

To all Members of the County Council

An ordinary meeting of the County Council will be held at **10.30 am** on **Friday, 16 December 2022** at **County Hall, Chichester PO19 1RQ**.

Agenda

1. **Apologies for Absence**

2. **Appointment of Vice-Chairman for the meeting**

To appoint a vice-chairman for the meeting.

3. **Members' Interests**

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

4. **Minutes** (Pages 5 - 28)

The Council is asked to confirm the minutes of the ordinary meeting of the County Council held on 14 October 2022.

5. **Review of Proportionality** (Pages 29 - 30)

The County Council must, following a change in group affiliation, review the proportionality of the allocation of seats on its committees. An explanation of the proportionality rules and how they are applied is attached. A table showing the number of seats on committees will follow.

6. **Appointments**

Following the review of proportionality, to consider any proposed changes to appointments. Proposals will be circulated. Changes will take effect from the end of the meeting.

7. **Address by a Cabinet Member**

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

8. **Standards Committee: New Councillor Code of Conduct**
(Pages 31 - 46)

The Council is asked to consider a proposed new Code of Conduct, based on the Local Government Association's Model Code, in the light of a report by the Standards Committee.

9. **Report of Urgent Action** (Pages 47 - 48)

To note urgent action taken under regulation 11 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

10. **Question Time** (Pages 49 - 56)

Questions to the Leader and Cabinet Members on matters in the Cabinet report, written questions and any other questions relevant to their portfolios. Members may also ask questions of the Leader on anything current, relevant to the County Council. The report covers portfolio-related business since the meeting of the Council on 14 October 2022. A supplementary report may be published.

(2 hours is allocated for Question Time)

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

11. **Notices of Motion**

(a) **Motion on Skills**

To debate the following motion, submitted by Cllr Sparkes, notice of which was given on 29 November 2022.

'Since Covid attitudes towards traditional careers and ways of working have changed and some people might prefer to follow a career path outside an office setting, particularly in areas that will contribute to a more environmentally friendly and carbon neutral future.

Would the Cabinet Members for Learning and Skills and Support Services and Economic Development consider setting up a Task and Finish Group to explore working with local enterprises such as the South Downs National Park Authority, district and borough councils, the Local Enterprise Partnership and similar organisations involved with promoting the economy of West Sussex so as to help in the provision of apprenticeships and internships throughout the county.'

(b) **Motion on Elections**

To debate the following motion, submitted by Cllr Lord, notice of which was given on 28 November 2022.

'Following the introduction of compulsory voter identification for the local elections next May, this Council:

- Notes the low level of alleged voter fraud, and zero convictions in 2021, across the country.
- Notes the concerns of the Electoral Commission and Association of Electoral Administrators about the challenging timelines for implementation of voter identification.
- Notes the limited number of identification options for younger people relative to older people and the possible asymmetrical impact this will have on voter turnout in younger age groups.
- Notes the need to ensure all West Sussex residents are made aware of the need for voter identification prior to the May 2023 elections.

This Council therefore calls on the leader to:

- (1) Write to the Secretary of State for Levelling Up, Housing and Communities to request that implementation be delayed to allow for further consideration of the necessity of compulsory voter identification and, if he still chooses to proceed, request that he reconsiders the timelines for implementation and allows a broader range of identification than currently proposed to ensure younger voters are not disproportionately impacted.
- (2) Request that district and borough councils:
 - (a) Prepare information on the requirement for voter ID, details on how to obtain free voter cards and details on registering for postal votes; and
 - (b) Prepare for this to be included in the Council Tax bills being sent to residents in Spring 2023 should implementation of voter identification proceed as proposed.'

County Council concludes

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

Director of Law and Assurance
7 December 2022

Webcasting

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

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

West Sussex County Council – Ordinary Meeting

14 October 2022

At the Ordinary Meeting of the County Council held at 10.30 am on Friday, 14 October 2022, at County Hall, Chichester PO19 1RQ, the members present being:

Cllr Bradbury (Chairman)

Cllr Wickremaratchi (Vice-Chairman)	Cllr Lanzer
Cllr Ali	Cllr Linehan
Cllr Atkins, RD	Cllr Lord
Cllr Baldwin	Cllr Markwell
Cllr Baxter	Cllr Marshall
Cllr Bence	Cllr McDonald
Cllr Bennett	Cllr McGregor
Cllr Boram	Cllr Mercer
Cllr Burgess	Cllr Milne
Cllr Burrett	Cllr Mitchell
Cllr Cherry	Cllr Montyn
Cllr Chowdhury	Cllr Nagel
Cllr Condie	Cllr Oakley
Cllr Cornell	Cllr O'Kelly
Cllr Crow	Cllr Oppler
Cllr J Dennis	Cllr Patel
Cllr N Dennis	Cllr Payne
Cllr Duncton	Cllr Pendleton
Cllr Dunn	Cllr Pudaloff
Cllr Elkins	Cllr Quinn
Cllr Evans	Cllr Richardson
Cllr Forbes	Cllr Russell
Cllr Gibson	Cllr Sharp
Cllr Greenway	Cllr Smith
Cllr Hall	Cllr Sparkes
Cllr Hillier	Cllr Turley
Cllr Hunt	Cllr Urquhart
Cllr Johnson	Cllr Waight
Cllr A Jupp	Cllr Wall
Cllr N Jupp	Cllr Walsh, KStJ, RD
Cllr Kenyon	Cllr Wild
Cllr Kerry-Bedell	

119 Death of Her Majesty Queen Elizabeth II

119.1 Members held a minute's silence in honour of Her Majesty, the late Queen Elizabeth II.

120 Apologies for Absence

120.1 Apologies were received from Cllr Albury, Cllr Britton, Cllr Cooper, Cllr Joy, Cllr McKnight and Cllr Oxlade.

120.2 Apologies for the morning session were received from Cllr Montyn. Apologies for the afternoon session were received from Cllr Bence and Cllr Bennett. Cllr Baldwin was absent for the afternoon session.

120.3 Cllr Chowdhury, Cllr Markwell and Cllr McGregor left at 3.30 pm, Cllr N Dennis, Cllr Forbes and Cllr Oppler at 4.00 pm and Cllr Burgess, Cllr Gibson, Cllr Mitchell and Cllr Nagel left at 4.15 pm.

121 Members' Interests

121.1 Members declared interests as set out at Appendix 1.

122 Minutes

122.1 It was agreed that the minutes of the Ordinary Meeting of the County Council held on 15 July 2022 (pages 5 to 28) be approved as a correct record.

123 Result of By-election

123.1 The Council received the County Returning Officer's return of the by-election on 8 September 2022 for the county councillor for the Felpham electoral division (page 29).

124 Review of Proportionality

124.1 The County Council noted the review of proportionality on its committees following the by-election. A paper on the application of the proportionality rules and how they were applied, together with a table showing the number of seats on committees, was set out on pages 31 and 32.

124.2 Resolved –

That the proportionality be approved.

125 Appointments

125.1 The Council approved appointments as set out below.

Committee	Change
Foster Panel (South East)	Cllr Smith in place of Cllr Chowdhury
Planning and Rights of Way Committee	Cllr Wild in place of Cllr Hall

Committee	Change
Regulation, Audit and Accounts Committee	Cllr Kenyon in place of Cllr Dunn
Standards Committee	Cllr Wild in place of Cllr A Jupp

126 Designation of Section 151 Officer

126.1 The County Council was asked to approve arrangements for the designation of the Section 151 Officer in the light of a report by the Director of Law and Assurance (pages 33 and 34).

126.2 Resolved –

- (1) That the action taken to approve the designation of the role of Section 151 Officer arising on its vacancy and prior to the arrival of a permanent post holder, as set out in paragraph 5 of the report, be approved; and
- (2) That the statutory role of Section 151 Officer (Chief Finance Officer) be vested in the post of Director of Finance and Support Services, to be held by Taryn Eves with effect from 8 November 2022.

127 Address by a Cabinet Member

127.1 Members received an address by the Cabinet Member for Children and Young People on the Ofsted inspection of Teasel Close children's home and by the Cabinet Member for Community Safety, Fire and Rescue on HMICFRS inspection of the Fire & Rescue Service.

128 Governance Committee: Review of County Local Forums

128.1 The Council considered the discontinuance of County Local Forums, following a one-year trial, in the light of a report by the Governance Committee (pages 35 to 38).

128.2 Resolved –

That County Local Forums be ceased.

129 Governance Committee: Constitutional Matters

129.1 The Council considered a number of constitutional matters in the light of a report by the Governance Committee (pages 35 to 56). These included the continuance of the Fire & Rescue Service Scrutiny Committee, the term of office of members of the Independent Remuneration Panel, the governance of the Property Joint Venture Partnership, matters relating to the Pension Advisory Board and the Pensions Committee, the description of urgent and

short notice decisions in Standing Orders and technical proposals relating to stopping up orders for rights of way.

129.2 Resolved –

- (1) That the continuation of the arrangements for scrutiny of the Fire and Rescue Service be approved;
- (2) That the term of office for members of the Independent Remuneration Panel, as set out in Part 3, Appendix 13 of the Council's Constitution, be amended from a maximum of two four-year terms to a maximum of three four-year terms;
- (3) That the proposed changes to Appendix 3 and the new Appendix 22 of Part 3 of the Constitution, as set out at Appendix 1 to the report, be approved;
- (4) That the Leader be recommended to add the role of the Cabinet Member for Finance and Property in the governance arrangements to the list of portfolio responsibilities in Part 3, Appendix 2 of the Constitution, as set out at Appendix 2 to the report;
- (5) That that Part 3, Appendices 7 and 19 of the Council's Constitution be amended, as set out at Appendix 3 to the report, to state that no person may be a Board member and also a member of the Pensions Committee;
- (6) That the constitution of the Pensions Committee in Part 3, Appendix 7, be amended, as set out at Appendix 3 to the report, to show that the Cabinet Member with responsibility for the Finance portfolio is ex-officio Chairman of the Pensions Committee;
- (7) That the Leader be recommended to amend the portfolio responsibilities of the Cabinet Member for Finance and Property in Part 3, Appendix 2, as set out at Appendix 2 to the report;
- (8) That Part 4, Section 1 of the Constitution be amended with new wording on urgent and short notice decisions and removal of references to the Executive Decision Database, as set out at Appendix 4 to the report; and
- (9) That the changes to Part 3, Appendix 4 of the Council's Constitution relating to stopping up order applications, as set out at Appendix 5 to the report, be approved.

130 Armed Forces Covenant Annual Report

130.1 The Council considered the Armed Forces Covenant Annual Report 2021/22 (pages 59 to 60).

130.2 Resolved –

That the report be noted.

131 Report of Urgent Action

131.1 The report of urgent action taken under regulation 11 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (pages 61 and 62) was noted.

132 Question Time

132.1 Members asked questions of members of the Cabinet on matters relevant to their portfolios and asked questions of chairmen, as set out at Appendix 3. This included questions on those matters contained within the Cabinet report (pages 63 to 68) and a supplementary report (supplement page 1) and written questions and answers pursuant to Standing Order 2.38 (set out at Appendix 2).

133 Motion on Oil and Gas

133.1 The following motion was moved by Cllr Lord and seconded by Cllr Cherry.

‘Following the Government’s announcement that they will lift the moratorium on shale gas production and potential changes to planning for hydrocarbons, this Council:

- (1) Requests that any changes to national policy are kept under review to ensure that West Sussex County Council maintains the tightest possible controls on oil and gas exploration and production within West Sussex;
- (2) Asks the Leader to write to our MPs and relevant ministers to remind them of this Council’s position, agreed in 2018, that all planning applications for oil and gas exploration and production should remain with local authorities; and
- (3) Affirms that, while all planning applications will continue to be treated on their individual merits, it believes the future for West Sussex is in renewable energy production not oil and gas.’

133.2 An amendment was moved by Cllr Urquhart and seconded by Cllr Kenyon as set out below and accepted by Cllr Lord and her seconder:

‘Following the Government’s announcement that they will lift the moratorium on shale gas production, **supporting it where there is local community support for it**, and potential changes to planning for hydrocarbons, this Council:

- (1) **Notes that The British Geological Survey has confirmed that the geology of the Weald Basin, which includes West Sussex, means that there is no significant shale gas potential;**
- (2±) Requests that any changes to national policy **will continue to be** are kept under review to ensure that West Sussex County Council maintains the tightest possible **planning** controls on **development** oil and gas exploration and production within West Sussex;
- (32) Asks the Leader to write to our MPs and relevant ministers to remind them of this Council's position, agreed in 2018, that all planning applications for oil and gas exploration and production should remain with local authorities; and
- (43) Affirms that, while all planning applications will continue to be treated on their individual merits, it believes the future for West Sussex is in renewable energy production not oil and gas **as evidenced by the Rampion wind farm, numerous solar farms and the exciting hydrogen projects underway.'**

133.3 The motion, as amended, was put to a recorded vote under Standing Order 3.35.

(a) For motion – 57

Cllr Ali, Cllr Atkins, Cllr Baxter, Cllr Boram, Cllr Bradbury, Cllr Burgess, Cllr Burrett, Cllr Cherry, Cllr Condie, Cllr Cornell, Cllr Crow, Cllr J Dennis, Cllr N Dennis, Cllr Duncton, Cllr Dunn, Cllr Elkins, Cllr Evans, Cllr Forbes, Cllr Gibson, Cllr Greenway, Cllr Hall, Cllr Hillier, Cllr Hunt, Cllr Johnson, Cllr A Jupp, Cllr N Jupp, Cllr Kenyon, Cllr Kerry-Bedell, Cllr Lanzer, Cllr Linehan, Cllr Lord, Cllr Marshall, Cllr McDonald, Cllr Mercer, Cllr Milne, Cllr Mitchell, Cllr Montyn, Cllr Nagel, Cllr Oakley, Cllr O'Kelly, Cllr Oppler, Cllr Patel, Cllr Payne, Cllr Pendleton, Cllr Pudaloff, Cllr Quinn, Cllr Richardson, Cllr Russell, Cllr Sharp, Cllr Smith, Cllr Sparkes, Cllr Turley, Cllr Urquhart, Cllr Waight, Cllr Wall, Cllr Wickremaratchi and Cllr Wild.

(b) Against the motion – 0

(c) Abstentions – 0

133.4 The amended motion as set out below was carried.

'Following the Government's announcement that they will lift the moratorium on shale gas production, supporting it where there is local community support for it, and potential changes to planning for hydrocarbons, this Council:

- (1) Notes that The British Geological Survey has confirmed that the geology of the Weald Basin, which includes West Sussex, means that there is no significant shale gas potential;
- (2) Requests that any changes to national policy will continue to be kept under review to ensure that West Sussex County Council maintains the tightest possible planning controls on development within West Sussex;
- (3) Asks the Leader to write to our MPs and relevant ministers to remind them of this Council's position, agreed in 2018, that all planning applications for oil and gas exploration and production should remain with local authorities; and
- (4) Affirms that, while all planning applications will continue to be treated on their individual merits, it believes the future for West Sussex is in renewable energy production not oil and gas as evidenced by the Rampion wind farm, numerous solar farms and the exciting hydrogen projects underway.'

134 Motion on Adult Social Care Funding

134.1 The following motion was moved by Cllr Duncton and seconded by Cllr Patel.

'The financial implications of the Government's social care reforms which are due to be implemented next year will be significant for West Sussex County Council. With the recent changes in government, this Council requests that the Leader and Cabinet Member for Adults Services lobby the Government for confirmation of the timetable for these reforms and for adequate funding to enable the Council to implement the changes equitably and with minimum impact on the Council's budget.'

134.2 The motion was put to a recorded vote under Standing Order 3.35.

(a) For motion – 50

Cllr Ali, Cllr Atkins, Cllr Baxter, Cllr Boram, Cllr Bradbury, Cllr Burrett, Cllr Cherry, Cllr Condie, Cllr Cornell, Cllr Crow, Cllr J Dennis, Cllr Duncton, Cllr Dunn, Cllr Elkins, Cllr Evans, Cllr Greenway, Cllr Hall, Cllr Hillier, Cllr Hunt, Cllr Johnson, Cllr A Jupp, Cllr N Jupp, Cllr Kenyon, Cllr Kerry-Bedell, Cllr Lanzer, Cllr Linehan, Cllr Lord, Cllr Marshall, Cllr McDonald, Cllr Mercer, Cllr Milne, Cllr Montyn, Cllr Oakley, Cllr O'Kelly, Cllr Patel, Cllr Payne, Cllr Pendleton, Cllr Pudaloff, Cllr Quinn, Cllr Richardson, Cllr Russell, Cllr Sharp, Cllr Smith, Cllr Sparkes, Cllr Turley, Cllr Urquhart, Cllr Waight, Cllr Wall, Cllr Wickremaratchi and Cllr Wild.

(b) Against the motion – 0

(c) Abstentions – 0

134.3 The motion was carried.

Chairman

The Council rose at 4.30 pm

Interests

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

Item	Member	Nature of Interest
9 – Governance Committee: Review of County Local Forums	Cllr Atkins	Member of Worthing Borough Council
9 – Governance Committee: Review of County Local Forums	Cllr Sharp	Member of Chichester District Council
10 – Governance Committee: Constitutional Matters	Cllr Burrett	Deferred Member of the Local Government Pension Scheme
11 – Armed Forces Covenant	Cllr Atkins	Former Officer of Royal Navy and Chair of Worthing’s Royal Naval Association
11 – Armed Forces Covenant	Cllr Quinn	Member of Crawley and District Royal British Legion
13 – Question Time	Cllr Atkins	Member of Worthing Borough Council and Local Authority Governor of Durrington Infant and Junior Federated Schools
13 – Question Time	Cllr Boram	Member of Adur District Council
13 – Question Time	Cllr Burgess	Member of Crawley Borough Council
13 – Question Time	Cllr Burrett	Chairman of Buchan Country Park Advisory Board
13 – Question Time	Cllr Cherry	Chair of Governors for the Burgess Hill Academy, part of Brighton University Academies Trust
13 – Question Time	Cllr Greenway	Trustee of Bognor Regis Youth and Community Centre, which hosts Avoiding Waste sessions
13 – Question Time	Cllr Hillier	Cabinet Member for Economic Growth and Net Zero, Mid Sussex District Council
13 – Question Time	Cllr Linehan	In respect of Smartcore Project, business partner in a private enterprise in the USA is the Cloud CTO FIS & Fintech at Oracle.

Item	Member	Nature of Interest
		Cllr Linehan has no interest of any description either directly or indirectly with the Project at the County Council
13 – Question Time	Cllr Sharp	Member of Chichester District Council
14(a) – Notice of Motion on Oil and Gas	Cllr Hillier	Cabinet Member for Economic Growth and Net Zero, Mid Sussex District Council
14(a) – Notice of Motion on Oil and Gas	Cllr Sharp	Member of Chichester District Council
14(b) – Notice of Motion on Adult Social Care Funding	Cllr Pudaloff	Member of 'Q' delivered by the Health Foundation
14(b) – Notice of Motion on Adult Social Care Funding	Cllr Sharp	Member of Chichester District Council

14 October 2022

1. Written question from **Cllr Cornell** for reply by **Chairman of the County Council**

Question

The Governance Committee considers many matters of fundamental importance to ensure the effective and good governance of this County Council. If the meetings were webcast, this would be of public interest and would strengthen the transparency of the organisation. At six meetings a year, often less than two hours' long, this could be achieved with relatively little resource. Will the Chairman agree to reconsider the webcasting of the Governance Committee at the next meeting of that Committee, together with an outline of the likely costs involved?

Answer

The Governance Committee has, since the change to meeting arrangements in 2020, undertaken a regular review of meeting arrangements.

The Governance Committee decided in September last year to return to pre-pandemic webcasting arrangements which meant we stopped webcasting the Governance Committee. The position was again noted by the Committee at its meetings in November 2021 and in February 2022.

In May this year there was a request for this to be reviewed by the Governance Committee which was agreeing to extend webcasting to include the meetings of the Health and Wellbeing Board. The position of not webcasting Governance was restated in the report to the Committee on 6 June 2022 which reviewed virtual attendance at meetings with a recommendation that the position be noted. No proposal for the introduction of webcasting of the Governance Committee was raised at the meeting. The position agreed at that meeting as recorded in the minutes was:

'Members noted that meetings of the Governance Committee will only be webcast with the agreement of the Chairman if matters of significant public interest are to be discussed'

I therefore consider that the matter has already been fully aired at the Governance Committee and I believe that the position taken at the meeting in June addresses the point raised in the question.

2. Written question from **Cllr O'Kelly** for reply by **Leader**

Question

The County Council has been allocated £4.8m to deliver the Household Support Fund (HSF) between 1 October 2022 and 31 March 2023. Can the Leader confirm:

- (a) How much of the fund is needed to provide vouchers during the school holidays for those children eligible for free school meals?
- (b) How the remainder of that fund will be distributed?

- (c) Whether there has been an increase in applications for free school meals (a) compared to last year and (b) over the past three months?
- (d) Over the past three months how many residents have been referred by the community hub to (i) access food (ii) funding from the HSF (iii) debt advice, (iv) advice about homelessness and (v) how many individuals have been referred more than once?
- (e) How the anticipated additional cost and demand pressures in many Council services as a result of the crisis will be funded.

Answer

- (a) There are four weeks of school holidays during this period of funding. The cost to support 17,500 eligible children to receive a £15 voucher for four weeks is £1,050,000. This is an estimated cost as the amount of eligible children may vary.
- (b) Household Support Fund will also be available through a range of different distribution methods including via district and borough councils, direct support through applications via the Community Hub and also distributed in partnership with other organisations with an initial £900,000 allocation to Citizens Advice to support residents with energy costs. Food banks and Fuel banks who are able to meet the data requirements from the Department for Work and Pension will be supported to provide locally available funds. The Communities Directorate are currently collating their returns from previous HSF to identify how much money to allocate to these community based organisations for this next round.
- (c) September/October is always the busiest time for Free School Meals (FSM) applications as the County Council tends to notice that the new cohort of Reception parents do not apply for FSM until term has started and schools are keen to get students registered before the October census which captures Pupil Premium levels linked to each FSM child.

Therefore a better comparison to show any effects cost of living is having is to compare the three-month period 2021 vs 2022.

The headline is that the County Council has still seen a continual growth on the FSM eligible number over the last 12 months, but not an increase in applications from last year, generally speaking.

As it stands there are 9.5% more FSM entitled pupils in West Sussex at the end of this academic year, than we did this time last year. There may be a correlation with the number of Ukrainian children who are now resident within West Sussex.

Free School Meal applications Summer 2021 vs Summer 2022

Year	July	August	September	Total applications
2021	875	199	924	1,998
2022	792	487	742	2,021

Year	July	August	September	Total applications
Difference	Down 85	Up 288	Down 182	Up 23

Total entitled to free school meals:

As of 30 September 2021: 16,039

As of 30 September 2022: 17,567

This is an increase of 1,528 (or 9.5%) on 2021 for those eligible for free school meals

- (d) It should be noted that the Community Hub is not the only route by which residents can access support from the Household Support Fund. However, the support offered is as follows:
- (i) Over the past three months, 1,202 residents have been provided with food support from the Household Support Fund.
 - (ii) Over the past three months 1.468 residents have been supported by funding drawn from the Household Support Fund.
 - (iii) The Community Hub provides information, advice, guidance and signposting for a wide range of subject matters and often provides advice for more than one subject matter in a single contact. The way contacts are recorded does not specifically record debt advice as a separate category.
 - (iv) Similarly, to the previous answer, advice about homelessness is not recorded as a separate category. Given that district and borough councils have lead responsibility for housing and have access to Household Support Funds, it is likely the residents would have approached them directly rather than via the Community Hub.
 - (v) Over the past three months approximately 45 individuals have contacted the Community Hub more than once.
- (e) Beyond the Household Support Fund, the County Council has no additional resources but is anticipating additional cost and demand pressures in many of our services, which we will need to manage to continue to protect and support our most vulnerable residents.

We are therefore focusing on working with the district and borough councils and other partners across the voluntary, community and social sectors, to refocus, co-ordinate and target the resources we have and to help those most in need to access the range of support that is available.

We are building on our experience of supporting communities during the Covid-19 pandemic. People can:

- Drop into any of our libraries, open six days a week, to find out about information, advice and support on a wide range of issues, get help online,

join any of the free events and activities, or access direct support from a range of partners

- Call, email or fill in a webform to get information, advice and signposting to support through our Community Hub which is open seven days a week
- Find links to advice and support on our Cost-of-Living Support webpage (currently being created, will be shared later in October).

The County Council continues to promote other government initiatives, which support lower income households, including The Holiday Activity Fund and Warmer Homes Fund.

3. Written question from Cllr Lord for reply by Cabinet Member for Adults Services

Question

In light of the recent developments in the case of Tony Hickmott in neighbouring Brighton & Hove, can the Cabinet Member for Adults Services confirm:

- (a) The number of West Sussex residents with learning disabilities and autism detained under Part 2 of the Mental Health Act (1983) during each year from 2015 to 2022.
- (b) Of those currently detained, the number of people detained and the number designated 'fit for discharge' by length of detention as follows:
 - (i) Over six months
 - (ii) Over one year
 - (iii) Over five years
- (c) The average time and longest time between a resident being considered 'fit for discharge' and moving back into a community setting since 2015, and comment on any trends over this time period.

Answer

It has not been possible to answer this question in the usual timescale, but Cllr Lord will receive a response as soon as practicable and the answer will be published in The Bulletin.

4. Written question from Cllr Sharp for reply by Cabinet Member for Adults Services

Question

- (a) Please can you provide a list of comparative hourly costs throughout the county for social day care for residents whose carers need respite? Does this vary per district and borough, if so, why?

- (b)
- (i) How much extra money has the County Council made from the 'Fairer Charging Scheme' where vulnerable people were 're-assessed' to contribute more for care? How much is the per person average?
 - (ii) What extent will this saving be negated by extra costs falling to others e.g. NHS to combat the stress and mental anxiety caused to vulnerable people and carers?
 - (iii) Has the extra income from this policy covered the support needed for residents to navigate the system?
 - (iv) Some other councils have not charged this discretionary amount. Could West Sussex look to do likewise? If not, why?
 - (v) How will vulnerable residents be supported with rising fuel and food costs due to inflation?

Answer

- (a) A range of services are provided for customers with care needs and for carers to support respite. In relation to day services commissioned for people with care needs, there are a range of services at a range of costs. The rate for the Council's own directly provided day services is £48.70 per day in all services across the county, excluding transport. Externally provided day service charges range significantly depending on the service offered, the organisation providing it as well as the location, but costs may be expected to be around £3 to £10 per session for some day activities to around £55 to £65 per day for provision offering personal care to individuals with an additional care need.

In addition, there are commissioned Carer Short Break services for carers of older people and/or people living with dementia. The investment in this area has encouraged and enabled the charitable sector to provide a range of services. Costs vary depending on the type of service, e.g. one-to-one (£8 per hour) or group provision (currently between £30 and £60 per day). Cost variation is due to the number of hours, whether or not meals and transport are provided or if the activity is centre based or out in the community. Customer charging enables more carer respite hours to be available. Without this additional income providers would have a much-reduced service offer and long waiting lists would be likely.

- (b)
- (i) The decision around the Minimum Income Guarantee was made in 2019 and the estimated amount of additional income contained in the report and considered by the Health and Adults Services Scrutiny Committee and the Cabinet Member, was between £300 to £400,000 per annum. Due to Covid-19 the reassessment of customers did not take place until 2021. The mix of customers who receive care now is different to when the original estimated amount was made and as financial assessments are carried out based on a means test that reflects individual circumstances as well as other factors, a set amount of additional income from the specific change to the charging scheme or an average per person increase, cannot be reliably calculated.

- (ii) It is not possible to quantify if extra costs experienced by the NHS have any correlation to the change to the charging scheme.
- (iii) Under the Care Act 2014, people who receive local authority-arranged care and support are required to pay a means-tested contribution towards the cost of that care, which is determined by a financial assessment. For this reason the County Council has a team of officers to support this process and additional resources have been provided to this team.
- (iv) West Sussex is now in line with other authorities, removing the additional discretionary amount for those of working age. The change also brought equity between older people, who had historically received the statutory minimum of support. If the County Council was to reinstate a discretionary amount, then funding for this would need to be found from elsewhere in the Adult Social Care budget.
- (v) The County Council will support residents in respect of rising inflation in areas within its control. For example, carers are being supported in a number of ways including benefits checks with specialist advisors, an on-line benefits toolkit, a cost of living toolkit, signposting to useful websites, grants that include the West Sussex Household Support Fund (hardship payments) and the Carer Health and Wellbeing Fund. There is also free counselling for carers who are struggling with the emotional aspects of cost of living/debt, etc.

5. Written question from Cllr Smith for reply by Cabinet Member for Children and Young People

Question

The latest Quarterly Report (Q1) and corporate risk register both highlight the particularly fragile employment market in the care sector. As the children's assessment and family safeguarding teams currently have significant vacancies of 23.12% compared with 13.63% across the service as of June 2022, how confident are we that we are meeting all of our safeguarding obligations to our West Sussex families and children? What is the County Council's strategy to try to address the vacancies in our children's services department?

Answer

The County Council has a number of 'grow your own' Social Worker approaches:

- Established Academy of Newly Qualified Social Workers employed each year
- Successful rolling Social Worker Apprentice programme, working in partnership with local Universities to provide learning placements

Thirty-six Social Workers are starting in January 2023 following the international recruitment project, with a thorough induction and training package, so they are supported to practice effectively to improve outcomes of our children and families.

There is a relentless focus on creative and new recruitment approaches including attending events nationally, regionally and locally. These events showcase work, providing learning for other Social Workers. Recent sessions have been on enabling

culturally diverse practice and the benefits of the work of the Children's Mental and Emotional Health team.

There is a high level of scrutiny regarding caseload levels for social workers and the management of work coming into the teams including:

- Daily dashboards of new allocations
- Weekly reporting of caseloads at service, team and individual level

This provides assurance that there is sufficient capacity and proactive management identification of any specific areas of pressure. When frontline teams are identified as being under exceptional pressure, additional capacity is provided by deploying staff from non-frontline teams.

In allocating work, priority is given to those children who are particularly vulnerable, this always includes children identified as being at risk of significant harm or those entering, or needing to enter, our care. Timeliness of response to contacts and referrals remains at over 90%.

6. Written question from Cllr Gibson for reply by Cabinet Member for Learning and Skills

Question

- What are the latest figures for the percentages and numbers of households allocated their first, second, and third preference for primary school places? Separate figures for County and for the East Grinstead Schools Area alone, and for Reception and all Years 1 to 6 if available.
- What account, if any, is taken of the distance between a child's home and local schools when allocating school places? Is there a maximum distance above a place cannot be allocated? (if so, what is it)?
- How does the Council account for the transport-related carbon emissions arising from its school place allocations? Does the Council calculate the excess miles of the actual allocation above the mileage if all children attended their nearest school?

Answer

(a)

County

First preference - 91.2%

Second preference - 6%

Third preference - 1.5%

(Late applications result in this figure not equalling 100%)

East Grinstead

First preference - 93.39%

Second preference - 5.92%

Third preference - 0.23%

Local Authority allocated- 0.46%

In Year Applications (Years 1-6)

County

This information cannot be provided as it would take an excessive amount of officer time to collate the information'

East Grinstead – 16 in year applications

First preference – 7

Second preference – 5

No preference met – 3 (Local Authority Allocated)

Own admission authority school - 1

- (b) When considering a school offer it is not just the distance that is considered it is the time and nature of the journey and whether that is deemed to be reasonable. There is not a maximum distance. However there is guidance regarding the complexity a journey to school it should be 45 minutes for primary (75 minutes for secondary).
- (c) We do not calculate that detail.

7. Written question from Cllr Sharp for reply by Cabinet Member for Environment and Climate Change

Question

The Prime Minister has recently announced her intention to make oil and gas exploration easier. Any new oil or gas production locally will increase carbon emissions at the sites themselves and new oil and gas sources will increase emissions when they are burned.

- (a) How does this fit with our Council Plan which has climate change and carbon reduction as an essential, cross-cutting theme?
- (b) How does West Sussex's Joint Mineral Local Plan balance with our Council objectives to reduce carbon emissions?
 - (i) How many Petroleum Exploration and Development Licence (PEDL) licenses have been or are due to be issued in West Sussex?
 - (ii) How many sites have permission to drill or produce hydrocarbons to date?
 - (iii) How many sites do not have planning permission at present but are likely to make applications if present regulations are relaxed?

Answer

- (a) The County Council, as a mineral planning authority, has a duty to determine applications for the exploration, appraisal, or production of onshore hydrocarbons on their merits, taking account of national and local planning policy and all other material considerations, including climate change impact.

- (b) The County Council also has a duty to prepare a statutory Minerals Local Plan that includes proposals for the exploration, appraisal, and production of onshore hydrocarbons.

The County Council's 'objective to reduce carbon emissions' relates to the Authority's activities, not those of third parties (including oil and gas industries).

- (i) A PEDL allows companies to pursue oil and gas exploration activities, subject to necessary drilling/development consents and planning permission. There are nine PEDLs that cover West Sussex (including within the South Downs National Park (SDNP)).
- (ii) The British Geological Survey has confirmed that the geology of the Weald Basin, which includes West Sussex, means that there is no significant shale gas potential. Accordingly, no sites are being hydraulically fractured ('fracked') in West Sussex and planning permission has not been issued for operators to do so. Furthermore, no operator has proposed hydraulically fracturing in West Sussex since concerns about the process were raised in 2011 (as a result of events in Lancashire).

There are three active sites in West Sussex where oil production is permitted: Storrington, Lidsey and Singleton (within the SDNP).

Temporary planning permission until March 2024 was granted in May 2022 allowing retention of the Woodbarn Farm, Broadford Bridge oil exploration site.

Temporary planning permission was refused in March 2021 at Lower Stumble, Balcombe for further exploration and appraisal of the existing hydrocarbon borehole. An appeal decision against the refusal is awaited.

- (iii) Officers are not aware of any proposals for hydrocarbon-related development at other sites in West Sussex.

- 8.** Written question from Cllr Quinn for reply by Cabinet Member for Highways and Transport

Question

This time last year, and also this year, I expressed concerns over dirty road signage obscured by vegetation.

I was promised that a programme for the following would be implemented;

- Replace worn, damaged, faded, or illegible signs
- Replace damaged or rusty signposts
- Clean and cut back vegetation around existing sign locations
- Maintain lamp posts covered with vegetation, where trees have grown so tall that lighting is very poor

On my recent travels around the county I am still seeing invisible road signs.

As you are aware, due to the long hot summer grass cutting was cut back. We were promised that the grass cutting contractor would be redeployed to other highway-related tasks, which included most of the above.

Can the Cabinet Member update me on the works that have been carried out, and the future programme.

Answer

Sign Cleaning

With the additional revenue budget allocated to Local Highway Operations for 2022/23, officers were able to dedicate funds to general sign cleaning. The works principally undertaken are sign cleaning, bollard cleaning and localised vegetation cut back so that existing sign faces are visible.

Grass cut 4 - replacement works

The reduction of urban grass cutting from five to four cuts enabled the County Council's grass cutting contractor to be diverted to cleaning signs and clearing vegetation where necessary.

As a result of the above, the contractor has attended to over 1,500 signs in a seven-week period.

Public Realm – sign and line Improvements

A programme of 'fence to fence' proactive sign/line maintenance and replacement focusing on:

- Replacement of worn, damaged, faded, illegible signs
- Replacement of damaged or rusty signposts
- Cleaning and cutting back localised vegetation around existing sign location
- Refreshing all road markings on the selected route, where this is required
- Replacing all road studs, where intervention is required, and they are present on the selected route
- Replacing black and white hazard marker posts, where present on the selected routes.

Twenty seven sites have been released to the contractor for delivery, which equates to a forecast cost of just under £1.5m.

The maintenance of lamp columns is managed by the County Council's provider, Enerveo, and therefore issues of obstructed columns should be [reported to them](#) in the first instance.

9. Written question from Cllr Lord for reply by Cabinet Member for Public Health and Wellbeing

Question

Can the Cabinet Member provide for each of the last five years:

- (a) The number of children living in West Sussex receiving a new clinical diagnosis of eating disorders.

- (b) The number of children living in West Sussex self-reporting that they may have an eating disorder or eating issues.
- (c) The number of children living in West Sussex receiving care from CAMHS for an eating disorder.
- (d) The number of children on the waiting list to receive CAMHS care for an eating disorder.

Please provide this by appropriate age group (for example under 11, 11 to 15, 16 to 18).

In addition, please can the Cabinet Member confirm the amount and scope of County Council investment in support within school or elsewhere for eating disorders (encompassing both clinical diagnoses and eating issues otherwise raising concern) over the last five years.

Answer

It has not been possible to answer this question in the usual timescale, but Cllr Lord will receive a response as soon as practicable and the answer will be published in The Bulletin.

10. Written question from Cllr Turley for reply by Cabinet Member for Support Services and Economic Development

Question

The Quarter 1 Quarterly Performance and Resources Report includes the following comment from the Director of Human Resources [on page 172 \(September Performance and Finance Select Committee\)](#):

"From a cultural perspective, there is significant ongoing work required in terms of equality and diversity."

This is very concerning. While acknowledging that this has been recognised and action is being taken, can the Cabinet Member for Support Services and Economic Development provide more detail on the nature of the issues which have led to this comment and the ongoing work.

Answer

There are a number of aspects to the ongoing work in relation to equality and diversity. Firstly, there is a need to continue to better understand the experiences of staff with protected characteristics in working at the County Council and to facilitate this, further develop the Equality Staff Networks.

Secondly, the need to implement a further four strands of the equality plan. These are:

- Increasing the number of staff that have self-declared their protected characteristics
- Implementing an approach to managing and reporting unacceptable customer behaviour and providing support to those who experience it

- Developing the disability inclusion approach and improving the workplace 'reasonable adjustments' process
- Further developing the Council's culture of dignity and respect

Question Time: 14 October 2022

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

Leader

The Leader answered questions on the following matters:

Enterprise Zones, from Cllr Ali, Cllr Kerry-Bedell, Cllr Lord, Cllr Oakley and Cllr Sharp.

Horsham Enterprise Park, from Cllr Payne.

Cabinet Member for Adults Services

The Cabinet Member answered questions the West Sussex Care Guide, from Cllr Kenyon.

Cabinet Member for Children and Young People

The Cabinet Member answered questions on Teasel Close, from Cllr Hillier, Cllr Linehan, Cllr Pudaloff and Cllr Quinn.

In response from questions from Cllr Linehan and Cllr Quinn on member engagement with Teasel Close Children's Home, the Cabinet Member agreed to investigate ways to achieve this, possibly through a video at a member development session and a visit for Cllr Quinn and Cllr Cornell as local members.

Cabinet Member for Learning and Skills

The Cabinet Member answered questions on the following matters:

The Government's Schools White Paper, from Cllr Burgess, Cllr Cherry, Cllr Mercer, Cllr Oakley and Cllr Sparkes.

New secondary school at Brookleigh, from Cllr Cherry and Cllr Hillier.

Cabinet Member for Community Support, Fire and Rescue

The Cabinet Member answered questions on the following matters:

Cost of living, from Cllr Elkins and Cllr O'Kelly.

Pension payments for fire fighters, from Cllr Baxter and Cllr Walsh.

Cabinet Member for Environment and Climate Change

The Cabinet Member answered questions on avoiding food waste, from Cllr Baxter, Cllr Greenway and Cllr Sharp.

In response from a question from Cllr Greenway about whether there could be any flexibility in the timings for the food waste pilot in Bognor Regis, the Cabinet Member agreed to find out and respond to him.

Warmer Homes Programme, from Cllr Greenway and Cllr O'Kelly.

Cabinet Member for Finance and Property

The Cabinet Member answered questions on the following matters:

Imberdown land swap, from Cllr Gibson.

Impact of inflation on Council services, from Cllr Boram, Cllr Cherry and Cllr Condie.

Cabinet Member for Highways and Transport

The Cabinet Member answered questions on the following matters:

School Streets scheme, from Cllr Ali, Cllr Baxter, Cllr N Dennis and Cllr Kerry-Bedell.

Co-ordination of street works, from Cllr Lord and Cllr Wall.

20 mph speed limits, from Cllr Baxter, Cllr Mercer, Cllr Oakley and Cllr O'Kelly.

Cabinet Member for Public Health and Wellbeing

The Cabinet Member answered questions on the following matters:

Written question 9 on children with eating disorders, from Cllr Lord.

Sussex Health and Care Assembly, from Cllr Oakley.

Cabinet Member for Support Services and Economic Development

The Cabinet Member answered questions on Smartcore project and smarter working, from Cllr Burrett and Cllr Linehan.

Proportionality

Background

- 1** Following Cllr Wild's decision to join the Green and Independent Alliance Group the County Council must review the entitlement of political groups to seats on committees in line with the proportionality rules in the Local Government and Housing Act 1989. The rules allow adjustments to make whole numbers of seats and, once the County Council has determined any adjustments, appointments can be made to committees on that basis.
- 2** The proportionality rules are as set out below:
 - (1) No political group can have all the places on a committee (the exception is the Cabinet).
 - (2) A group having an overall majority on the County Council is entitled to a majority of seats on each committee.
 - (3) The gross number of seats is allocated in accordance with each group's entitlement.
 - (4) The number of seats on each committee is allocated in accordance with each group's entitlement.
- 3** The application of each of these rules produces different figures which have to be reconciled by applying the rules in descending order of importance. The critical rule is rule (2) if, as in the case of the County Council, a group has an overall majority, and numbers of seats are then reconciled with rules (3) and (4). Under the rules, if there are members of the Council who do not belong to a political group (independent members) then, once the allocation of seats between the political groups has been made, any remaining seats are allocated to the independent members by the County Council.
- 4** The Green and Independent Alliance Group is entitled to six seats in total. A table detailing the results of the proportionality changes will follow.

Tony Kershaw

Director of Law and Assurance

Contact Officer: Charles Gauntlett 033 022 22524

Background papers

None

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Standards Committee: New Councillor Code of Conduct

Background

- 1 The Localism Act 2011 requires all councils to have a code of conduct which must include the Act's pecuniary interest provisions.
- 2 In 2020 the Local Government Association (LGA) published a Model Code of Conduct for councils to consider adopting. This Council decided at that time to continue with its existing Code which was seen as having worked effectively since its adoption and was not different in substance to the proposed Model Code.
- 3 The Standards Committee noted more recently that most other councils in West Sussex have adopted the Model Code or have adapted it and the Committee asked for a draft to be prepared that is based on the Model Code but including any bespoke elements in the current West Sussex version.
- 4 The Council's current Code of Conduct has been reviewed. The main difference is the inclusion in the Model Code of commentary on the Code's provisions.
- 5 A new version has been prepared and endorsed by the Standards Committee, which is now recommended to the County Council for approval.

Proposal

- 6 The version based on the LGA Model Code is attached at Appendix 1. This is recommended for approval with Appendices A and B. The changes to references for sections of the current Code of Conduct to be retained are shown at the end of Appendix 1.
- 7 Some text in the Model Code has been removed where it is clearly of no relevance to the County Council or where it is aimed at the LGA itself. While interests are set out in detail, parts of the current West Sussex Code are recommended for inclusion, including the current wording for personal and prejudicial interests, advice on predetermination and on the effects of prejudicial interests in scrutiny committees. They are shown in Appendix B to the draft Code. Table 3 of Appendix B lists common exclusions to interests, which also features in the current West Sussex Code. This is also recommended for inclusion.
- 8 The Standards Committee asked for some minor reformatting to be carried out and highlighted some minor textual adjustments for clarification. These changes have been made to the final version in Appendix 1.

Finance

- 9 There are no financial implications arising in relation to this report.

Risk implications and mitigations

Risk	Mitigating Action (in place or planned)
That the County Council uses a different Code to that of other councils, leading to uncertainty for councillors and the public.	The new Code of Conduct will bring the County Council into line with district and borough councils, reducing the scope for uncertainty.

Policy alignment and compliance

10 The Code of Conduct forms one element of the Council's range of systems to reduce crime, to ensure compliance with the public sector equality duty and with the expectations of the rights of individuals within the Human Rights Act.

Recommended

- (1) That the draft Code of Conduct at Appendix 1 be approved; and
- (2) That all councillors be asked to sign up to the new Code by the end of January 2023.

Pete Bradbury

Chairman of the Standards Committee

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

Background papers:

None

Code of Conduct

Introduction

The role of councillor is a vital part of our system of democracy. It is important that councillors adopt the behaviours and responsibilities associated with the role and can be held accountable. The conduct of an individual councillor affects the reputation of all councillors.

Councillors represent local residents, work to develop better services and deliver local change. The public have high expectations of councillors and entrust them to represent their local area, taking decisions fairly, openly, and transparently. Councillors have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

This Code has been designed to protect this democratic role, encourage good conduct and safeguard the public's trust in local government.

1. Definition - councillor

For the purposes of this Code a councillor means a member or co-opted member of a local authority. A co-opted member is defined in the Localism Act 2011 Section 27(4) as a person who is not a member of the authority but who:

- (a) is a member of any committee or sub-committee of the authority; or
- (b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

2. Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist all councillors in modelling the behaviour that is expected, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against any councillor. It is also to protect all councillors, the public, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and the specific obligations in relation to standards of conduct. The use of support, training and mediation prior to action being taken using the Code is encouraged. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

3. General principles of councillor conduct

Everyone in public office at all levels, all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers should uphold the Seven Principles of Public Life, also known as the Nolan Principles. Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully

- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

4. Application of the Code of Conduct

This Code of Conduct applies as soon as the councillor signs the declaration of acceptance of the office of councillor or attends their first meeting as a co-opted member and continues to apply until they cease to be a councillor or co-opted member.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- You misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken. Guidance is included to help explain the reasons for the obligations and how they should be followed. Explanatory text is set out in blue type.

General Conduct

1. Respect

As a councillor:

- 1.1 I treat other councillors and members of the public with respect.
- 1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

[Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.]

2. Bullying, harassment and discrimination

As a councillor:

- 2.1 I do not bully any person.
- 2.2 I do not harass any person.
- 2.3 I promote equality and do not discriminate unlawfully against any person.

[The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.]

[The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.]

[Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.]

3. Impartiality of officers of the council

As a councillor:

- 3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

[Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.]

4. Confidentiality and access to information

As a councillor:

- 4.1 I do not disclose information:

- (a) given to me in confidence by anyone
- (b) acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - (1) I have received the consent of a person authorised to give it
 - (2) I am required by law to do so
 - (3) the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person or
 - (4) the disclosure is:
 - (5) reasonable and in the public interest and
 - (6) made in good faith and in compliance with the reasonable requirements of the local authority and
 - (7) I have consulted the Monitoring Officer prior to its release.

- 4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

- 4.3 I do not prevent anyone from getting information that they are entitled to by law.

[Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.]

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

[As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.]

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

[Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.]

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources

7.2 I will, when using the resources of the local authority or authorising their use by others:

- (a) act in accordance with the local authority's requirements and
- (b) ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

[You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor. Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.]

8. Complying with the Code of Conduct

As a Councillor:

- 8.1 I undertake Code of Conduct training provided by my local authority.
- 8.2 I co-operate with any Code of Conduct investigation and/or determination.
- 8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.
- 8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

[It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. You should attempt to intimidate any person, including witnesses. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.]

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

- 9.1 I register and disclose my interests.

[Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interests. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.]

[You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011. Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.]

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

[In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.]

Appendix A – The Seven Principles of Public Life

The principles are:

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B – Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) which are as described in 'The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012'. You should also register details of your other personal interests which fall within the categories set out in Table 2 (Other Registerable Interests).

'Disclosable Pecuniary Interest' means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

'Partner' means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non-participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Disclosure of Other Registerable Interests - Prejudicial

6. Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests - Prejudicial

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which affects:
 - (a) your own financial interest or well-being;
 - (b) a financial interest or well-being of a relative or close associate; or
 - (c) a financial interest or wellbeing of a body included under Other Registerable Interests as set out in Table 2

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

9. Where a matter (referred to in paragraph 8 above) affects the financial interest or well-being:
 - (a) to a greater extent than it affects the financial interests of the majority of inhabitants of the electoral division affected by the decision and;
 - (b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

This will be seen as a prejudicial interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Keeping an Open Mind

11. An important principle of decision-making is that members must come to each decision without having previously closed their minds to the arguments. While members may well wish to express strong views on behalf of their constituents and, in some cases, may have been elected on a particular local issue, it is important for members not to create the impression that they have made up their mind beforehand to vote in a particular way regardless of the arguments and advice of officers and regardless of the interests of the whole of the West Sussex community. If a member gives the impression that their mind is already made up, they should declare a prejudicial interest and leave the room.
12. There should be no difficulty in members saying:

- "This proposal doesn't meet our requirements"
 - "This flatly contradicts existing County Council policy"
 - "I will take this up on your behalf"
 - "There are better alternatives, which I will pursue"
13. Members are able to attend local meetings and site visits to gather evidence and hear views expressed but it is advisable always to do so in the company of others. Officers should attend with members wherever possible.
14. But difficulties could arise if members were to say, for example:
- "I will never vote for/against these proposals"
 - "I was elected to oppose/support this proposition and I am bound to do so."

Interests arising in relation to overview and scrutiny committees

15. In addition to any other interest which the member may have, a member of a scrutiny committee shall declare a personal interest as defined in the Code of Conduct in respect of any matter in which he or she has had prior involvement, as a member of an executive task and finish group, provided:
- (a) that an adviser to a cabinet member who has advised a cabinet member whose decisions or recommendations are being reviewed by that scrutiny committee may be asked to support the cabinet member in responding to the scrutiny committee.
 - (b) that membership of an executive task and finish group, shall only constitute a prejudicial interest where the scrutiny committee is reviewing the recommendations of the task and finish group, and
 - (c) that a member of a scrutiny committee who is a member of an executive task and finish group which has reported to a cabinet member whose decisions or recommendations are being reviewed by that scrutiny committee and therefore has a prejudicial interest may be asked to support the cabinet member in responding to the scrutiny committee. In any event the member concerned will not be entitled to vote on that item.
16. You also have a prejudicial interest in any business before an overview and scrutiny committee of the authority (or of a sub-committee of such a committee) where:
- (a) that business relates to a decision made (whether implemented or not) or action taken by the authority's executive or another of the authority's committees, sub-committees, joint committees or joint sub-committees; and
 - (b) at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council:</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer corporate tenancies. Any tenancy where (to the councillor's knowledge):</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>

Subject	Description
Securities	<p>Any beneficial interest in securities* of a body where:</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either:</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were.</p>
Key	<p>* 'director' includes a member of the committee of management of an industrial and provident society.</p> <p>* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.</p>

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest:

Type of Other Registrable Interest
(a) any unpaid directorships
(b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
<p>(c) any body:</p> <p>(i) exercising functions of a public nature</p> <p>(ii) directed to charitable purposes; or</p> <p>(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.</p>

Table 3: Non declarable interests

You do not have a declarable interest if a decision relates to the functions of the authority in respect of:

Type of Non declarable interest
(i) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
(ii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to, such pay;
(iii) an allowance, payment or indemnity given to members;
(iv) any ceremonial honour given to members; or
(v) setting council tax or a precept.

Other Sections of the Current Code of Conduct to be Retained

Title of Section	Current Numbering	Revised Numbering
Guidance on Hospitality and Gifts	Part 5, Section 1, Part 5	Part 5, Section 1, Appendix C
IT Provision and Usage Policy	Part 5, Section 1, Part 6	Part 5, Section 1, Appendix D
Member Officer Relations Protocol	Part 5, Section 2	Unchanged
Code of Practice on Probity in Planning and Rights of Way	Part 5, Section 3	Unchanged
Code of Practice on Publicity	Part 5, Section 4	Unchanged

Report of Urgent Action: Regulation 19

- 1** Under regulation 19 of the The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 the County Council is required to receive a report from the Leader on any decisions taken under regulation 11. These are key decisions which were not in the Forward Plan and which needed to be taken with less than five clear days' notice. Such urgent decisions can only be taken with the agreement of the relevant Scrutiny Committee Chairman or, in his or her absence, the Chairman of the County Council.
- 2** Such action is avoided wherever possible as it circumvents the normal mechanism for publication of decisions for ensuring that members have the opportunity to comment before decisions are taken.
- 3** However, on occasion this was not possible and the County Council is asked to note the following decision which has been taken by the appropriate decision-maker, in consultation with the relevant members.

Award of contract for Emergency Accommodation

- 4** The Assistant Director (Communities), with the agreement of the Director of Law and Assurance and the Chairman of the Communities, Highways and Environment Scrutiny Committee, has approved a decision, published on 11 November 2022, for the letting of a contract for the supply of emergency accommodation for persons in need and in order to avoid the continued reliance on ad hoc more costly arrangements for such accommodation.
- 5** The matter needed to be taken urgently because delay would have prejudiced the County Council's interests as there was a risk of losing the opportunity, delaying the availability of the service and the Council then being unable to meet the needs of those presenting for support in situations of urgency.
- 6** Details of the decision are exempt under paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended): Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Paul Marshall

Leader

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

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Cabinet Report: Delivering Our Council Plan 2021-25

This report sets out the key strategic decisions, policy and programme initiatives, consultations, government announcements and key events within each Cabinet portfolio area to deliver our strategic priorities.

Leader – Paul Marshall

- The Leader, the Chief Executive, the Cabinet Member for Adults Services and the Cabinet Member for Environment and Climate Change attended the **County Councils Network annual conference**. The conference provided an opportunity to build relationships with colleagues and explore the key challenges faced by county councils across the country, including devolution, health and social care integration, children's social care and net zero.
- The Leader attended the first **Gatwick Airport Economic Summit** on 3 November. The event was hosted by Gatwick Airport Limited and brought together stakeholders from across the region to discuss long-term, sustainable economic growth. Discussions during the day included a debate around skills development and the skills pipeline in the Gatwick region, opportunities arising from tourism which featured the Sussex Visitor Economy Initiative being supported by the County Council and consideration of the opportunities from growth sectors across West Sussex, Surrey, East Sussex, Kent and South London.
- The County Council, bidding as part of a South-East consortium, has been successful in securing funding from the Department of Culture, Media and Sport to deliver the **Create Growth Programme** across the county. The programme will provide support for high-growth potential businesses in the creative industries, including in film, TV, design, music, performing arts and IT and computer services, through developing the knowledge and skills needed to access private sector investment. The programme will launch in January 2023 and further information can be found on the County Council's [website](#).
- The Leader attended the **Manor Royal Matters and Business Improvement District (BID) annual review** on 10 November, which showcased what the BID has achieved over the last 10 years to improve the quality of trading and working environments in Crawley and Gatwick and considered future planning. The County Council and Crawley Borough Council have been working alongside the BID, as a key partner on the Crawley Growth Programme, to deliver multiple projects including the £3.98m scheme [Manor Royal Highways Improvements](#). Phase one of the partnership scheme was completed in the summer and phase two is scheduled for completion in March 2023. The project will improve the business environment, ease traffic flow, and enhance sustainable transport infrastructure in Manor Royal. Manor Royal BID will continue to be a key partner as the County Council looks to refresh the Growth Deal next year and continues to support business investment and employment growth.

Adults Services - Amanda Jupp

- Carers Rights Day on 24 November focused on helping carers to understand their rights and what support is available. A free service by **Supported Employment West Sussex**, commissioned by the County Council, was

highlighted which supports carers in the workplace and those who want to return to employment. Also showcased on the day was [Carers Support West Sussex](#), a charity which works closely with the Council and has useful tips on its website or employers who want to support staff members who have caring responsibilities. The [Joint Carer Strategy in West Sussex](#) was included which helps employers to see how they can support employees who have caring commitments. A list of [frequently asked questions](#) and answers in relation to carers and available employment is available at Supported Employment West Sussex. This service can also be contacted by calling 01903 730044 or emailing workability@impact-initiatives.org.uk.

- The County Council worked with East Sussex and Brighton & Hove Councils to raise awareness of adult safeguarding across Sussex during **Safeguarding Adults** Week in November. This year had a different safeguarding focus for each day of the week, enabling organisations to share information and raise awareness of a variety of safeguarding issues. [Resources that are available](#) for use by professionals, community groups, organisations, and members of the public were shared in order to raise awareness of adult safeguarding and support all those who come into contact with vulnerable people living across Sussex.
- Last month the Leader and Cabinet used the regular meeting with [West Sussex MPs](#) to raise the significant **pressures within the adult social care system**. Issues discussed included the increased demand for services, delayed discharge, funding pressures, the implications of the confirmed delays to the adult social care reforms and the need for more detailed guidance to understand the implications of the additional funding for West Sussex. It was agreed that the deployment of the adult social care discharge funding would be a key topic of discussion with them at the next meeting.

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

- A new [package of support and advice created especially for care leavers](#) in West Sussex has been launched. The [new Leaving Care Local Offer](#), developed in conjunction with care leavers and partners, provides the information young people need as they move out of care and into independence. It sets out the support and financial help they are entitled to and all of the different ways the County Council's Leaving Care Service is available to them.
- The [Exceptional People in Care \(EPIC\) awards](#) took place in November, celebrating the successes and achievements of children in care and care leavers. The ceremony was themed 'Be You' and organised in collaboration with the [Children in Care Council and Care Leavers Advisory Board](#) who also contributed to hosting the event. Categories of winners on the day included Big Hearts and Big Strength, Children we care for Young Person of the Year 2022 and Care Leaver of the Year 2022.
- A new [Fostering West Sussex website](#) has been launched to coincide with the current [urgent appeal for more people to become foster carers for 11 to 17-year-olds](#). The website provides a wealth of information including an insight into fostering via video stories provided by West Sussex foster carers. It also provides details of the comprehensive training, ongoing 24/7 professional

support and competitive allowances that all County Council foster carers receive.

Learning and Skills – Nigel Jupp

- A [consultation has been launched](#) on proposed solutions to help reduce surplus primary school places in the Worthing and Durrington area. An excess of vacant pupil places creates a number of financial challenges for schools so views are being sought from schools, parents and members of the public on options to address the surplus and assist schools to become more sustainable into the future.
- [Free holiday club places will be available over the school Christmas holidays](#) for children who receive means-tested free school meals. There are 41 organisations assisting with delivery of the [Holiday Activity and Food programme](#) (HAF) across the county, with a wide range of activities on offer, including sports, theatre, making music, cooking and gymnastics. Each child will also be given a meal for every day they take part. Separate to the HAF programme the County Council is also providing a £15 supermarket food voucher to eligible families, which will support over 17,500 children in West Sussex.

Community Support, Fire and Rescue – Duncan Crow

- **Biker Down workshops**, run by firefighters in West Sussex, have been undertaken during October and November. The course teaches skills that could save a life in the event of a road traffic collision involving a motorcycle. The free workshops include training on scene management following a collision involving a motorbike, first aid, including helmet removal, and how to best be seen on the road. The Biker Down training is useful for all road users, not just bikers as the actions taken in the early moments of a collision are essential to minimise injuries. People can register to be notified when future workshops are confirmed on the [Eventbrite page](#).
- **West Sussex Fire & Rescue Service has relaunched its road safety show** for the first time since the pandemic with a new interactive element. [Safe Drive Stay Alive](#), a driver awareness programme, has been delivered to thousands of young people across the county since it first launched in 2006. The show, which is aimed specifically at young people, explores the consequences of being involved in a collision. Safe Drive Stay Alive, returned to Chichester College in November and was delivered to more than 3,000 students. As part of the relaunch, which tied in with Road Safety Week, students were invited to answer road safety questions throughout the show using interactive tools on their phones. The survey found that 82% of students felt they had learnt more about road safety because of the show.
- As part of [Explore Your Archive Week](#), West Sussex Record Office offered a free introduction to the Record Office, its Searchroom, collections and online resources. Visitors were given the opportunity to sign up for a free [Archives Card](#), enabling future visits to investigate the history of family and homes and to access other resources including military and hospital records and the archives of estates and manors. From January, the Record Office's [Coffee Time workshops](#) will return on the first Wednesday of each month to provide an opportunity for residents to learn from the experts on subjects such as how to

start a family tree, researching the history of a house and getting started with [Ancestry.co.uk](https://www.ancestry.co.uk).

- The County Council is working in partnership to support people and families who are struggling with the rising **cost of living**. The County Council is using the Government's Household Support Fund to provide financial and practical assistance to people this winter. Working closely with borough and district councils and charities, the Council's Community Hub continues to offer direct support to vulnerable households, providing essentials such as food and supplies, as well as grants to those who are eligible. The 36 West Sussex libraries offer a warm welcome to all visitors and library staff are on hand to help advise people on topics, from money management to energy saving, job seeking and benefits guidance. '[Here to help - Cost of living](#)' assists with practical advice and information about how to apply for extra local and national support.

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

- The West Sussex Waste Partnership is working to inspire **15 to 24-year-old residents**, to engage with waste prevention and to empower students and staff to demonstrate positive recycling and waste reduction behaviours. To achieve this, the Higher Education Recycling Project team is working across West Sussex with further and higher education establishments (Chichester University, Chichester College Group – Brinsbury, Chichester, Crawley, Haywards Heath, Northbrook and Worthing), **to improve recycling rates, recycling quality and reduce waste**, both on campus and at home. The [project](#) started in February and runs until June 2023.
- A new interactive [Resident Climate Action Hub](#) has been launched by the County Council to provide an online space for people to share their ideas and views on ways to tackle climate change. Actions that individuals, households, and communities could take can be added to an 'Ideas Bank', and people can start conversations on issues such as electric vehicles, recycling, biodiversity, and food waste. The hub also has a Community Climate Action Map which aims to demonstrate the scale of collective action on climate change taking place across West Sussex.
- [Sussex Nature Partnership](#), the Woodland Trust and South Downs National Park Authority (SDNPA) have collaborated to produce a [Woodland Opportunity Map](#) for Sussex and the areas of the SDNPA in Hampshire. The map was launched in National Tree week and will give farmers, landowners, and managers initial guidance on identifying sites suitable for woodland creation. The event also provided updates and information about other strategies to support woodland including tools, grants and what advice is available in Sussex.

Finance and Property – Jeremy Hunt

- The [Chancellor's Autumn Statement](#) was announced on 17 November alongside the [latest economic forecasts from the Office for Budget Responsibility](#) (OBR) As expected, the announcements were very high level and the specific allocations for West Sussex will not be known until the Provisional Local Government Finance Settlement, which is expected on 21 December. The Government did recognise the pressure on local government, particularly those

with social care responsibilities, and is therefore proposing to increase social care funding by £2.8bn next year and £4.7bn in 2024/25. Whilst the County Council welcomes the additional funding, longer-term solutions are still required to put social care on a sustainable footing. The **draft budget, which will be presented at Public Cabinet on 31 January 2023**, will include the outcome of the settlement, as well as reflecting on the Council's increased costs of delivering its services. The increased costs cover a number of pressures, including the OBR's forecast on inflation and interest rates. The Autumn Statement also included additional core funding for schools – £2.3bn in 2023/24 and £2.3bn in 2024/25 – although full details are not expected until the New Year. Finally, the statement included the flexibility to increase the referendum limit on council tax for 2023/24 to 3% and, for those local authorities with adult social care responsibilities, the ability to raise the adult social care precept up to 2%. As usual, any decisions on council tax will form part of the overall budget which will be presented for approval at the County Council meeting on 17 February 2023.

Highways and Transport – Joy Dennis

- Construction commenced on 31 October on the [Lyminster Bypass](#) to create a verge on one side of the bypass and a footway/cycleway on the other. When finished, it will complete the link between the A27 and the A259, bypassing the Lyminster bends and the existing level crossing, helping to boost the local economy and supporting the development of homes and jobs in Littlehampton.
- Government funding of up to £1.8m has been awarded to the [West Sussex Chargepoint Network](#), which is providing electric vehicle (EV) chargepoints for residents in areas that have no off-street parking. The award will part-fund up to 450 on-street chargepoints and 100 in public car parks with the remainder funded by the supplier, Connected Kerb. This will further boost what is already the UK's largest rollout of electric vehicle chargepoints by a local authority.

Public Health and Wellbeing – Bob Lanzer

- With the oversight of the [Sussex Health and Care Assembly, the Integrated Care Strategy](#) is being developed, following a period of co-production and suggestions for content, capitalising on opportunities created by being part of an Integrated Care System. A draft strategy is expected to be circulated to the West Sussex Health and Wellbeing Board virtually during November, for comments before the final strategy is presented to the Sussex Health and Care Assembly in December for sign off. Residents can find out how to get involved in shaping the future of health and care in Sussex here: [Shaping better health and care - Sussex Health and Care](#).
- A **County Council Member Development Session** focused on **Public Health in West Sussex** took place on 4 November. Hosted by the Cabinet Member for Public Health and Wellbeing and led by the Director of Public Health and members of her leadership team, the session provided an opportunity for members to learn about public health and how it is delivered locally in West Sussex. This included statutory duties, key themes, funding and public health contributions to improving the impacts and outcomes of the four Council priorities. The session also outlined the role of the West Sussex Health and Wellbeing Board and its strong links with the new Integrated Care System for

Sussex. There will be opportunities for further learning on public health topics for members at future Member Development Sessions.

- Promotion of this year's **Stoptober campaign**, the annual national stop smoking challenge, encouraging and supporting smokers to make a quit attempt during October, started on 22 September. Organisations in the [Smokefree West Sussex Partnership \(PDF, 1MB\)](#), led by the County Council, supported the campaign by engaging with smokers through a range of media channels, with an emphasis on targeting smokers aged 25 to 50 from lower socio-economic groups who work in routine and manual jobs. Evaluation of the campaign locally is underway. Between 1 September and 16 October there were over 1,150 unique page views of the stop smoking services page on the West Sussex Wellbeing website - an increase of 135% from the same period last year. Those living and working in West Sussex can continue to access support to stop smoking from [West Sussex Wellbeing](#) and stop smoking support tools are available on the [Better Health website](#).

Support Services and Economic Development – Steve Waight

- The County Council is working in partnership with Adur District Council (ADC) on **revitalising the Southwick Square pedestrian area** in Southwick to make it a more vibrant place for visitors. The initiative, with the input of local residents and businesses, is set to transform the area by revitalising the seating and park area by the east parade, making it much more inviting and accessible. Funding for the work as part of the Adur Growth Deal involves £87,000 from ADC and up to £600,000, subject to key decision by the Cabinet Member, from the County Council. ADC carried out a [public consultation](#) in October to seek the views of residents and businesses which will inform the final details. Work is anticipated to begin in spring 2023 with a completion date planned for the summer.
- The County Council continues to work collaboratively with Arun District Council (ADC) on an **Esplanade Public Realm Improvement in Bognor Regis** for the seafront area between Clarence Road and Lennox Street. The scheme aims to improve accessibility north of the Esplanade to the Place Saint-Maur area, which has been the subject of recent regeneration by ADC. Also key to the project will be a 20mph zone with enhanced crossing facilities at three locations, changes to the road layout to incorporate landscape planting and improvement to walking and cycling facilities along the route. The project, part of the County Council's Growth deal with ADC, has a budget of circa £1.8m to cover design and construction. Preliminary design work is nearing completion and expected that works will commence in autumn 2023 with delivery planned for winter 2023/24.
- The **West Sussex County Council website has gained accreditation from the Shaw Trust** this year, recognising the website as compliant with accessibility standards and supportive of users with a wide range of disabilities and impairments who wish to access and use the site. [Shaw Trust](#) is a leading UK charity that supports over 50,000 people a year throughout the UK and further afield to live independent and inclusive lives. West Sussex is currently the only County Council to hold the website accreditation. Any website carrying this mark has been tested by people with a wide range of disabilities and found to be accessible. Work on the website continues in order to ensure the best possible experience for residents.

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

Background papers

None

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