will explore working more with third parties where feasible.
- 4.4 The County Council has made a block Capital allocation to develop this area, of which £23.7m remains to be assigned to specific business cases, which will be allocated in the years up to 2024/25.

5 Risk implications and mitigations

Risk	Mitigating Action (in place or planned)
Partners' capacity to support collaboration and shared projects	An assessment of partner's capacity to support collaboration will be undertaken before the precise nature of the collaboration is established.
Availability of further finance following current allocation	Savings attributable to projects delivered under the strategy will be highlighted to demonstrate value to the council. Any bids for further funding will also be based on a positive financial business case.
Availability of viable projects or sites	Where the availability of council-owned land is likely to diminish over time, partnerships with

Risk	Mitigating Action (in place or planned)
	third parties will be explored as a route to continue development work
Availability of Grid Capacity to enable future connections	Review of the grid constraints completed with network specialists Roadnight Taylor. Immediate emphasis on sites with capacity eg Warnham MBT, Westhampnett and Halewick Lane.
Availability of technologies and supply chain to deliver	The County Council will take a broad approach toward market engagement so that it has a clear understanding of the supply chain constraints before individual projects are commissioned

Steve Read

Assistant Director Environment and Public Protection

Contact Officer: Dr Daire Casey, Energy Services Manager
 Tel: 0330 2223005, daire.casey@westsussex.gov.uk

Scrutiny Business Planning Checklist

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

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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:

Decision	A summary of the proposal.
Decision By	Who will take the decision - if the Cabinet, it will be taken at a Cabinet meeting in public.
Date added	The date the proposed decision was added to the Forward Plan.
Month	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.
Consultation/ Representations	How views and representations about the proposal will be considered or the proposal scrutinised, including dates of Scrutiny Committee meetings.
Background Documents	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.
Author	The contact details of the decision report author.
Contact	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.

Published: 3 January 2023

Community Support, Fire and Rescue

None

Environment and Climate Change

Cabinet Member for Environment and Climate Change

Establishment of the West Sussex Energy Reinvestment Scheme	
<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>	
Decision by	Cabinet Member for Environment and Climate Change (Councillor Deborah Urquhart)
Date added	9 June 2022
Month	January 2023
Consultation/ Representations	<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>
Background documents (via website)	None
Author	Daire Casey
Contact	Judith Shore Tel: 033 022 26052

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
<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>

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.

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.

Decision by	Assistant Director (Environment and Public Protection) (Steve Read)
Date added	11 October 2022
Month	January 2023
Consultation/ Representations	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.
Background documents (via website)	None
Author	Steven Fall Tel: 033 022 23265
Contact	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.

Decision by	Assistant Director (Highways, Transport and Planning) (Matt Davey)
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Date added	20 October 2022
Month	January 2023
Consultation/ Representations	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.
Background documents (via website)	None
Author	Neil Vigar Tel: 033 022 26698
Contact	Judith Shore Tel: 033 022 26052

Assistant Director (Highways, Transport and Planning)

Contract Award - Public Rights of Way Routine Maintenance	
<p>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.</p> <p>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.</p> <p>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.</p>	
Decision by	Assistant Director (Highways, Transport and Planning) (Matt Davey)
Date added	20 October 2022
Month	January 2023
Consultation/ Representations	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.
Background documents (via website)	None
Author	Neil Vigar Tel: 033 022 26698
Contact	Judith Shore Tel: 033 022 26052

Highways and Transport

Cabinet Member for Highways and Transport

Highway Infrastructure Asset Management Strategy and Policy	
<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 approval of the current Strategy and Policy in December 2020.</p> <p>The updates are minor in nature ensuring alignment to Our Council Plan 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"> • the implementation of the revised Highway Infrastructure Asset Management Strategy and Policy; and • the delegation of authority to the Assistant Director (Highways, Transport and Planning) to approve the individual asset group lifecycle plans. 	
Decision by	Cabinet Member for Highways and Transport (Councillor Joy Dennis)
Date added	27 October 2022
Month	January 2023
Consultation/ Representations	<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>
Background documents (via website)	None
Author	Gary Rustell Tel: 033 022 26397
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Transport

Bus Services Improvement Plan/Enhanced Partnership - Spending Plan	
<p>In April 2022 the Government confirmed that the Council could be awarded c. £17.4m to deliver some of the ambitions in its Bus Services Improvement Plan.</p> <p>The ambitions will be delivered through a new Enhanced Partnership 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 Summary Enhanced Partnership Plan Spending Plan approved in June 2022.</p>	
Decision by	Cabinet Member for Highways and Transport (Councillor Joy Dennis)
Date added	29 September 2022
Month	January 2023
Consultation/ Representations	<p>Task and Finish Group, and Communities, Highways, Environment Scrutiny Committee on 10 June 2022 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>
Background documents (via website)	None
Author	Bill Leath Tel: 033 022 25438
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Transport

Highways and Transport Delivery Programme 2023-2024
<p>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</p>

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.

Decision by	Cabinet Member for Highways and Transport (Councillor Joy Dennis)
Date added	15 September 2022
Month	January 2023
Consultation/ Representations	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.
Background documents (via website)	None
Author	Gary Rustell Tel: 033 022 26397
Contact	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.

Decision by	Assistant Director (Highways, Transport and Planning) (Matt Davey)
Date added	15 September 2022
Month	February 2023
Consultation/ Representations	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.
Background documents (via website)	None
Author	Gary Rustell Tel: 033 022 26397
Contact	Judith Shore Tel: 033 022 26052

Future Meetings

Agenda Item 9 (b) - Appendix C

Select Committee Meeting date	Subject/Theme	Objectives/Comments	Category
23/01/23	Electric Vehicle Strategy Progress Report	Progress report on delivery of the Strategy	Performance
	Energy Strategy Update	Progress report on delivery of the Strategy	Policy
	Highways Maintenance Contract Performance Report	Performance update. A representative of Balfour will attend and give evidence	Performance
06/03/23	Q3 Performance and Resources Report	Quarterly scrutiny of portfolio performance	Performance

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Issues yet to be timetabled

Agenda Item No 9 (c) - Appendix C

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

Issues yet to be timetabled

Agenda Item No 9 (c) - Appendix C

TBC	CPZ Policy	To review how well the new process has bedded in, after at least one scheme has been delivered. To include consideration of whether the consultation response threshold is appropriate (as raised at CHESC Nov 2022)
TBC	Safer School Streets Pilots	To consider how the pilot schemes have performed, and if/how future schemes will be rolled out.
BPG TBC	A27 Arundel Bypass Progress	Progress report, to identify where value could be added through to scrutiny
BPG TBC	West Sussex History and/or Heritage Centre	Record Office Expansion - at such time as a feasibility study is completed, and plans are forthcoming
In 2023	Asset Management Strategy	To preview the draft Strategy, prior to adoption
Jun-23	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.
BPG Spring 2023	Joint Minerals Local Plan	To discuss opportunities for scrutiny engagement, in the event assessment of the JMLP triggers a formal review
Jun-23	Corporate Policy on Offsetting Emissions and Renewable Energy Guarantees of Origin (REGOs)	In time to act as a early steer to the Cabinet Member in the development of a offsetting delivery plan
Summer 2023	On Street Parking Management Strategy - Progress Report	Arising from discussion of TFG findings at CHESC 19/1/22
Jun-23	Road Safety Strategy	Following the work undertaken by the Exec TFG

Issues yet to be timetabled

Agenda Item No 9 (c) - Appendix C

Jun-23	Active Travel Strategy (formerly Walking and Cycling Strategy)	Post-Consultation, Key Decision Scrutiny. To include how best the fragmented nature of the rights of way network can be addressed (raised at CHESC 18 Nov 2022). Also, provision of cycleways and whether they have any impact/influence on take-up of cycling (PFSC 28/11/22). Chairman of the Active Travel Group Sean McDonald to attend to inform the Committee of its work
TBC (2024)	Vehicle Removals	Changes to the Council's policy towards abandoned vehicles
Mar-24	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
Jan-24	Local Nature Recovery Strategy	Following consultation. Updates to be emailed to BPG members periodically

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