

To all Members of the County Council

An ordinary meeting of the County Council will be held at **10.30 am** on **Monday, 17 July 2023** at **County Hall, Chichester PO19 1RQ**.

Agenda

1. **Apologies for Absence**

2. **Members' Interests**

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

3. **Minutes** (Pages 5 - 26)

The Council is asked to confirm the minutes of the annual meeting of the County Council held on 26 May 2023.

4. **Appointments**

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

5. **Address by a Cabinet Member**

At the discretion of the Chairman, to receive 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.

6. **Governance Committee: Severance Payments Procedures**
(Pages 27 - 32)

The Council is asked to consider changes to the terms of reference of the Governance Committee and to Standing Orders in line with government guidance on severance payments to staff, in the light of the report by the Governance Committee.

7. **Performance and Finance Scrutiny Committee: Scrutiny Annual Report 2022/23** (Pages 33 - 42)

The Council is asked to note the Scrutiny Annual Report from the Performance and Finance Scrutiny Committee which summarises the main activities of scrutiny, lessons learnt and any development issues identified during 2022/23.

8. **Standards Committee: Annual Report 2022/23** (Pages 43 - 46)

The Council is asked to note a report from the Standards Committee on its activities for the period from April 2022 to March 2023.

9. **Question Time** (Pages 47 - 52)

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 and relevant to the County Council. The report covers portfolio-related business since the meeting of the Council on 26 May 2023. 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.)

10. **Notices of Motion**

(a) **Notice of Motion on Infrastructure Levy**

To debate the following motion, submitted by Cllr Dabell, notice of which was given on 28 June 2023.

'This Council notes that the County Councils Network has joined 29 other signatories in signing a letter to the Secretary of State for Levelling Up, Housing and Communities, calling on him not to implement the proposed Infrastructure Levy, warning that it could result in less infrastructure being delivered, fewer affordable homes being built, and could impact negatively on housing delivery.

The Council shares these concerns, and believes that the proposed Levy will have an impact on securing much-needed community infrastructure, such as schools, roads and health facilities amongst others, with the required funding from housing developments not being secured as a result. The Council is also concerned that the detail of how the proposed Levy is expected to work could have unintended consequences which could actually lead to fewer new affordable homes being built.

The Council also notes that under the Government's proposals, county councils would no longer be statutory consultees with regard to future planning developments in their counties, meaning that local district and borough planning authorities would be able to ignore county council requests for developer contributions towards the vital infrastructure which new and existing communities will need as a direct result of those developments, including new

schools, roads, public transport and active travel schemes, and new community facilities such as doctors' surgeries and other health facilities.

The Council believes strongly that county councils should be statutory stakeholders in any future Infrastructure Levy scheme designed to respond to new infrastructure needs generated by housing development, to enable them to lobby, negotiate and advocate effectively on behalf of the communities they represent, to ensure that the needs of those communities are met in full in response to new development.

The Council therefore asks the Leader to write to the Secretary of State for Levelling Up, Housing and Communities reiterating these concerns on behalf of the whole Council, and asking that the Infrastructure Levy is not implemented in its current proposed format.'

(b) **Notice of Motion on Highways Repairs**

To debate the following motion, submitted by Cllr Lord, notice of which was given on 27 June 2023.

'County and district and borough councillors across West Sussex are regularly approached by residents, parish, neighbourhood and town councils about potholes and the state of the highways locally. The transparency of priorities, intervention levels and programming is poor leading to residents believing that their roads are forgotten at the expense of other parts of the county.

The cold and wet weather of the past winter has caused huge damage to our roads which West Sussex County Council has struggled to fix in a timely manner. This has led to significant frustration amongst residents and occasional regrettable and unacceptable behaviour towards our hardworking highways officers and the Council's contractors.

Therefore, this Council:

- (1) Expresses its thanks to all officers who have worked diligently throughout the winter and spring to repair our roads and deal with resident frustration.
- (2) Asks residents to be mindful that the individuals on the frontline are not responsible for the policies that have caused the problems.
- (3) Declares that it no longer has confidence in the current model for highways repairs and therefore asks the Cabinet Member for Highways and Transport to:
 - (a) Urgently review the contract, oversight and

response to emergency repairs to ensure this Council is better able to manage winter pressures and the impacts of climate change.

- (b) Ensure that there is no perception of geographical preference in the prioritisation of repairs through greater transparency of data shared with councillors and residents.
- (c) Improve engagement with district, borough, town and parish councils on highway matters to aid knowledge sharing and transparency.
- (d) Explore how the Council could fund an alternative approach to repairs and pilot this with district, borough, town and parish councils who are willing to work together on this.'

County Council concludes

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

Director of Law and Assurance
6 July 2023

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 – Annual Meeting

26 May 2023

At the Annual Meeting of the County Council held at 10.30 am on Friday, 26 May 2023, at County Hall, Chichester PO19 1RQ, the members present being:

Cllr Bradbury (Chairman)

Cllr Wickremaratchi (Vice-Chairman)	Cllr N Jupp
Cllr Ali	Cllr Kenyon
Cllr Atkins, RD	Cllr Kerry-Bedell
Cllr Baxter	Cllr Lanzer
Cllr Bence	Cllr Linehan
Cllr Boram	Cllr Lord
Cllr Britton	Cllr Markwell
Cllr Burgess	Cllr Marshall
Cllr Burrett	Cllr McKnight
Cllr Cherry	Cllr Mercer
Cllr Chowdhury	Cllr Milne
Cllr Condie	Cllr Montyn
Cllr Cooper	Cllr Oakley
Cllr Cornell	Cllr O'Kelly
Cllr Crow	Cllr Oppler
Cllr Dabell	Cllr Oxlade
Cllr J Dennis	Cllr Patel
Cllr N Dennis	Cllr Payne
Cllr Duncton	Cllr Pudaloff
Cllr Dunn	Cllr Quinn
Cllr Elkins	Cllr Richardson
Cllr Forbes	Cllr Russell
Cllr Greenway	Cllr Sharp
Cllr Hall	Cllr Smith
Cllr Hillier	Cllr Sparkes
Cllr Hunt	Cllr Turley
Cllr Johnson	Cllr Urquhart
Cllr Joy	Cllr Waight
Cllr A Jupp	Cllr Wild

1 Chairman

- 1.1 Cllr Wickremaratchi, the Vice-Chairman of the Council, took the chair for the election of Chairman of the County Council.

2 Election of Chairman

- 2.1 The Vice-Chairman stated that he had one nomination for the office of Chairman of the Council, that of Cllr Pete Bradbury. Cllr Bradbury was elected Chairman of the Council for the ensuing year.

- 2.2 Cllr Bradbury made the prescribed declaration of acceptance of office and took the chair.

3 Election of Vice-Chairman

- 3.1 The Chairman stated that he had one nomination for the office of Vice-Chairman of the Council, that of Cllr Sujan Wickremaratchi. Cllr Wickremaratchi was elected Vice-Chairman of the Council for the ensuing year.
- 3.2 Cllr Wickremaratchi made the prescribed declaration of acceptance of office.

4 Death of former Member and of former Chief Executive

- 4.1 The Chairman reported the deaths of Mr Graham Forshaw, a former Leader of the County Council who had represented the Goring division from 1977 to 2001, and of Mr Brian Fieldhouse, who had been the Council's Treasurer from 1974 to 1990 and Chief Executive from 1990 to 1995.
- 4.2 Members observed a minute's silence in memory of Mr Forshaw and Mr Fieldhouse.

5 Presentation to Cllr Nigel Dennis

- 5.1 The Chairman presented a small memento to Cllr Nigel Dennis to mark his 30 years' service to the County Council.

6 Apologies for Absence

- 6.1 Apologies were received from Cllr Albury, Cllr Baldwin, Cllr Evans, Cllr Gibson, Cllr McDonald, Cllr McGregor, Cllr Mitchell, Cllr Nagel, Cllr Pendleton, Cllr Wall and Cllr Walsh.
- 6.2 Apologies for the afternoon session were received from Cllr Condie, Cllr Dunn and Cllr Joy. Cllr Richardson was absent for the afternoon session.
- 6.3 Cllr N Jupp arrived for the afternoon session at 2.20 pm. Cllr Elkins, Cllr Oppler and Cllr Kenyon left at 2.20 pm, 3.10 pm and 3.20 pm respectively.

7 Members' Interests

- 7.1 Members declared interests as set out at Appendix 1.

8 Minutes

- 8.1 It was agreed that the minutes of the Ordinary Meeting of the County Council held on 17 February 2023 (pages 7 to 20) be approved as a correct record, subject to the addition of Cllr Wild to the attendance list.

9 Result of By-election

- 9.1 The Council received the County Returning Officer's return of the by-election on 4 May 2023 for the county councillor for the East Grinstead Meridian electoral division (page 21).

10 Review of Proportionality

- 10.1 The County Council noted its statutory duty to review the proportionality on its committees each year and following the recent by-election. A paper on the application of the proportionality rules and how they were applied was set out on page 3 and a table showing the number of seats on committees had been circulated.

- 10.2 Resolved –

That the review of proportionality on committees be approved.

11 Notification of Appointment of Cabinet Members and Advisers to Cabinet Members

- 11.1 The County Council was reminded that the Leader was required each year to give notice to the Council of his appointments to the Cabinet and allocation of Cabinet portfolios between the cabinet members, together with the appointment of advisers to cabinet members.
- 11.2 The Council noted that Cllr Marshall had given notice to the County Council of his appointments for the ensuing year, as set out on pages 25 to 30.

12 Appointments to Committees

- 12.1 A schedule setting out the nominations for the re-appointment of the members of non-Executive committees, the chairmen, vice-chairmen, panels and substitutes of those committees and the members of Scrutiny Committees was circulated. Members were reminded that appointments of the chairmen and vice-chairmen of Scrutiny Committees will be dealt with at the next round of committees in the usual way.

- 12.2 The schedule was agreed as set out at Appendix 2.

13 Appointment of an Independent Member to the Independent Remuneration Panel

- 13.1 The Council approved an appointment to fill a vacancy for an Independent Member to the Independent Remuneration Panel (IRP) and agreed to appoint Mr Donaldson for a third term, in the light of a report by the Chairman of the Standards Committee (supplement page 11).

13.2 Resolved -

- (1) That Mr John Donaldson be appointed for a third term as a member of the West Sussex IRP, from October 2023 to October 2027; and
- (2) That Dr John Godfrey, DL, be appointed for a first term as a member of the West Sussex IRP, from October 2023 to October 2027.

14 West Sussex Joint Minerals Local Plan: Five-yearly Assessment

- 14.1 The Council considered the outcome of the five-yearly assessment of the Joint Minerals Local Plan on whether a formal review, either in whole or in part, is required, in the light of a report by the Cabinet Member for Environment and Climate Change (pages 31 to 32 and supplement pages 1 to 40).
- 14.2 An amendment to the recommendation was moved by Cllr O’Kelly and seconded by Cllr Condie as set out below.

‘Recommended

That the Joint Minerals Local Plan ~~is still relevant and effective and does not need to be formally reviewed, in whole or in part~~ **be further assessed for the need for formal review to ensure it is aligned with this Council’s Climate Change Strategy and that the assessment is brought to a future meeting of the Council for decision.**’

- 14.3 The amendment was lost.

14.4 Resolved -

That the Joint Minerals Local Plan is still relevant and effective and does not need to be formally reviewed, in whole or in part.

15 Ofsted Inspection of Local Authority Children Services Judgement of the County Council’s Children’s Services 11 May 2023

- 15.1 The Council considered the recently published Inspecting Local Authority Children’s Services Report, in the light of a report by the Leader and the Cabinet Member for Children and Young People, Learning and Skills (pages 33 to 60).
- 15.2 Resolved -

That the report be noted.

16 Governance Committee: Review of Webcasting

- 16.1 Following a one-year trial, the Council considered a recommendation to add Health and Wellbeing Board meetings to the list of meetings

in Standing Orders where there is a presumption that they will be webcast, in the light of a report by the Governance Committee (page 61).

16.2 Revolved –

That Health and Wellbeing Board meetings be added to the list of meetings in Standing Orders where there is a presumption that they will be webcast.

17 Report of Urgent Action

17.1 The report of urgent action taken under regulation 11 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (pages 63 and 64) was noted.

18 Question Time

18.1 Members asked questions of members of the Cabinet on matters relevant to their portfolios and asked questions of chairmen, as set out at Appendix 4. This included questions on those matters contained within the Cabinet report (pages 65 to 72) and written questions and answers pursuant to Standing Order 2.38 (set out at Appendix 3).

19 Motion on Defibrillators

19.1 The following motion was moved by Cllr Greenway and seconded by Cllr Cooper.

‘West Sussex County Council recognises the importance of making defibrillators accessible and having them registered, especially in public places, sports grounds and Government-funded facilities.

This Council understands the role that it has in facilitating the delivery of new defibrillators across West Sussex.

The Council supports and welcomes the planned rollout of defibrillators by the Government to all state-funded schools that currently do not have one, with over 20,000 expected to be delivered to 18,000 schools by the end of the academic year.

This Council asks the Cabinet Member for Public Health and Wellbeing to:

- (1) Commit to working with the local community to find suitable places to place defibrillators, acknowledging that they are most effective within three minutes of a person collapsing, and to support finding funding for defibrillators in public places and community spaces;

- (2) Seek to register defibrillators held within County Council facilities with 'The Circuit', The National Defibrillator Network, supported by the British Heart Foundation;
- (3) Encourage schools to also register their government-funded defibrillator; and
- (4) Promote via the Council's publications (including on social media) the benefits of having a defibrillator in the community and explaining how they can be used in an emergency situation.'

19.2 The Cabinet Member for Finance and Property agreed to ask Facilities Management to look at the possibility of re-siting any defibrillators currently inside County Council premises to the outside of the building so they are accessible at all times.

19.3 The motion was carried unanimously.

Chairman

The Council rose at 3.38 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
12 – Ofsted Inspection	Cllr Atkins	Local Authority Governor of Durrington Infant and Junior Federated Schools
15 – Question Time	Cllr Ali	Member of Crawley Borough Council
15 – Question Time	Cllr Atkins	Member of Worthing Borough Council
15 – Question Time	Cllr Burgess	Member of Crawley Borough Council
15 – Question Time	Cllr Burrett	Deferred member of the Local Government Pension Scheme
15 – Question Time	Cllr Lanzer	Member of Crawley Borough Council
15 – Question Time	Cllr Mercer	Chair of Orchard Hill College Academy Trust
15 – Question Time	Cllr Mercer	Member of Horsham District Council
15 – Question Time (Re-Energise Manor Royal)	Cllr Oxlade	Works for Manor Royal Business Improvement District
15 – Question Time (Electric Vehicle ChargePoints across the county)	Cllr Patel	Member of Arun District Council
15 – Question Time	Cllr Sharp	Member of Chichester District Council
16 – Notice of Motion on Defibrillators	Cllr Greenway	Member of Bersted Parish Council and Arun District Council
16 – Notice of Motion on Defibrillators	Cllr Lanzer	Member of the Sussex Health and Care Assembly
16 – Notice of Motion on Defibrillators	Cllr Oxlade	Works for Manor Royal Business Improvement District
16 – Notice of Motion on Defibrillators	Cllr Sharp	Member of Chichester District Council

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Appointments to Committees – May 2023
(excluding non-Council members)

Changes shown in bold text

Scrutiny Committees

Note: The chairmen and vice-chairmen of scrutiny committees will be appointed at the first meeting of each committee.

Name	No. of members	Members	Substitutes
Children and Young People’s Services	12	Cllr Baldwin Cllr Burgess Cllr Cherry Cllr Cornell Cllr Dabell Cllr Evans Cllr Hall Cllr Linehan Cllr McGregor Cllr Mercer Cllr Smith Cllr Sparkes	Cllr Chowdhury Cllr Duncton Cllr Lord Cllr Nagel
Communities, Highways and Environment	12	Cllr Albury Cllr Ali Cllr Baldwin Cllr Britton Cllr N Dennis Cllr Greenway Cllr Kenyon Cllr Kerry-Bedell Cllr Oakley Cllr Payne Cllr Quinn Cllr Sharp	Cllr Baxter Cllr Burgess Cllr Cooper Cllr Gibson Cllr Milne
Fire & Rescue Service	7	Cllr Bence	Cllr Albury

Name	No. of members	Members	Substitutes
		Cllr Boram Cllr Chowdhury Cllr Duncton Cllr Joy Cllr Patel Cllr Pendleton	Cllr Evans Cllr Oppler Cllr Oxlade
Health and Adult Social Care	12	Cllr Ali Cllr Atkins Cllr Cooper Cllr Dunn Cllr Forbes Cllr Johnson Cllr Nagel Cllr O'Kelly Cllr Patel Cllr Pudaloff Cllr Wall Cllr Walsh	Cllr Baldwin Cllr Burgess Cllr Joy Cllr McKnight
Performance and Finance	15	Cllr Baldwin Cllr Burrett Cllr Boram Cllr Britton Cllr Elkins Cllr Gibson Cllr Linehan Cllr Lord Cllr McDonald Cllr McKnight Cllr Milne Cllr Montyn Cllr Sparkes Cllr Turley Cllr Wall	Cllr Baxter Cllr Bence Cllr Johnson Cllr Payne Cllr Walsh

Non-executive committees

Name	No. of members	Members	Other members
Governance Committee	9	Cllr Bradbury (Chairman) Cllr Burrett Cllr A Jupp Cllr Lord Cllr Marshall Cllr O'Kelly Cllr Oxlade Cllr Waight Cllr Wickremaratchi (Vice-Chairman)	Substitutes: Cllr Baxter Cllr Hunt Cllr Urquhart Cllr Walsh
Planning and Rights of Way Committee	13	Cllr Ali Cllr Atkins (Vice-Chairman) Cllr Burrett (Chairman) Cllr Duncton Cllr Gibson Cllr Kerry-Bedell Cllr McDonald Cllr Montyn Cllr Oakley Cllr Patel Cllr Quinn Cllr Wild 1 Labour vacancy	Substitutes: Cllr Boram Cllr Cherry Cllr Forbes Cllr Kenyon Cllr Markwell Cllr Sharp Cllr Turley Cllr Wickremaratchi
Regulation, Audit and Accounts	7	Cllr Boram (Vice-Chairman) Cllr Condie (Chairman) Cllr Greenway Cllr Kenyon Cllr McKnight Cllr Montyn Cllr Wall	Not applicable
Standards Committee	9	Cllr Baxter	Not applicable

Name	No. of members	Members	Other members
		Cllr Bradbury (Chairman) Cllr Burrett Cllr Kenyon Cllr Mercer Cllr Sparkes Cllr Walsh Cllr Wickremaratchi (Vice-Chairman) Cllr Wild	

Informal Panels and Groups

Name	No. of members	Members	Other members
Corporate Parenting Panel	7	Cllr Burgess Cllr Cooper Cllr N Jupp Cllr Linehan Cllr Lord Cllr Oxlade (Vice-Chairman) Cllr Russell (Chairman)	Not applicable
Foster Panel (North)	1	Cllr Payne	Not applicable
Foster Panel (South East)	1	Cllr Smith	Not applicable
Foster Panel (South West)	1	Cllr Oppler	Not applicable
Additional Foster Panel	1	Cllr Hall	Not applicable
Safeguarding Adults Member Reference Group	3	Cllr Chowdhury Cllr A Jupp Cllr O'Kelly	Not applicable
Treasury Management Panel	5	Cllr Condie Cllr Dunn Cllr J Dennis Cllr Hunt (Chairman) Cllr Sparkes	Not applicable

Written Questions: 26 May 2023

1. Written question from **Cllr Cornell** for reply by **Cabinet Member for Children and Young People, Learning and Skills**

Question

The recent Ofsted Report on Children's Services recognised both the pressure we face in recruiting sufficient social workers, and the success we have had in recruiting from abroad.

However, we know that across the South East, the cost of living is making the retention of staff as serious an issue as recruitment.

Given the critical importance to our continued improvement journey of retaining these vital staff, can the Cabinet Member give us information on the progress and results of the recruitment drive since it began in September 2022, the measures we have in place to ensure we retain these staff and any early information relating to their retention?

Answer

We have had offers of employment accepted by 52 social workers as a direct result of this focused recruitment drive. The new workers started to arrive in late January and as of 19 May we have had 29 of the social workers join us. The 29 are all still with us and current retention rate is 100%.

All the social workers who have joined us are being supported with an enhanced induction plan which includes support from our Professional Practice Team, bespoke training plans overseen with team managers and a small team of additional experienced workers. These additional workers are supporting the new starters in practical terms for example accompanying them on visits. Frequent supervision is being undertaken with team managers and also group and peer supervisions are happening. More formal on-going training sessions are also taking place. The new social workers are supported to gradually build the number and the complexity of children and families they are working with.

The other 23 workers are having their onboarding checks completed. One of the things required is Social Work England registration and there are currently delays being experienced with this. We have escalated our concerns to Social Work England and continue to work with them. In the meantime, we are actively keeping engaged and in touch with those waiting to arrive and in the second week of May hosted a 'Meet your Manager' Teams call to ensure they are all reassured that we are looking forward to welcoming them and to answer any questions they may have.

2. Written question from **Cllr Smith** for reply by **Cabinet Member for Children and Young People, Learning and Skills**

Question

Following the announcement of secondary school places in West Sussex on 1 March 2023, could you please advise the following:

- (a) How many children did not receive a secondary school placement of either their first, second or third choices across West Sussex?
- (b) Could you please advise us geographically if areas or cohorts have been especially affected by the allocation process and, if so, which areas and schools/cohorts have been affected?
- (c) How many pupils are going through the appeals process?
- (d) When is the latest date they can expect a decision to be made by?
- (e) Finally, could you please confirm that all children being allocated a school placement more than three miles from their home will receive school transport by West Sussex?

Answer

The answers to the questions are as follows:

- (a) 9,072 (96.1%) received either their first, second or third preference secondary school place and 372 (3.9%) had no preference met.
- (b) The 372 are spread across the county although two areas (Horsham and Shoreham/Lancing) have seen a higher level of no preferences being met than elsewhere.
- (c) We have currently received 712 secondary school appeals to be heard independently, although requests are still being made. It should be noted that this figure is based on appeals received as pupils may have appeals lodged at more than one school.
- (d) Independent appeals are scheduled to be heard between May and July depending on the dates agreed with the schools and also panel members' availability. Once the independent appeal panel has made its decisions parents are usually informed within a week.
- (e) All school transport arrangements are made in accordance with the County Council's Home to School Transport policy. Where a secondary aged pupil has been placed at the next nearest suitable school to their home address where places are available and it is beyond the statutory three miles walking distance from the child's home, transport provision, usually by way of a train or bus pass, will be made.

3. Written question from Cllr Gibson for reply by Cabinet Member for Highways and Transport

Question

Emergency roadworks cause significant disruption to communities, economic loss to local businesses, and reputational damage to the Council. The increasing frequency of emergency roadworks in some locations suggests that the utility providers are relying on them to cover maintenance deficits.

Separately for each West Sussex district and for Imberdown division alone:

- (a) How many of each type of Permit for street, road or highways works (i.e. Major, Standard, Minor and Immediate) have been issued in each of the last two years?
- (b) How many of each type of Permit has each of the utility providers requested in each of the last two years?

Answer

It is the case that any works on the highway have the potential to cause congestion and disruption for local communities and businesses. It is also the case that a failure in essential services such as gas, electricity, communications or water supply will also cause significant disruption for local communities and this is especially the case for an emergency such as a leak. Utility companies therefore have a legal right to maintain or upgrade their apparatus and the county council has a legal duty to permit this activity.

Data relating to total streetworks permits for the last two financial years are shown below. Unfortunately it is not possible to present the data by district or ward boundary without considerable effort (manual sorting) or commissioning a special report. Data is therefore presented in an [Appendix \(PDF, 505KB\)](#) (available online) by financial year as permits relating to utility companies and towns.

In summary, during 2021/22, 1,340 emergency permits were granted. This figure rises to 1,476 during 2022/23.

Table 1: 2021/22 Permit Totals

Permit Type	Number of Permits
Minor	22,093
Immediate (Urgent)	6,001
Standard	3,824
Major	2,546
Immediate (Emergency)	1,340
Grand Total	35,804

Table 2: 2022/23 Permit Totals

Permit Type	Number of Permits
Minor	20,910
Immediate (Urgent)	7,245
Standard	3,386
Major	2,632
Immediate (Emergency)	1,476
Grand Total	35,649

4. Written question from **Cllr Gibson** for reply by Cabinet Member for **Highways and Transport**

Question

The A264 junctions with the A22 and the B2028.

- (a) What progress has been made on the joint feasibility study of the Felbridge A264/A22 junction with Surrey County Council, Tandridge District Council and Mid Sussex District Council?
- (b) When will the feasibility study scope be published and will it be subject to public consultation?
- (c) With regard to the [West Sussex Transport Plan 2022-36](#); how will the feasibility study align with other work to address:
 - (i) the medium-term priorities set out in paragraph 7.131;
 - (ii) the issues set out in paragraph 7.124; and
 - (iii) the need for safety related interventions at the B2028/Wallage Lane junction set out in paragraph 7.123.
- (d) Does the Council consider that the carriageway surface of the A264/B2028 Dukes Head Roundabout is acceptable and safe for all users? What plans, including dates, are there for upgrading the carriageway including adding a westbound left turn only lane?

Answer

- (a) The consultancy brief has been discussed with the local planning authorities and finalised. Project managers at the County Council and Surrey County Council have been identified. Once a consultant has been appointed, technical work and engagement with key stakeholders including county councillors can commence.
- (b) There is no intention to publish the consultancy brief, although the pertinent information can be shared with key stakeholders, including county councillors. It is not appropriate for public consultation to take place on the brief as the brief draws on policies and strategies that have previously been consulted on.
- (c) The study will consider the issues, challenges and priorities set out in the West Sussex Transport Plan that are relevant to the study area, alongside those in the Surrey Local Transport Plan and other relevant plans and strategies such as local plans and neighbourhood plans. The plans and strategies will be taken into account to develop a set of study objectives against which options can be assessed. The evidence base that supports these plans and strategies will be reviewed and used by the project team. Although the B2028 junction with Wallage Lane is outside the study area, it is a route used by traffic seeking to avoid congestion on the A22 and A264. The need for a safety scheme at this location will be revisited once the impacts of the preferred scheme are understood.
- (d) The County Council is aware of the condition of A264/B2028 Dukes Head junction. In the immediate term, the safety inspection regime monitors local defective areas and arranges repairs to defects and potholes in line with the County Council's Highway Inspection Manual. The Land West of Copthorne Development (13/04127/OUTES) includes a condition that requires the developer to deliver small-scale widening improvements in advance of the occupation of the 250th dwelling. The start of works for this scheme is dependent on the availability of road space but the County Council expects

these works to commence towards the end of 2023. As the developer-led improvements only include partial resurfacing of the junction, the County Council are also in the process of designing a scheme to resurface the remainder of the roundabout and approaches/departures for inclusion in the 2024/25 Carriageway Resurfacing Programme, subject to budget and overall priority need.

5. Written question from Cllr Milne for reply by Cabinet Member for Highways and Transport

Question

Following the tragic death of cyclist Pathushan Sutharsan at the A281 Downs Link crossing, there has been a further serious collision between a horse and a car.

Pathushan's Coroner wrote a Regulation 28 Report to Prevent Future Deaths stating:

"In my opinion there is a risk that future deaths will occur unless action is taken. I believe your organisation have the power to take such action. It appears that at this stage there are no definitive plans in place to take this forward. Therefore the significant risk to the users of this junction remains".

Two years ago the Council identified a bridge as its preferred solution. Now that the Council has established that their fallback option of a Pegasus crossing is impractical because of cost and loss of trees, will the Cabinet Member agree to bring forward a bridge as a major scheme funded over a number of years?

Answer

Following the release of the coroner's report into the incident in 2020, the County Council completed a series of remedial works to improve safety, including the erection of signs, clearance of vegetation and the installation of wooden barriers on the Downslink path.

An options report looked at the costs associated with a bridge and we have worked with Sustrans on this and potential bids to Department of Transport for funding. Full funding for this scheme is not available and any solution will require significant investment from the County Council's own funds.

For the County Council, Horsham District Council and Sustrans a bridge is the preferred option. However, the estimated cost of a bridge is approximately £2m with rising materials and construction costs. Neither the County Council nor Sustrans have been able to make an economic case for the bridge in comparison to other priorities.

Until there is some prospect of funding being available to progress with a significant improvement at this site, our current position is for the scheme to remain in our pipeline until appropriate funding becomes available.

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Question Time: 26 May 2023

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:

Business Hothouse programme, from Cllr Cooper and Cllr Mercer.

In response to a question from Cllr Mercer about support to sole traders and micro-businesses, the Leader agreed to send him a copy of the Business Hothouse evaluation report.

Gold Leadership Luncheon for South East Gold Award winners, from Cllr Burgess.

Consequences of the fire at a Midhurst hotel, from Cllr O'Kelly.

Cabinet Member for Adults Services

The Cabinet Member answered questions on the following matters:

Carers short breaks, from Cllr Duncton.

Market Sustainability Plan, from Cllr Kenyon.

Cabinet Member for Children and Young People, Learning and Skills

The Cabinet Member answered questions on the following matters:

Secondary school places in Adur, from Cllr Boram, Cllr Mercer and Cllr Smith.

In response to a question from Cllr Smith about whether children with an Education, Health and Care Plan who live more than three miles from school are automatically offered a school bus or a taxi service, the Cabinet Member agreed to check and let her know.

Recommissioning of short breaks, from Cllr Lord.

In response to a question from Cllr Lord about the recommissioning of short breaks and whether providers are required to contact existing service users to let them know of the changes in provision, the Cabinet Member for said she would find out and let Cllr Lord know.

The Cabinet Member also agreed to check whether the communications about the changes had been good enough.

New schools for children with special educational needs, from Cllr Mercer and Cllr Oakley.

Education and Learning Strategy, from Cllr Payne.

Cabinet Member for Community Support, Fire and Rescue

The Cabinet Member answered questions on the following matters:

Business and Intellectual Property Centre, from Cllr Ali.

Wholetime fire fighters, from Cllr Dabell.

New Horsham Fire Station, from Cllr N Jupp.

Cabinet Member for Environment and Climate Change

The Cabinet Member answered questions on Re-energise Manor Royal, from Cllr Oxlade.

Cabinet Member for Finance and Property

Adult Social care debt, from Cllr McKnight.

Cabinet Member for Highways and Transport

The Cabinet Member, answered a question on the following matters:

Roads maintenance and potholes, from Cllr Cherry, Cllr Greenway, Cllr Kerry-Bedell and Cllr Quinn.

Scope for community bus partnerships, from Cllr Bence, Cllr N Dennis and Cllr Kerry-Bedell.

The Cabinet Member agreed to work with Cllr Bence to see if the Community Transport Scheme can be extended to provide bus services in Walberton.

Result of #WestSussBus consultation, from Cllr Sharp.

In response to a question from Cllr Sharp about how long the #WestSussBus consultation will last, the Cabinet Member said she would find out and let her know.

Electric Vehicle charge points, from Cllr Duncton, Cllr Kerry-Bedell, Cllr McKnight, Cllr O'Kelly, Cllr Patel and Cllr Quinn.

Written Question 3 - co-ordination of street works for utility companies, from Cllr Boram, Cllr Kerry-Bedell, Cllr Milne and Cllr Waight.

School Street project, from Cllr Ali, Cllr Greenway, Cllr Markwell and Cllr Milne.

In response to a question from Cllr Greenway about whether there have been discussions with borough and district councils about enforcement of traffic restrictions, the Cabinet Member said she would find out and respond.

In response to a question from Cllr Ali about why Gossops Green Primary School is not included in the project, despite discussions about its inclusion, the Cabinet Member said she would find out and let him know.

Cabinet Member for Public Health and Wellbeing

The Cabinet Member answered questions on National No Smoking Day, from Cllr Lord, Cllr Markwell, Cllr Oakley and Cllr Sparkes.

In response to a question from Cllr Lord about whether work is being done for future campaigns to target teenagers who are vaping, the Cabinet Member agreed to report back at a later date.

In response to a question from Cllr Markwell about what is being done to target children too young to pick up anti-vaping messages via social media, the Cabinet Member agreed to find out and respond.

In response to a question from Cllr Oakley about whether trends in cigarette sales are one of the measurements of the effectiveness of campaigns in changing smoking behaviours, the Cabinet Member said he would check to see if local data is available.

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Governance Committee: Severance Payment arrangements

Background and context

- 1 The Governance Committee is responsible for considering and recommending for approval by the County Council the Council's statement in relation to its pay policy. The current statement was approved by the Council in February 2023. It includes the following text in relation to staff severance payments:

'10.1 Severance

Should a severance payment be proposed that exceeds any threshold prescribed by Regulations, the County Council shall act in accordance with the requirements of those Regulations. Until such time any severance payment shall be in accordance with statutory guidance, the Council's pay policy and Scheme of Delegation, including relevant cabinet member approval.'

- 2 There are no regulations in place or proposed for a prescribed threshold. The Government has published guidance to local authorities on 'special severance payments' - payments made on the termination of employment which are not contractual or otherwise legally binding on the employer.
- 3 The guidance does not apply to contractual termination payments such as for contractual notice, redundancy, ill health retirement or work-based injury and for any costs arising from the payment of pension benefits. It does not apply to payments made through settlements in employment tribunal or other legal proceedings and those formally mediated by ACAS.
- 4 For exceptional cases where payments are proposed which fall outside the exemptions above the guidance provides for a rigorous assessment of value for money and appropriate levels of authorisation. Guidance is also given on how such payments are published in the Council's accounts.
- 5 As the Council is committed to making all severance payments in accordance with statutory guidance a number of changes are proposed to practice and procedure, to the Council's Scheme of Delegation and to Standing Orders.

Details of proposals to give effect to the guidance

- 6 In any case in which a special severance payment is under consideration the officers involved in advising on and considering such payments shall obtain legal advice on available options and risks and shall have due regard to the matters recommended for consideration in the guidance or any future version of or amendment to the guidance:
 - Whether there is a possibility of exiting the individual at a lower cost
 - The duty to manage taxpayers' money appropriately
 - The setting of any potential precedent
 - Evidence for additionality – what is gained by the use of the payments.
- 7 The Governance Committee has approved an amendment to the officer scheme of delegation to provide for the Chief Executive to have authority to approve special severance payment which exceeds £20,000 only after consultation with the Leader of the Council or such Cabinet Member the Leader so authorises. All

proposals for special severance payments shall be referred for advice to the Directors of Law and Assurance and of Finance and Support Services.

- 8** It is proposed that Standing Orders be amended to provide for any proposal for a special severance payment in excess of £100,000 to be referred for approval by the County Council. A proposed amendment is set out at **Appendix 1**.
- 9** Where the Chief Executive is the subject of a severance payment the guidance states that the request for authorisation shall be considered by a panel of members which shall include two independent members (appointed from time to time to advise the Standards Committee or the Standards Committee of another local authority). It is proposed that Standing Orders be amended to make provision for this and that the terms of reference of the Governance Committee be amended to include the establishment of a Special Severance Payments Panel, in line with guidance.
- 10** In relation to transparency there are already provisions in the Accounts and Audit Regulations 2015 requiring the publication in the Council’s statement of accounts of payments made through severance arrangements.

Consultation, engagement and advice

- 11** The Director of HR and Organisational Development has been consulted as has the Director of Finance and Support Services. Both the leader and the Chairman have been consulted as the proposals include the allocation of responsibilities to the holders of their respective offices.

Finance

- 12** There are no financial consequences from the proposals set out in the report. The guidance has been issued to local authorities under the ‘best value’ provisions of the Local Government Act 1999. The aim of the proposals is to ensure that such payments remain exceptional and subject to due process and transparency.

Risk Implications and Mitigations

Risk	Mitigation
Lack of openness and transparency	The arrangements for consulting or referring to members and for the publication in accounts will ensure transparency
Payments being made outside the provisions of the guidance	The comprehensive set of proposals should provide sufficient checks and balances to ensure due process
Breaches of personal data	The arrangements will be applied by senior officers familiar with data protection rules to ensure no personal information is unlawfully disclosed

Policy alignment and compliance

- 13** There are no crime and disorder, human rights or legal implications arising from this report other than those addressed in the report and in the risk implications section. There are no public health or social value implications.

- 14** In terms of the Equality Duty, it is important for the Council to ensure all employment practices and procedures are applied fairly and without discrimination. This will be a factor applied when the internal procedures are settled. The procedures will be drafted so as to be fully compliant with anti-discrimination legislation and the public sector equality duty.

Recommended

That the proposed changes to the Governance Committee's terms of reference in the Scheme of Delegation and to Standing Orders, as set out at Appendix 1, be approved.

Pete Bradbury

Chairman, Governance Committee

Contact Officer: Tony Kershaw, Director of Law and Assurance, 22662 or email: tony.kershaw@westsussex.gov.uk

Appendices

- Appendix 1 – Proposed changes to the Constitution

Background papers

None

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Proposed changes to the Constitution

Part 3 – Scheme of Delegation

Appendix 7: Governance Committee terms of reference

Add a new paragraph 15 and renumber subsequent paragraphs:

15. To delegate authority for the approval of special severance payments on the termination of employment in accordance with statutory guidance and to establish a Special Severance Payments Panel when required in line with such guidance.

Part 4, Section 1 – Standing Orders

Section 8: Appointment of Officers and Disciplinary Action

Insert at the end of the section:

Severance Payments

- 8.23 For special severance payments on the termination of employment of over £100,000, the Chief Executive will recommend this to the County Council for approval in accordance with the officer scheme of delegation.
- 8.24 If a special severance payment is proposed for the Chief Executive, this will be considered by a Special Severance Payments Panel established by the Governance Committee. If the proposed sum exceeds £100,000, the Panel will make a recommendation to the County Council for approval.

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Performance and Finance Scrutiny Committee: Scrutiny Annual Report 2022/23

Background

- 1** The Annual Scrutiny Report on activity during the previous year aims to promote effective scrutiny and identify areas of best practice or for development.
- 2** All scrutiny members had the opportunity to contribute to the report through an informal end of year review sessions held by each scrutiny committee. The Scrutiny Annual Report, **attached at Appendix 1**, was endorsed by the Performance and Finance Scrutiny Committee (PFSC) at its meeting on 16 June 2023.
- 3** Reporting scrutiny performance through County Council helps to raise the profile and benefits of strong scrutiny in line with statutory guidance which encourages all members to be aware of and engaged in scrutiny processes.

Discussion

- 4** PFSC assessed scrutiny activity during 2022/23 using the following indicators (agreed by the Governance Committee and the County Council in 2019):
 - Influence policy ideas or proposals before they are developed
 - Spend time on matters critical to service outcomes for residents
 - Provide meaningful challenge to the performance of services
 - Show the difference scrutiny makes to service outcomes for residents
- 5** The Report identifies areas that members felt had worked well and those needing improvement, as summarised below.

Worked well:

- The flexibility of hybrid technology, enabling witnesses to attend meetings
- Using different ways of working to make better use of time and resources
- The provision of thorough reports and timely information by Council services
- The use of a range of witnesses to triangulate evidence
- Early influence on policy development
- Cabinet member engagement in work programme planning
- All committee members updated on work programme planning
- More robust performance, budget and risk monitoring
- A new recommendations tracker helping to monitor scrutiny input and influence
- Liaising and sharing learning with Surrey County Council's scrutiny committees

Areas for improvement:

- More use of external witnesses/external subject matter experts
- Using different ways of working (visits, briefings, task and finish groups, evidence gathering)
- More involvement by all committee members in work programme planning
- Members to be well prepared for meetings and confident in their questioning
- Ensuring members have the time and skills to carry out effective performance monitoring

- 6** The Scrutiny Annual Report will be published on the Council's website and shared with all scrutiny committee members, included co-opted members.

Recommended

That members consider the effectiveness of the Council's scrutiny function and note the Scrutiny Annual Report 2022/23, as attached at Appendix 1.

Pieter Montyn

Chairman of the Performance and Finance Scrutiny Committee

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

Appendices

- Appendix 1 – Scrutiny Annual Report 2022/23

Background papers

None

Annual Scrutiny Report 2022/23

This report gives an overview of scrutiny activity at the County Council and the work of the five scrutiny committees, both formal and informal. It enables an assessment of the effectiveness of scrutiny and identifies areas for development. 46 of the 70 county councillors sit on one or more scrutiny committees. Their purpose is to hold the Executive to account – to comment on proposals before decisions are taken, to input into policy development and to monitor performance against corporate priorities. The report covers the main topics scrutinised during 2022/23, outcomes of this work, future plans and initiatives including a new Executive-Scrutiny Protocol.

Scrutiny at West Sussex County Council

Information on [Scrutiny at the Council](#) is on the website. For details on membership, areas of responsibility, meeting dates, agendas, and minutes, use the links below:

- Children and Young People’s Services Scrutiny Committee ([CYPSSC](#))
- Communities, Highways and Environment Scrutiny Committee ([CHESC](#))
- Fire and Rescue Service Scrutiny Committee ([FRSSC](#))
- Health and Adult Social Care Scrutiny Committee ([HASC](#))
- Performance and Finance Scrutiny Committee ([PFSC](#))

The scrutiny year at a glance

28 committee meetings held	All committee meetings webcast, with 3,639 views	83 topics scrutinised	3 task and finish groups for in-depth scrutiny	86.5 hours in committee / task and finish groups
16% of topics on key decision preview	10% of topics on policy development	19% of topics monitoring specific service performance	20% of topics monitoring corporate performance	11% of HASC work on health scrutiny (NHS)

Scrutiny development

Update on commitments made in last year’s Annual Report

- a) A new [Executive-Scrutiny Protocol \(PDF, 136KB\)](#) was endorsed by the Governance Committee in September 2022. This follows national guidance to help the practical arrangements between scrutiny committees and the Executive (the Cabinet), to define roles and relationships and provide a framework for working together. Aims of the Protocol include supporting focused, transparent and timely scrutiny of proposals, facilitating effective scrutiny work planning and objective setting and enabling scrutiny committees to influence Council business in a meaningful way.

The effectiveness of the Protocol is monitored by scrutiny chairmen, the Cabinet and by the Performance and Finance Scrutiny Committee as part of its review of

this Annual Report in June 2023. Feedback from the Committee will feed into a review by Governance Committee in September 2023. In monitoring so far, information exchange between scrutiny and Cabinet is said to work well, including Cabinet Member input into work programme planning. There is evidence of early valuable scrutiny of policy development and of performance monitoring working well, with constructive feedback to Cabinet on areas for improvement.

- b) **Review of the Fire and Rescue Service Scrutiny Committee** was carried out two years after its establishment and reported to Governance Committee in September 2022. It recognised that the Committee is effective, ensuring a stronger scrutiny focus for the Fire and Rescue Service and playing an important role in supporting its improvement journey. An external inspection by HMICFRS (His Majesty’s Inspectorate of Constabulary and Fire & Rescue Services) confirmed that the arrangements ensure decision-making can be challenged in a robust and informed way. This model of a dedicated scrutiny panel is in line with the Government’s Fire Reform White Paper. The Council’s arrangements will continue.
- c) **Balanced and outcomes-focused work programmes:** all work programmes now identify the type of work undertaken, to show the balance between key decision preview, policy development and performance monitoring as well as other work. Monitoring and assessment of this will be needed as part of the end of year review and, as this is the first year of providing a breakdown it may take time to determine what is an appropriate balance and it may be different for each committee.

83 topics were scrutinised during 2022/23 and categorised by type of scrutiny, as shown in the table below. Not included in this are health scrutiny (by HASC - 10% of its work programme) and scrutiny of the budget (by PFSC - 9% of its work programme; 2% of the overall scrutiny work programme). HASC did not carry out any key decision preview during the year but did consider two NHS proposals for substantial variation in service in its health scrutiny role. In some cases, scrutiny of policy development may mean that subsequent proposed decisions are not identified for preview as scrutiny has happened. Each committee will review the balance of its own work programme using the data from 2022/23 as a benchmark.

Cttee	Key decision preview	Policy development	Performance monitoring of the PRR	Service specific performance	Improvement programme monitoring
CYPSSC	3	2	4	3	3
CHESC	6	2	4	4	0
FRSSC	1	2	4	1	3
HASC	0	1	4	2	0
PFSC	3	3	4	9	0
Total:	13 (16%)	10 (12%)	20 (24%)	19 (23%)	6 (6%)

- d) **Raising the profile of scrutiny:** All scrutiny committee meetings are webcast, with a total of 3,639 views during the year and there continues to be external media coverage by the Sussex local democracy reporter. An aspiration in last year’s Annual Report was that committees consider proposing scrutiny debates at full Council but no topics for debate were proposed in 2022/23. There may not have been any appropriate topics, but committees will be reminded that the

Council's Constitution allows for any scrutiny committee to identify major items of work undertaken to be reported to meetings of the County Council for debate.

Other developments during 2022/23

- a) **Different ways of working** continue to be explored and include pre-meetings, informal briefings, task and finish groups, visits and informal evidence gathering. HASC had briefings on Adult Services and Public Health ahead of meetings on specific topics. CYPSSC had a briefing on children's residential care (and which was open to all county councillors to attend). A visit to the new Horsham Fire and Training Centre was arranged for FRSSC. CYPSSC and HASC routinely hold pre-meetings to help plan the meeting, deal with questions of detail and clarification and to share background information. Scrutiny committees can use hybrid arrangements which has helped external witnesses join meetings remotely (e.g. senior NHS representatives).
- b) **Scrutiny chairmen** meet regularly to share learning and best practice and meet quarterly with the Cabinet to highlight areas for early and timely scrutiny of policy development and proposals. Cabinet Members are invited to committee business planning discussions to help identify where scrutiny can add value.
- c) **Effective Scrutiny Training** delivered by the Centre for Governance and Scrutiny in March 2023 with a focus on preparing for meetings and questioning skills. Refresher training has been provided for members newly appointed to scrutiny committees, including co-opted members of HASC and CYPSSC.
- d) **External witness** input into scrutiny was provided by NHS Trusts, the Office of the Sussex Police and Crime Commissioner, Unison, Carers Support West Sussex, Balfour Beatty (the Council's principal highways contractor) and the West Sussex Parent Carer Forum. Healthwatch West Sussex, the health and social care champion has a seat on HASC and provided reports on topics being scrutinised by the committee. The **West Sussex Youth Cabinet** has a standing invitation to attend and speak at CYPSSC meetings and plans are being developed to extend their opportunities to input into the work of all scrutiny committees, particularly where this links with their own campaigns and areas of interest.

Scrutiny impact and value to the Council's business

The Council's approach to scrutiny aims to reflect the nationally recognised principles for good scrutiny, set out in the [government guidance for local authority scrutiny \(PDF, 347KB\)](#):

- provides constructive "**critical friend**" challenge
- amplifies the **voice and concerns of the public**
- led by **independent** people who take responsibility for their role
- **drives improvement** in public services

Key aspects of scrutiny activity carried out during 2022/23 are set out below, based on the four overarching objectives for effective scrutiny agreed by the Governance Committee and County Council in 2019.

1. Influencing policy ideas/ proposals before they are developed

- a) CYPSSC added value to the **Education and Learning Strategy 2023-25**. In July 2022, members considered the outcomes of stakeholder engagement to help

identify priorities for the Strategy and made suggestions to ensure a focus on equal opportunities for all children. A task and finish group met in October to review the draft strategy. Members identified attainment outcomes in early years and primary as areas of focus and suggested further detail on how best practice is shared between schools. The Committee welcomed that its input had been incorporated into the final Strategy.

- b) A FRSSC task and finish group scrutinised the **recruitment and retention of fire fighters**. It reviewed systems and policies and recommended measures to address challenges, including to the retained duty system, core performance measures, training systems and recruitment and retention procedures. Recommendations were incorporated into policies and the Community Risk Management Plan and are being monitored by the Committee through quarterly performance monitoring.
- c) HASC has input into the **Adult Social Care Strategy**, including ensuring the right indicators have been included, seeking assurance that the workforce is trained and available and supporting lobbying for more adult social care funding.
- d) CHESC used a task and finish group to inform plans for the **Bus Enhanced Partnership Plan**. This facilitated timely and meaningful contributions to decision-making. The TFG is continuing and will input into the bus network review and the implementation of schemes arising from the Bus Service Improvement Plan.
- e) PFSC contributed to the Council's **Smarter Working Programme** which aims to support new and more flexible ways of working whilst ensuring the needs of customers and staff are met. Recognising the importance of IT capability for effective flexible work practices, the Committee received two updates on the **Smartcore programme** for a new business administration system. Members highlighted the importance of project specifications and requested that learning be carried through to other large-scale projects. PFSC also reviewed progress on a range of issues relating to the Council's **workforce**, building on previous scrutiny of the People Framework. Scrutiny of these areas highlighted the importance of changing work practices after the pandemic and the need to review how the Council makes best use of its resources, a priority in the Council Plan.
- f) PFSC also scrutinised a number of **property** related items, including the revised Asset Management Strategy and the development of property Joint Venture arrangements. In March 2023, the Committee reviewed the proposed sale of a Council-owned property in Burgess Hill following a successful call-in request. This was the only call-in made during 2022/23 and was accepted on the basis that the proposal had not already been subject to scrutiny. PFSC explored the implications of this proposal, particularly the importance of considering the wider social value context of asset sales. The Committee supported confirmation of the proposal.

2. Spending time on matters critical to outcomes for residents

- a) An informal evidence gathering session on **dentistry** was held in January 2023 for members of HASC, with input from dentists and representatives of children in care. Healthwatch West Sussex provided a report on the impact dentistry provision is having on West Sussex residents. Conclusions from the session were considered by the Committee at its meeting in March 2023, when it agreed to write to West Sussex MPs and the Secretary of State for Health, setting out the concerns raised. It also shared the findings with relevant NHS bodies and asked them to take action

on a number of points, to be reported back to the Committee. One issue raised through evidence gathering was the impact of access to dentistry for care leavers, and this has been shared with the Corporate Parenting Panel.

- b) HASC was consulted on **NHS proposed changes** to stroke services and children's cancer services and was able to robustly challenge and make suggestions to consultation plans. It held the **University Hospitals Sussex NHS Foundation Trust** to account following a challenging external inspection by the Care Quality Commission, seeking assurance on its improvement plan. It also scrutinised aspects of **NHS service delivery**, with sessions on winter planning, the provision of primary healthcare and ambulance service performance, focusing on capacity to meet current and future demand.
- c) CHESC has a strategic duty to scrutinise the decisions and actions taken in respect of **crime and disorder**. In November 2022 the Committee considered the work of the County Council and its partners to tackle **Digital Crime**. Evidence was provided by Surrey and Sussex Police, Get Safe Online and Trading Standards. One recommendation was to publicise the details of schools yet to sign up for the Digital Safety Package, as a result of which a further eleven schools enrolled.
- d) In September 2022 CYPSSC assessed the delivery and performance of the **SEND and Inclusion Strategy** implemented in 2019. The Committee highlighted the timeliness of Education and Health Care Plan (EHCP) assessments being completed within the 20-week statutory deadline as a particular area for improvement as well as better communication lines for parents and carers. The EHCP timeliness is now a key performance indicator in the Council Plan which the Committee will continue to monitor into 2023/24 along with the work to increase SEND places in the County.
- e) **The Council Plan and Budget for 2023/24** were scrutinised before approval by the full County Council in February 2023. They were reviewed together to ensure targets and objectives were linked to financial resources and could be monitored together. Three informal member sessions were held through the year to ensure all members were engaged and had opportunity to input into the development of the Plan and Budget. The session in January included breakout groups by scrutiny portfolio areas for an in-depth look at service plans. Comments were fed into scrutiny by PFSC, with its conclusions fed back to the Cabinet. This enabled each portfolio to be reviewed ahead of the PFSC session for more effective scrutiny. Feedback from members on the process and the reports presented was positive, suggesting that it had enabled timely and valuable engagement.

3. Meaningful challenge to service performance management

- a) All scrutiny committees carry out quarterly performance monitoring in public at their formal meetings, through review of the **Performance and Resources Report (PRR)**. Each scrutiny committee receives the information for their portfolio areas, encouraging wider member responsibility for performance and finances. The PRR includes improved information on performance targets, budget, workforce and corporate risk as well as a summary of the transformation programme and the impact of Covid. The report was improved during the year to better link to the Council Plan's key performance indicators and priorities. Scrutiny feedback is provided to Cabinet ahead of its consideration if possible and information in the PRR informs scrutiny work programmes.

- b) PFSC used the PRR to identify priorities for scrutiny, for example a report was requested on **recruitment and retention**. The committee uses the quarterly report to monitor particular areas of interest such as the economy, Capital Programme and cyber security. This allows the Committee to better prioritise issues making better use of resources. Extra information was requested for inclusion in the reports to assist members in their scrutiny role, for example in relation to workforce statistics and specific capital projects.
- c) The progress of the **Children First Improvement Programme** continued to be a focus for CYPSSC. It looked at particular areas of the programme to assess how it was improving outcomes for children and families. This included assessing the work on **recruitment and retention** of social workers and outputs of **Ofsted Monitoring visits**. In November 2022, the Committee heard from the Independent Commissioner, John Coughlan with his view on the progress by the service since 2019, areas for future focus and the preparedness for the full Ofsted Inspection. This gave the Committee a sound basis for planning its work programme for the forthcoming year.
- d) FRSSC has continued to review Fire and Rescue Service performance through the **Performance and Assurance Framework**, enabling timely and constructive input and focusing on areas of concern identified by the Committee. It monitored the impact of the Joint Fire Control Centre, to ensure the maintenance of satisfactory response times. The benefits of working with Council services were highlighted, particularly in terms of supporting vulnerable adults.
- e) A specific area of focus for HASC was on the **workforce challenges** facing Adult Social Care and it sought assurance on the planned action. It also identified Public Health performance on **obesity rates** as an area for future monitoring. The Committee recommended ways to increase response rates for the reporting of performance data in sensitive areas, such as domestic violence reporting.
- f) CHESC examined performance against the **Highways Maintenance Contracts**. Evidence was heard from a representative of Balfour Beatty, the principal contractor. Scrutiny was wide-ranging, touching on issues such as the KPIs, enhancements and innovations delivered, the upskilling and sufficiency of staff (both contractors and in house) and work to address the effects of climate change. In September 2022, the Committee was updated on delivery of the Council's **Climate Change Strategy** and reviewed progress in meeting the commitment to net zero carbon emissions by 2030. It recognised the scale of the challenges and welcomed the work undertaken to date, including the fact that climate change is considered as part of every decision made within the Council.

4. Showing the difference scrutiny makes to outcomes for residents

- a) In September 2022, HASC reviewed the improvement plan for the **financial assessment** process for customers in receipt of adult social care. It was able to ensure the views of service users and their families/carers were being heard and that a fair application process has been implemented. Whilst supporting the improvements made, the Committee recommended that more information on disability related expenditure should be shared with the public and that the Service should improve response times for customer enquiries.
- b) CYPSSC considered proposals for the **review of primary age school provision** across Worthing and Durrington ahead of a Cabinet Member decision. It explored the outcomes of the public consultation and heard from local members. The

Committee was pleased that the feedback from the consultation had been taken into account for the final proposals and made suggestions on areas for improvement to future consultation processes to ensure they are inclusive and accessible.

- c) CHESC carried out preview of the proposed new **Speed Limit Policy** in November 2022. This session was identified by Committee members as an example of scrutiny at its most effective – with many of its recommendations being addressed or adopted by the Cabinet Member in the final version of the Policy, including rewording the document for clarity. The Committee sought further information on the numbers of people killed and seriously injured, to explore whether any action within the Council’s control could have had a positive impact.
- d) Demonstrating and evidencing the impact of scrutiny has been helped by a **new recommendations tracker**, reported to each committee meeting as a means of assessing outcomes. There has been positive feedback from members on this in keeping track of the progress of committees’ recommendations and conclusions. This was an outcome of best practice liaison with Surrey County Council (who use a similar tracker for their scrutiny) and should enable better monitoring of impact. In addition, the scrutiny **business planning checklist** used by members for work programme planning has been reviewed and refreshed to support more effective prioritisation and an outcomes-focus. Pre-agenda meetings, attended by the committee chairman, vice chairman and Democratic Services support officer to plan the management of meetings are more focused to help ensure clear aims/outcomes are identified for each agenda item, with a **focus for scrutiny** and **key lines of enquiry** in each report. It will be important for all scrutiny committee members to play a part in ensuring scrutiny maintains an outcomes-focus, and for this to be part of the ongoing assessment of the effectiveness of scrutiny.

Scrutiny Evaluation 2022/23

Each scrutiny committee held an informal review of the year in March 2023 to consider what had worked well and identify areas for improvement. It also gave an opportunity to consider member training and priorities for the work programme.

What worked well:

- The flexibility of hybrid technology to allow witnesses to attend
- Pre-meetings to prepare and focus questioning ensures members and officers are aware of issues resulting in better scrutiny and use of resources
- Different ways of working, such as briefings/information sessions to increase understanding and make better use of time and resources
- Support from Services, including the timely request for further information and thorough reports
- Use of a range of witnesses to triangulate evidence
- Early influence on policies, rather than later stage through decision preview
- Closer working and regular meetings between Cabinet and scrutiny means better Cabinet Member engagement in work programme planning. For FRSSC, with no BPG, the involvement of the whole committee was seen as beneficial
- Communication with the whole committee following BPG meetings, providing updates on work programme planning

- Quarterly scrutiny of the Council's Performance and Resources Report has enabled more robust performance, budget and risk monitoring. This has continued to improve by scrutiny input to the report content
- The new Recommendations Tracker, helping to ensure scrutiny input and influence can be monitored
- Liaison with Surrey County Council's scrutiny committees, and the opportunity to share learning and reflect on scrutiny at WSCC

Areas for improvement:

- More use of external witnesses/external subject matter experts
- More visits to be programmed on services being scrutinised and more information/briefing sessions to help build knowledge, and more use of TFGs
- More involvement by all committee members in work programme planning
- Members to have the confidence in questioning and to understand the level of background research and preparation required ahead of meetings
- The time given to consideration of performance reports, and giving members the tools to enable effective scrutiny of these

Priorities for scrutiny in 2023/24

As well as addressing the areas for improvement highlighted in the evaluation of 2022/23, areas of focus for the future scrutiny work programme include:

- The Medium-Term Financial Strategy, Capital Programme and the Council Budget for 2024/25
- Service improvement programme for Adult Social Care and monitoring onward development for Children's Social Care and Fire and Rescue Service
- Plans to support the growth of the West Sussex economy
- Lessons learned from major highways schemes
- Progress of the Council's commitments to address Climate Change
- Effectiveness of new processes for Traffic Regulation Orders, Community Highways Schemes and the management of on-street parking
- Mental health services for children and young people, initially by informal evidence gathering
- Reviewing the Early Help Service model
- Assessing the improvement plan for children with SEND and preparedness for the SEND Area Review
- Arrangements for the integration of health and social care across Sussex, and any specific proposals impacting on West Sussex residents, with training on health scrutiny of the Integrated Care System to be provided at a joint session for HASC and the health scrutiny committee members of Brighton and Hove City Council and East Sussex County Council

June 2023

Standards Committee: Annual Report 2022/23

Introduction

- 1** This report outlines the activities of the Committee from April 2022 to March 2023 and records issues the Committee considers important for the future. In summary, the work of the Standards Committee comprises:
 - Promoting and maintaining high standards of conduct
 - Casework conducted through sub-committees
 - Ensuring that appropriate training for members takes place
 - Overseeing Council policies on complaints handling and whistle blowing

Promoting and maintaining high standards of conduct

- 2** The promotion of high standards of conduct was principally demonstrated through the comprehensive training for members. Following the County Council elections in May 2021, the induction programme included sessions on standards and the code of conduct by the Monitoring Officer. This was delivered virtually and was recorded, so any member unable to attend was asked to observe the recording. All members have confirmed that they have undertaken the training, meaning a 100% compliance, in line with the Council's expectations. Dedicated training is provided to members elected after May 2021.
- 3** All members newly elected in May 2021 submitted their register of interests forms by June 2021. All members have been reminded to keep their register of interests up to date and many updates have been recorded over the last year and these show that members are dealing with updates appropriately and in a timely way. Advice was given to assist members with their entries. The most recent reminder to all members was issued in May 2023.
- 4** During the year there have been two by-elections. The newly appointed members have attended sessions on standards and the code of conduct by the Monitoring Officer and have submitted register of interest forms.

Independent Persons

- 5** The role of the independent persons is to assist the County Council in ensuring and maintaining a high level of integrity in the conduct of the elected members of the council and in how they discharge council business, through upholding the Member Code of Conduct and the constitutional arrangements supporting it. They also advise the Standards Committee's sub-committees in casework and are available to the Monitoring Officer to assist in case work and in responding to complaints related to the Code of Conduct.
- 6** Mr John Donaldson and Mr Steve Cooper have continued to discharge the role of Independent Person over the last year, including involvement in individual casework and commenting on Government consultations being considered by the Committee.

Casework

- 7** In the period 1 April 2022 to 31 March 2023 two complaints against councillors were received by the Monitoring Officer. Both failed to meet the criteria for presentation to an assessment sub-committee for review, the Monitoring Officer making this judgment with the assistance of the independent persons. The main reason for rejecting complaints at this initial stage continues to be that the behaviour complained of is clearly not connected with the member acting or appearing to act on Council business. In one instance the complaint was regarded as too trivial to meet the aims and purpose of the Code.
- 8** It is clear that familiarity with the Code helps members feel more confident in their role. Early discussion with the Monitoring Officer about potentially problematic situations is both encouraged and useful. This particularly applies to the management of personal interests. The lack of valid complaints is an indication of the effectiveness of the training and guidance given and of members' positive approach to standards of conduct but is also a testament to the respect and seriousness which members attach to their role as elected councillors.

Ethical Governance, Whistle Blowing and Complaints Handling

- 9** The Committee receives reports on any cases under the County Council's Whistleblowing Policy. The reports are helpful in indicating whether any measures are needed to address underlying problems. There have been two referrals in the last year, one relating to a school and the actions of an individual governor, the other to a concern relating to the application of conditions relating to an external grant within a procurement. Both were independently investigated and relevant action taken. Learning from both the substance of the matters under investigation and the application and use of the whistleblowing policy has been identified.
- 10** The Committee also receives an annual report about complaints handling across the authority. This provides a detailed breakdown of complaints by reference to subject or service area and the nature of the Council's actions being challenged. It also shows to what extent complaints are dealt with in accordance with the Council's prescribed timescales. The report also provides an account of the complaints against the Council considered by the Local Government and Social Care Ombudsman.
- 11** The report for the year to December 2022 did not suggest any deterioration in how complaints are handled although it was noted that action is required to meet deadlines more often and to ensure complainants are kept informed about expected response times. Overall the report did not show any significant increases in areas of complaints or in the nature of the Council's actions which prompt the complaints. The report also provides data on compliments received. Together the data appears to suggest a positive view of the Council's work with residents and customers and an appropriately constructive level of concern for the management of and response to complaints and to the need to take learning from them.

Conclusion

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

Pete Bradbury

Chairman of the Standards Committee

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Background papers

None

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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

- [Let's Go! Net Zero](#) is part of the Low Carbon & Green Business Support programme jointly funded by West Sussex County Council and the district and borough councils by an Economic Recovery Fund (pooled business rates) allocation. The County Council is working with the University of Brighton's 'Green Growth Platform' (SE hub of Clean Growth UK) and Sussex-based micro business Low Carbon Leaders to deliver a year-long initiative to inspire and motivate businesses to embrace relevant, meaningful steps toward sustainability. The programme is designed to engage businesses which are yet to 'turn the dial' on sustainability, by encouraging understanding of the wide business benefits of sustainability, from energy cost savings, to attracting customers and securing investment. West Sussex business leaders from a range of sectors have been brought on board as Green Business Champions to appear at business events and share with other businesses their journey towards sustainability, including the successes and learning.
- The County Council has worked with the [Sussex Visitor Economy Initiative](#) Partners to stage a reception to showcase the significant contribution of the visitor economy to the county, the pan-Sussex collaborative approach to achieve our growth ambitions, and the new Sussex Wine Tourism Growth Plan. All the Sussex MPs were invited, along with the Leaders and Chief Executives of the Sussex local authorities. The partnership aims to support sector recovery, resilience and growth, and to raise the profile of Sussex as a national and international visitor destination.

Adults Services - Amanda Jupp

- The County Council has been recognising carers in the community by promoting the help available to family and friend carers for [Carers Week](#) (5 to 11 June). Carers are being encouraged to have a contingency plan so that support will continue should a carer unexpectedly become unable to provide care. It is encouraged that friend and family carers register with [Carers Support West Sussex](#) – a charity that works closely with the County Council and offers unpaid carers information and guidance along with practical and emotional support. There are useful [tips for developing a contingency plan](#) including carrying a [carers emergency contact card](#).
- The County Council has been taking part in the annual [Learning Disability Week/Mencap](#) (19 to 25 June). This year the aim is to recognise the things that people with a learning disability can achieve, avoiding misconceptions and the stigma many still face. As part of the annual event, [Tozer House](#) (learning disabilities residential services) in Chichester, had a celebration garden party which included their own 'Tozer's Got Talent' show. Following this there was a private screening of a film at the New Park Cinema in Chichester that people living at Tozer House had starred in. The idea came from the Tozer House manager after her son's school was involved in a film project that was also screened at the cinema earlier this year.

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

- **[Children working with the Youth Justice Service](#) as part of their **reparation activity** have successfully developed a mountain bike track and nature trail at [Lodge Hill, Pulborough](#). Reparation aims to reduce reoffending and support children to repair the harm caused to local communities by their offending, as well as helping them to develop valuable skills, knowledge and experience which enable them to fulfil their potential.**
- The County Council has taken part in **[Foster Care Fortnight](#)** to help raise awareness of how foster carers transform lives and to highlight that there are more than 850 children currently seeking a loving home. There is an urgent need for more foster carers and those interested in undertaking this role can be reassured that the County Council provides a comprehensive range of support including extensive training, a competitive financial package and access to a supportive community of carers and social workers.

Community Support, Fire and Rescue – Duncan Crow

- The [West Sussex Library Service](#) is running its annual **[Summer Reading Challenge](#)** from 8 July with an active theme of [Ready Set Read!](#) The challenge is a free fun activity for families over the summer and helps to keep children reading over the holidays. [Volunteers of all ages](#) are being sought to help deliver the challenge to families in libraries until September. All 36 County Council-owned libraries are [free to join](#) for those who live, work and study in the area. To celebrate and discover all that libraries have to offer, there will be a number of Library **[Discovery Days](#)** held across the county this year, with the next two in [Littlehampton Library](#) on 17 July and [Willowhale Library](#) on 11 September.
- The County Council has given its thanks to the volunteers who help deliver services and support communities to mark the start of **[Volunteers' Week \(1 to 7 June\)](#)**. More than 1,100 volunteers regularly give their time to assist with roles such as working with young offenders, being a Digital Champion or volunteering with the Fire and Rescue Service, Library Service or waste prevention team. This support contributes towards the priorities of [our Council Plan](#), such as helping people and communities to fulfil their potential and keeping people safe from vulnerable situations. Information on how to get involved is set out on the [Council's Website On Volunteering](#) and available by email via volunteering@westsussex.gov.uk.
- On 5 June the Cabinet Member visited [Littlehampton Library](#) to see the [Registration Service's](#) newly-created **shared partners room**. Formerly situated in Arun District Council the Registration Service's relocation has provided the Council with a cost saving whilst maintaining the local offer. Services using the shared partners room include health visitor clinics, Citizens Advice, the Prevention Assessment Team and Wellbeing health checks. Also included is free internet and Wi-Fi.
- As the Council's **[Training Centre and Fire Station for Horsham](#)** nears completion, invitations have been extended to key members, MPs and local residents to visit Platinum House to view progress. The site, named in honour of Her Late Majesty Queen Elizabeth II, will allow firefighters to train in a range of realistic scenarios, such as live fire conditions, working from height and road

traffic collisions. The fire station will also offer community space. The delivery of the new training centre and fire station forms part of one of the key strategic priorities in the service's [Community Risk Management Plan](#). Construction has been underway since November 2021 with a go-live date anticipated this month. A [time-lapse video](#) of the 18-month construction project is available.

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

- The County Council, as part of the West Sussex Waste Partnership, has been working in collaboration with the Environment Agency and Sussex Police on the [Let's SCRAP fly tipping campaign](#) to stop waste crime by targeting areas with well-known fly tipping problems. Three joint operations have taken place in the Chichester, Horsham and Arun districts which involved stopping vehicles that could potentially be carrying waste. Officers interviewed drivers and examined the vehicles' contents to deter and disrupt fly tipping. Due to the success of the scheme, it has been agreed to roll it out across West Sussex.
- A record number of Sussex residents have signed up for high quality and competitively priced solar panels and battery systems, as well as Electric Vehicle chargepoints, through **Solar Together Sussex**. When new customer registrations closed at the end of May, 10,600 households had signed up for the scheme which helps residents to save money and reduce their carbon emissions by installing renewable energy systems at home. This compares to 7,600 customer registrations under the previous round to autumn 2021. Solar Together Sussex is co-ordinated by the County Council on behalf of local authorities in West Sussex, East Sussex and Brighton & Hove working with iChoosr, which is an expert in group buying. Residents can [register their interest](#) in future rounds of the scheme.
- The County Council received [a national award](#) for its leading role in creating **Re-Energise Manor Royal** - the county's first, business-led local energy community - in the 'Enabler' category at the Association of Decentralised Energy Awards held in London on 14 June. The award recognised the authority's role in providing expertise and resources, including EU support through the Interreg 2 Seas programme, to help the Manor Royal Business Investment District to create and launch the community. Re-Energise Manor Royal has been established as a Community Benefit Society and it works on behalf of member businesses to invest in clean energy.
- [Local Nature Recovery Strategies](#) (LNRS) are flagship measures in the Environment Act 2021 to encourage more coordinated, practical, and focused action and investment in nature. Public authorities must have regard to the LNRS, which will also link to the delivery of **Biodiversity Net Gain** through the planning system. The [County Council has been appointed as the 'Responsible Authority'](#) to produce a LNRS for West Sussex by March 2025. This will involve continued partnership working with East Sussex County Council (the Responsible LNRS Authority for East Sussex and Brighton and Hove) and collaboration with key stakeholders including district and borough councils, the South Downs National Park Authority, Sussex Nature Partnership, Chichester Harbour Conservancy, High Weald AONB Unit, Sussex Wildlife Trust, Natural England, other government bodies and major landowners.

Highways and Transport – Joy Dennis

- In January the Cabinet Member [approved](#) the capital and revenue budgets for the delivery of ambitions in the Enhanced Partnership Spending Plan. To date, [a new bus service](#) between Littlehampton and Chichester will be funded from summer 2023 and [255 Real Time Passenger Information Screens](#) have been ordered and will be installed at bus stops across the county.
- At its meeting on 9 June, the [Communities, Highways and Environment Scrutiny Committee](#) considered the **draft Active Travel Strategy** for West Sussex. This new strategy was developed by the Active Travel Task and Finish Group (TFG) which was chaired by Cllr Sean McDonald and met almost monthly over the last year. The TFG considered areas of interest, reflecting the Government and Active Travel England's greater emphasis towards 'walking and wheeling' to replace motorised journeys. The next step for the draft strategy is a public engagement exercise that will begin in September and run for eight weeks.

Public Health and Wellbeing – Bob Lanzer

- The County Council has supported the shared interests of strategic population health and care objectives with the NHS, captured within the final version of the [Sussex Shared Delivery Plan: Improving Lives Together](#) (published December 2022). The plan will deliver the objectives of both the NHS Operating Plan and the Sussex Integrated Care Strategy 'Improving Lives Together', following the implementation of the Integrated Care System for Sussex in July 2022. One of the opportunities the plan offers is a focus on prevention across the whole health and care system. Working at the heart of our communities, the Council has welcomed providing input into shaping the plan, drawing upon the beneficial impact and influence that local government has on health and the wider determinants of health, such as housing, education, and employment.
- Following the recently announced [national initiatives](#) to help achieve the Government's Smokefree 2030 ambition, Public Health has developed **a cross-directorate approach to addressing vaping amongst children and young people**. This includes directing educational settings to advice and guidance on managing vapes to inform their policies and 'whole school approach', supplemented by new national teaching resources, and an increased focus with Trading Standards to reduce children and young people's access to these products by tackling underage sales and illicit products. Vaping continues to be an effective tool to aid quitting smoking. However, to ensure clear messages, any future local stop smoking campaigns, which include vapes as a quitting aid for adults, will have clear messaging that vaping is not risk free, and will discourage vaping in adults and children and young people who have never smoked.
- Horsham District Wellbeing (part of the [West Sussex Wellbeing Programme](#)) offers a free, friendly, and impartial service to support people who live or work in West Sussex to make positive improvements to their health and wellbeing. On 1 July, the grand opening of the new high street location of the **Horsham Wellbeing Hub** took place in Swan Walk, Horsham. The central location will enable more residents to access support tailored to their own needs and situation, make positive changes to their habits and support them to stay well. The Hub builds upon a long-standing partnership between the two Councils (West Sussex and Horsham) to improve the health of local residents and reduce inequalities and has been resourced by the County Council and the District

Council as part of the West Sussex Wellbeing Programme arrangements, with an additional one-off contribution from the Government's Shared Prosperity Fund.

Support Services and Economic Development – Steve Waight

- In response to a notice of motion on skills at full Council in December 2022 an **Executive Task and Finish Group (TFG)** was established to provide feedback on the opportunities for the Council as an employer to reset its role on careers and skills in West Sussex. The TFG met twice in May and June of this year and considered the role of apprenticeships and internships in providing career pathways, including training opportunities and skills enhancement options. The TFG also considered the promotion of the County Council as an employer of equal opportunity to further support those with protected characteristics and harder to reach groups into meaningful employment. The Cabinet has endorsed the recommendations of the TFG report which will now be taken forward via a strategic work force plan.

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Background papers

None

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