

Public Document Pack

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9 November 2023

Communities, Highways and Environment Scrutiny Committee

A meeting of the Committee will be held at **10.30 am** on **Friday, 17 November 2023** at **County Hall, Chichester, PO19 1RQ**.

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

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

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Agenda

- 10.31 am 1. **Declarations of Interest**
- Members and officers must declare any pecuniary or personal interest in any business on the agenda. They should also make declarations at any stage such an interest becomes apparent during the meeting. Consideration should be given to leaving the meeting if the nature of the interest warrants it. If in doubt please contact Democratic Services before the meeting.
- 10.33 am 2. **Urgent Matters**
- Items not on the agenda which the Chairman of the meeting is of the opinion should be considered as a matter of urgency by reason of special circumstances, including cases where the Committee needs to be informed of budgetary or performance issues affecting matters within its terms of reference, which have emerged since the publication of the agenda.
- 10.38 am 3. **Minutes of the last meeting of the Committee** (Pages 5 - 14)
- The Committee is asked to agree the minutes of the meeting held on 20 September 2023 (cream paper).
- 10.43 am 4. **Responses to Recommendations** (Pages 15 - 20)
- The Committee is asked to note the responses to recommendations made at previous meetings of the Committee.

10.48 am 5. **Ash Dieback Action Plan** (Pages 21 - 80)

Report by Assistant Director Highways, Transport and Planning.

The Committee is asked to consider performance against the the Ash Dieback Action Plan and the proposed approach to the next phase of the programme.

11.38 am 6. **Strategic Intelligence Assessment Process** (Pages 81 - 92)

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

The Committee is asked to scrutinise how the Strategic Intelligence Assessment Process is undertaken and how well the Community Safety Partnership uses the data to guide its priorities.

Adjournment for lunch

The Committee will adjourn for 20 minutes for lunch.

1.13 pm 7. **Council Plan, Medium-Term Financial Strategy and Preparations for 2024/25 Draft Budget** (Pages 93 - 130)

Report by Director of Finance and Support Services.

The Committee is asked to review the County Council's budget pressures, proposed budget reductions and Capital Programme for 2024/25 within the remit of this Committee. Feedback from the Committee will be considered by Cabinet in preparing the final draft budget and Capital Programme 2024/25 that will be presented to County Council for approval in February 2024. An appendix has been included at the request of the Cabinet Member for Environment and Climate Change, setting out more details on the proposals to expand the Household Waste Recycling Site booking system.

2.43 pm 8. **Performance and Resources Report 2023-24 - Quarter 2 - July - September 2023** (Pages 131 - 168)

Report by Director of Finance and Support Service, setting out the finance and performance position as at the end of September 2023.

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

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

3.43 pm 9. **Work Programme Planning and Possible Items for Future Scrutiny** (Pages 169 - 186)

The Committee is asked to agree its current draft work programme (attached at appendix A and B), taking into account the Forward Plan of key decisions within its remit (attached at Appendix C) and any suggestions from its members for possible scrutiny taking into account the attached scrutiny checklist (attached at Appendix D).

3.53 pm 10. **Requests for Call-in**

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

3.55 pm 11. **Date of Next Meeting**

The next meeting of the Committee will be held on 22 January 2024 at 10.30 am at County Hall, Chichester. Probable agenda items include:

- Combatting Drugs Partnership – Harm to Hope Strategy
- New process for Traffic Regulation Orders and Community Highways Schemes
- Highways Major schemes – Lessons Learned

Any member wishing to place an item on the agenda for the meeting must notify the Director of Law and Assurance by Friday 5 January 2024.

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

Webcasting

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

Communities, Highways and Environment Scrutiny Committee

20 September 2023 – At a meeting of the Communities, Highways and Environment Scrutiny Committee held at 10.30 am at County Hall, Chichester, PO19 1RQ.

Present: Cllr Britton (Chairman)

Cllr Oakley	Cllr N Dennis	Cllr Payne
Cllr Albury	Cllr Greenway	Cllr Quinn
Cllr Ali, left at 2.10pm	Cllr Kenyon	
Cllr Baldwin	Cllr Kerry-Bedell	

Apologies were received from Cllr Sharp

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

Part I

17. Declarations of Interest

In accordance with the County Council's code of conduct the following declaration was made:

Cllr Ali declared a personal interest as a member of Crawley Borough Council and a member of their Planning Committee under agenda item no 5.

18. Urgent Matters

18.1 No urgent matters were raised.

19. Part I Minutes of the last meeting of the Committee

19.1 A member highlighted that under minute 9.22, recommendation 3, that the date should read March 2024.

19.2 Resolved – that the Part I minutes of the Committee held on 9 June 2023 be approved as a correct record, subject to the amendment as reflected in 19.1, and be signed by the Chairman.

20. Responses to Recommendations

20.1 The Committee noted the responses to recommendations made at previous meetings, subject to the same date change as highlighted under the minutes.

21. Performance and Resources Report 2023-24 - Quarter 1

21.1 Members reviewed Quarter 1 of the Performance and Resources Report 2023-24, which covered the period April-June 2023.

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

Communities

21.3 **Homes for Ukraine scheme** – Within the cohort of Ukrainian guests, many had been successful in finding private rented accommodation. Many had been able to arrange this themselves with support or advice and some had been supported with a rent deposit from the County Council. Many hosts are also happy to continue arrangements after the initial six months. Low numbers of Ukrainians are coming over now, and some are even returning to Ukraine.

21.4 The projects in the Library Service and Record Office that have received external funding will be made easily accessible to anyone online across a range of platforms. The Committee members were invited to meet the teams.

21.5 **KPI4** – The outcome could be a contact with a resident that leaves them in a better place to deal with digital security. Details of how data is collected, interventions determined, etc, is not available yet.

21.6 **KPI34** – A positive outcome of a contact with the **Community Hub** is not necessarily a final position of resolution but that a resident has been supplied with information, practical support, signposted to support or referred onwards to other services. Now that the Household Support Fund had been shared with other organisations much of the measures of success will be with those organisations. Members asked if they could see some detailed information on the returns that partners had seen on the funding. Officers reported that information from quarterly returns was now available covering several recent years and patterns could be highlighted. Members were invited to visit the Community Hub and experience what the team do.

21.7 Members noted the financial pressures caused by the continued increase in **excess deaths** since the pandemic and asked whether there were any patterns by demography or geography. The Committee were advised that some work had been done nationally that could be shared and had indicated an increase in the population, particularly in the older age groups. The challenge for the Registration Service was to ensure delivery of in-person appointments to register deaths, were in the right place to make this as easy as possible. The location of current registration offices were being reviewed taking into account new housing developments and growth areas in the county.

21.8 Since the **Coroner's Service** had transferred to the County Council from Sussex Police on 1 April 2023, there had been a focus on recruitment and training of staff to reduce the 23% vacancy rate.

21.9 The County Council has no responsibility for the conversion of hotels to accommodation for **asylum seekers**. Any incidents of homelessness would be presented to the district and borough councils. It was suggested

that a bite-sized briefing be run for Committee members, covering this topic and the Chairman welcomed that idea.

21.10 Trading Standards has recruited to two posts funded by Public Health to focus on the illicit sale of tobacco, vapes and alcohol to underage young people. They also worked proactively on information received and to educate traders.

21.11 Capital Programme Summary - The **Worthing Community Hub** had been completed, was fully operational and proving very popular with staff and visitors. The report entry related to capital investment and some final payments. Officers agreed to supply some information on usage of the hub with the next PRR report and provide an evaluation report on the performance of the hub.

21.12 Resolved – that the Committee:

1. Welcomes new KPI4 and looks forward to receiving more information on data and outcomes at a later date.
2. Acknowledges the continued support to Ukrainian guests and the team's proactive interactions with the guests and sponsors.
3. Acknowledges that the £9.7m Household Support Funding for 2023/24 is being distributed and would welcome a breakdown and information on how it is being audited.
4. Welcomes the offer to members to visit the Community Hub and looks forward to that opportunity.
5. Acknowledges how the continued increase in excess deaths since the pandemic is leading to an overspend but understands the reasons for it and the pressures that are upon the Coroner's Service. The Committee looks forward to seeing some of the data breaking down whether there are any patterns by demography of geography.
6. Welcomes the opportunity for a bite-sized session on support to Syrian and Afghan refugees for the Committee.
7. Welcomes the grants to the Library Service and Record Office and looks forward to meeting the teams working on the projects.
8. Acknowledges the work the Trading Standards team are doing around illegal vapes and acknowledges the problems that can be caused by the discarding of disposable vapes.
9. Acknowledges the success of the Worthing Community Hub and looks forward to receiving further information on usage of the hub in the next PRR report and an evaluation report on the performance of the hub.

Environment

21.13 Members asked if there was a difference in recycling volumes between urban and rural sites. The Cabinet Member for Environment and Climate Change agreed to share some statistics and a comparison of West Sussex rates with disposal authority neighbours.

21.14 A member asked if information was available on the trend of tonnages to landfill over the last year. The Cabinet Member thought it was between 7% and 8% and said that since 2017 landfill waste had reduced from 44% to 7% but would confirm data for the Committee.

21.15 The response to the latest round of the Solar Together scheme had been good. The bulk buying scheme reduces the installation price to residents; however the biggest problem was suppliers having enough installers to do the work.

21.16 The Halewick Lane battery storage project had been put on hold during the pandemic and the start of the war in Ukraine when prices fluctuated. Those price increases had led to a contractor walking away, resulting in the procurement process having to be restarted. The project had been reassessed and it was believed it could be delivered within budget. It was hoped a better Government procurement framework would help deliver what was required. It was hoped that the shortfall in anticipated income generation would be offset by good performance in the County Council's solar farms but this remained a risk.

21.17 The Department for Environment, Food and Rural Affairs (DEFRA) had published data showing that fly-tipping had reduced by 5% in the year to March 2022. Data on fly-tipping within the county was available by district and borough, but varied depending on how proactive each authority was. It was not clear how much fly-tipping was taking place on County Council land. The Cabinet Member agreed to share data that was available with the Committee.

21.18 Risk CR76 – A member asked if **water neutrality** was affecting any specific education projects. The Cabinet Member reported that the Natural England water neutrality Position Statement was affecting all developments, not just housing. Projects within the north water supply zone would need to show there would be no increase in water consumption or provide offset measures. The Cabinet Member agreed to investigate whether water neutrality was having an impact on educational projects within the north water supply zone and report back to the Committee.

21.19 Resolved – that the Committee:

1. Congratulates the Energy Services team for winning the 'Enabler' award at the 2023 Association of Decentralised Energy Awards for the Re-energise Manor Royal project.
2. Is pleased to hear that the booking system at six of the household recycling centres is working well and looks forward to

receiving data comparing rates at rural and urban sites, and disposal authority neighbours.

3. Appreciates the reduction in the amount of waste going to landfill since 2018 and would welcome data comparing the last few years.
4. Acknowledges the apparent decrease in fly-tipping but would welcome data based on West Sussex from the Cabinet Member, particularly for fly-tipping on County Council land.
5. Looks forward to hearing from the Cabinet Member whether there are any implications from the Water Neutrality Position Statement on the delivery of education projects in the north water supply zone.
6. Acknowledges the potential financial risk caused by the delays to the Halewick Lane battery storage project.

Highways and Transport

21.20 The winter weather did not seem to be showing any direct correlation to delays to the planned maintenance programme. Problem areas were being funded to try and protect the network e.g. surface dressing and micro-asphalt to extend the life of surfaces. Members asked that if schemes were delayed that residents be kept informed. Officers confirmed that they tried to make residents aware where they could using signage, contacts within the community and social media.

21.21 Members were assured that a robust triage system was in place to deal with an increase in customer enquiries of 42% compared with quarter one of 2022-23. The new reporting tool was more effective and flexible than the previous app.

21.22 Through the Bus Service Improvement Plan a new service route had been introduced between Littlehampton and Chichester and a new young person's fare discount was expected to start from September. The Enhanced Partnership Board discusses patronage and how to encourage older people back to the bus network. The Government £2 capped bus fare had produced a significant improvement on travel numbers. Members were encouraged to feed any bus reliability issues through the Cabinet Member or the Bus Transport Team.

21.23 Following Phase 1 of the roll-out of **on-street electric vehicle charge points** a decision had been made to not restrict EV charging spaces to EV vehicles, for example there may be only 2 out of 6 spaces which have a TRO deeming them for EV charging only. Consideration needed to be given to those who had company vehicles but no off-road parking to charge in. The programme was on target for 2030 and currently 131 sites were out for consultation.

21.24 Members sought to understand how permits for works were monitored and enforcement undertaken where needed. They were reassured that there were staff assigned to monitor permitted works to

ensure they were operating within their permit limits. Where areas of non-compliance were found, fixed penalty notices could be issued. The Government was being lobbied about the level of fixed penalty notices as they were not sufficiently high enough to encourage a change in behaviour. Members were reminded they could report areas of concern to the Members Highways email box. A member day session on 6 December would include an explanation of the **Lane Rentals** programme and members were encouraged to attend.

21.25 **KPI19** – A member asked what the time limit was for contractors to repair defects they had caused themselves, and what penalties were available for exceeding these timescales. Officers reported that KPI19 referred to reactive maintenance, and not to planned maintenance, but that performance in respect of planned maintenance work was monitored. Across the planned maintenance delivered under the relevant contract in the last two years, the failure/defect rate was significantly less than 1%. There were complexities around scheduling the rectification of defects, but the ambition remained to have this work completed as soon as practicable. The industry-wide standard contract used for this contract ceased to include penalty clauses around ten years ago. The ultimate sanction was that a continually under-performing contractor would not be allowed to tender for works in the future.

21.26 Reactive work should be done quickly, and the Service was looking to provide a better response to customer enquiries. Some members of staff had recently returned to the Service, after being transferred across from Capita, and it was hoped that their integration would lead to better processes for dealing with enquiries. The Assistant Director was happy to hear from Members where things were not be dealt with in a timely manner.

21.27 **KPI41** – The data for quarter 1 which states that there had been a 16% increase on the 2021 data. Further [Road collision and casualty data](#) can be found on the County Council website. Sussex Police report that the top five reasons for killed and seriously injured casualties were:

1. Failed to look properly.
2. Careless or reckless driving.
3. Failed to judge another person's path or speed.
4. Loss of control.
5. Impaired by alcohol.

21.28 Members asked if there could be further information on the split of incidents on A roads and minor roads. The Cabinet Member agreed to do an analysis by road type to see where there were concentrations of incidents. It was also agreed to analyse data on speed limits, e.g. 20 mph, to see whether speed reduction could lead to reductions in casualties.

21.29 Officers also agreed to explore better promotion of the County Council's Road Safety Facebook page.

Finance

21.30 The projected overspending on the **Street Lighting PFI** was due to the significant increase in energy costs. It was hoped the slight reduction in energy costs would help reduce the projected overspend.

21.31 A member asked whether long term financial pressures, such as the temporary traffic arrangements needed following the landslip in Pulborough, would have an impact on the highways budget. Officers reported that the traffic control equipment was owned by the County Council so no additional costs would be incurred. Work was still underway with landowners to risk assess the site, to make good the site, and open it to 2-way traffic again.

Capital Programme

21.32 **1 A29 re-alignment, Arun, Phase 1** – The Cabinet Member agreed to look into the impact if additional funding was not forthcoming and the impact that might have on new housing delivery.

21.33 **7 Crawley Station gateway project** – It had been disappointing that plans had not been finalised before the funding deadline, however some complementary work in the area had been approved by the DfT and would be taken forward.

21.34 Resolved – that the Committee:

1. Acknowledges the overspends on the Street Light PFI Contract and the reduced uptake in National Concessionary Fares.
2. Welcomes the liaison with bus companies, including cross-boundary, and the significant impact of the £2 bus fare.
3. Notes with interest KPI19 and the trial launch of 'right first time' and looks forward to following progress through the future quarterly reports.
4. Notes with interest the Live Labs Two project looking at how mowed plant material from roadsides can be used for biofuels and road materials and looks forward to future updates.
5. Notes the additional funding secured for electric vehicle on-street parking bays.
6. Acknowledges the increase of resident reporting and pressures upon customer service capacity and thanks the service teams who have done their best since last winter and appreciate the real improvements seen.

22. Highways Asset Management Strategy

22.1 The Committee received a presentation on highlights from the report in the agenda pack and members of the Committee asked questions and a summary of those questions and answers follows.

22.2 The Highway Asset Management Strategy is a mandatory requirement. The previous Strategy has been updated yearly but it was felt now was the time for a full bottom-up review which would run through to summer 2024. The opportunity would be taken to consider what we would like to do, what is appropriate within resources and budget and how to manage assets for best value. Innovation is always a challenge but looking at processes would enable the best practice to be brought to the fore and bring on a culture change.

22.3 The Strategy would enable areas with differing needs to be treated differently. For example, a treelined street with a bus route along it would need different treatment to one without a bus route. These differing needs would be established through consultation and assessment.

22.4 Quality assurance would be incorporated into the Strategy enabling performance to be measured.

22.5 The service has a comprehensive knowledge of most assets, but some areas still need closer review. Members were keen to know how resilience to climate change and its impact on resources would be built into the strategy. This would be part of the review and members would be able to challenge the service if they did not feel it was adequately reflected.

22.6 Resolved – that the Committee:

1. Supports the direction of travel and thinking undertaken but understands the challenges ahead including the desire to seek value for money and manage assets within the resources available.
2. Looks forward reviewing the Policy and Strategy in summer 2024, looking to see that the Service have challenged themselves enough and consulted with stakeholders, customers and members.

23. Work Programme Planning and Possible Items for Future Scrutiny

23.1 Members agreed the draft work programme with the following changes under Issues yet to be timetabled:

23.2 **A27 Chichester** – whether there was any information from strategic planning on when there might be something for the Committee to scrutinise.

23.3 **Asset Management Strategy** – Date be moved to later in 2024 following the discussion under agenda item no 22.

24. Requests for Call-in

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

25. Date of Next Meeting

25.1 The date of the next meeting would be held on 17 November 2023 at 10.30am.

PART II

26. Exclusion of Press and Public

26.1 Resolved – That under section 100(4) of the Local Government Act 1972, the public be excluded from the meeting for the item of business on the grounds that it involves the likely disclosure of exempt information as defined in part I, or Schedule 12a, of the Act by virtual of the paragraph specified under the item and that, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

27. Part II Minutes of the last meeting of the Committee

27.1 Resolved – that the Part II minutes of the Committee held on 9 June 2023 be approved as a correct record and be signed by the Chairman.

The meeting ended at 3.02 pm

Chairman

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CHESC Action and recommendations tracker 2023-24

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

Recommendations –

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
Performance and Resources Report 2023-24 - Quarter 1 Communities	20/09/23	3. Acknowledges that the £9.7m Household Support Funding for 2023/24 is being distributed and would welcome a breakdown and information on how it is being audited.	Assistant Director Communities	17/11/23	Business Planning Group discussed value and potential of an item on the Household Support Fund to CHESC for scrutiny. Officers to liaise to ensure scheduled date confirmed and data requested to be included within this report.	Ongoing
Performance and Resources Report 2023-24 - Quarter 1 Communities	20/09/23	4. Welcomes the offer to members to visit the Community Hub and looks forward to that opportunity.	Assistant Director Communities	17/11/23	Action will need to be delayed due to the closure of Durban House following flooding. Officers will make preparations once new office location for Community Hub has been identified.	Ongoing

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
Performance and Resources Report 2023-24 - Quarter 1 Communities	20/09/23	5. Acknowledges how the continued increase in excess deaths since the pandemic is leading to an overspend but understands the reasons for it and the pressures that are upon the Coroner's Service. The Committee looks forward to seeing some of the data breaking down whether there are any patterns by demography of geography.	Assistant Director Communities	17/11/23	Will be included in the Member Development Session on the Coroners Service which is scheduled for 18 April 2024 and will enable the full year figures to be considered alongside a wider holistic discussion on all elements of the service delivery approach.	Ongoing
Performance and Resources Report 2023-24 - Quarter 1 Communities	20/09/23	6. Welcomes the opportunity for a bite-sized session on support to Syrian and Afghan refugees for the Committee.	Assistant Director Communities/ Senior Advisor	17/11/23	Officers to arrange.	In Progress

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
Performance and Resources Report 2023-24 - Quarter 1 Communities	20/09/23	7. Welcomes the grants to the Library Service and Record Office and looks forward to meeting the teams working on the projects.	Assistant Director Communities/ Senior Advisor	17/11/23	Officers to arrange opportunities for in-person visits.	In progress
Performance and Resources Report 2023-24 - Quarter 1 Communities	20/09/23	9. Acknowledges the success of the Worthing Community Hub and looks forward to receiving further information on usage of the hub in the next PRR report and an evaluation report on the performance of the hub.	Assistant Director Communities	17/11/23	Service to provide more information on usage, to be included within future PRRs. Report on performance of the Community Hubs to be added to the CHESC list of items for potential future scrutiny.	Complete
Performance and Resources Report 2023-24 - Quarter 1 Environment	20/09/23	3. Appreciates the reduction in the amount of waste going to landfill since 2018 and would welcome data comparing the last few years	Assistant Director Environment and Public Protection	17/11/23	Emailed to members 18 October.	Complete

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
Performance and Resources Report 2023-24 - Quarter 1 Environment	20/09/23	4. Acknowledges the apparent decrease in fly-tipping but would welcome data based on West Sussex from the Cabinet Member, particularly for fly-tipping on County Council land.	Assistant Director Environment and Public Protection	17/11/23	Emailed to members 18 October.	Complete
Performance and Resources Report 2023-24 - Quarter 1 Environment	20/09/23	5. Looks forward to hearing from the Cabinet Member whether there are any implications from the Water Neutrality Position Statement on the delivery of education projects in the north water supply zone.	Cabinet Member for Environment and Climate Change/ Assistant Director Environment and Public Protection	17/11/23	Forwarded to the Assistant Director Property and Assets for response.	In progress
Performance and Resources Report 2022-23 - Quarter 4 -	09/06/23	4. Congratulates the Cabinet Member Environment and Climate Change and officers for being ranked fourth out of 29 disposal authorities for 2021-22 and hoped the level could	Cabinet Member for Environment and Climate Change	September 2023	Noted. The 2022-23 data is submitted to Waste Data Flow by 30 June 2023. DEFRA then take some time to audit this data and would normally expect to publish this data in December 2023. However, in 2021-22 the	Complete

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
Environment		be maintained or bettered in 2022-23.			publishing of the audited data was delayed significantly and was published on 24 March 2023, 3 months late. It is therefore possible that the 2022/23 data could be published in March 2024.	

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Report to Communities, Highways and Environment Scrutiny Committee

17 November 2023

Ash Die Back Action Plan - Progress Update

Report by Assistant Director, Highways, Transport and Planning

1. Summary

- 1.1 Ash Dieback (ADB) is a disease that is likely to kill 95% of the county's ash trees over the next 10–20 years. This will have a major impact on the county's landscape, the wildlife it supports, other ecosystems that trees provide, and climate change. It will also have a high impact on the County Council, posing a significant risk to people, property (including schools), and the delivery of services (including highways). In 2019, an Ash Die Back Action Plan was formulated to steer the County Council's response to this issue.
- 1.2 This paper provides a summary of current progress which has been incorporated into an updated version of the Action Plan.

2. Focus for Scrutiny.

- 2.1 To review the performance against the ADB Action Plan and to consider the preferred initial 'Recovery' phase of natural regeneration.

3. Background and Context

- 3.1 The Action Plan sets out the County Council approach to managing ash dieback. The format of the Plan was recommended by The Tree Council to ensure users are able to compare our response to national guidance and to other councils.
- 3.2 The Action Plan objectives are to manage the risks from Ash Dieback and to generate positive routes to recovery. This includes defining a risk-based approach, manage the legal position and risks, consider environmental and biodiversity and plan for a responsible felling programme.
- 3.3 To deliver these objectives, an Ash Dieback Team (ADB Team) has been established with an Ash Dieback Project Lead, supported by dedicated arboricultural resource and project officers who undertake landowner liaison.
- 3.4 Comprehensive surveys of the network began in 2019, initially focusing on the A and B roads and followed up with surveys of the remaining network in 2021. Covid-19 impacted surveying operations during 2020. Surveys were carried by WSP (our professional services provider) and comprised driven surveys undertaken by a tree specialist and dedicated driver. All sites were photographed. More detailed 'ground-truthing' is then undertaken on a

rolling basis, according to risk, by our arboriculturists. This includes a more detailed assessment of ownership of the ash trees.

- 3.5 Following a formal procurement process a mass ADB felling contract was awarded to Euroforest that commenced on 1 April 2022. The contract duration is initially 4 years with the ability to extend in one-year periods for a maximum duration of seven years in total. It is not possible at this stage to be sure how long the programme will be, as site surveys immediately prior to the work are required to accurately understand extent of die back. The ADB Team have been working hard in the first year of the contract to pull together programmes of work for the contractor and we have seen significant felling works delivered across the county.
- 3.6 Felling has predominantly focused on the risk to highway users, but has also included works on the corporate estate, Public Rights of Way, and Countryside sites. Highway works are delivered on a priority basis utilising survey results, focusing on the extent of die back and classification of road as the two main drivers for prioritisation. The ADB Team have worked hard to identify and support landowners where private trees have been identified as being at risk of impacting the highway, including collaborative site works to minimise cost and disruption to the public.
- 3.7 Approximately 5,000 individual trees have been removed over the course of the first year of the mass felling contract with a spend of in the region of £1.5 million. This included savings resulting from the value of wood arisings, which amounted to £65,000 based on a return of £30 per tonne of wood removed from sites.
- 3.8 It is considered that progress to date is in line with the County Council's Ash Die Back Action Plan. The Plan has been reviewed to ensure that it provides an up-to-date approach to the removal of impacted ash trees in West Sussex.

4. Recovery phase

- 4.1 As we move through the 'Action' phase of the plan, focus will turn to the 'Recovery' phase where consideration will be given to how the County Council mitigates the impact of the loss of trees across the county. Survey locations have been established to understand the levels and benefits of natural regeneration at treated sites. The recovery focus will be on natural regeneration as a first phase, and the planned surveys will assist in understanding the impact on the ecology of the site and whether compensatory planting should be considered.
- 4.2 The majority of cleared sites are not suitable for re-planting, as the stumps and root systems are being retained on site to encourage regeneration and there is not sufficient space. It is likely that should large scale compensatory planting be considered; suitable land would need to be identified that enables good access for initial planting and ongoing maintenance. The requirement for maintenance would be significant in the first few years as the saplings establish, most importantly ensuring that sufficient watering is undertaken.
- 4.3 Intelligence from sites indicates that the extent of die back and speed of spread is as expected and in line with the known nature of the disease.

There is evidence to suggest that some trees show resilience to the disease and where safe and practical, these trees are being retained and monitored on an annual basis. It may be possible to utilise seed stock from these resilient trees to re-establish a resistant stock of ash trees both in the County and across the country.

5. Funding

5.1 Ash Dieback has a revenue budget of £1.635m in 2023/24. Future years allocations are subject to annual approval of the County Council’s Revenue Budget by Full Council in February. Outturn expenditure in 2022/23 was £1.369m against a budget of £1.555m.

	2022/23	2023/24	2024/25	2025/26
	£m	£m	£m	£m
Revenue Budget	1.555	1.635	1.635	1.635

5.2 There is also a £1.2m balance held in reserve for Ash Dieback.

Matt Davey

Assistant Director, Highways, Transport and Planning

Contact – Ben Whiffin, Highways Operations Manager – Eastern Group,
Benjamin.whiffin@westsussex.gov.uk, 03302 223823

Appendices:

Appendix A - Updated Ash Dieback Action Plan

Background Documents:

[Ash Dieback Action Plan \(westsussex.gov.uk\)](https://www.westsussex.gov.uk)

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Ash Dieback Action Plan

October 2023

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Executive Summary

This Action Plan sets out the West Sussex County Council approach to managing ash dieback. We have used the format set out by The Tree Council to ensure users are able to compare our response to national guidance and to other Councils.

Ash dieback, *Hymenoscyphus fraxineus*, (formerly referred to as *Chalara fraxinea*), is the most significant disease to affect the UK since Dutch elm disease which was first recognised in the 1960s. It will lead to the decline and death of the majority of ash trees in Britain and has the potential to infect more than two billion ash trees across the country.

Our trees and woodlands represent a key element of the character of our county, as well as providing a range of services in the natural environment including supporting and regulating ecosystems, cooling the air, slowing the movement of water, capturing carbon dioxide and pollutants, producing oxygen as well as bearing fruits and leaf litter which contributes to soil development. To lose these services will mean a noticeable impact on the environment, far beyond the immediate visual change that will be observed. The recovery phase will be just as important to the project as the felling works to reduce the safety risk to acceptable levels.

The Tree Council, working with a wide range of professionals from organisations across the UK, has developed a toolkit to support local authorities and other large organisations to prepare their response. This Action Plan is based on that Toolkit.

Ash trees are a fundamental part of the culture we have in the UK, particularly in the South with West Sussex being one of the most densely wooded counties. Ash features in many of our place names, with a historical importance for the part it has played in the industries that have grown here. It appears in literature, folklore, and artworks and is a feature of beloved woodlands which many of us walk through at leisure. Our roads are lined with ash in many places and it is one of the key species our wildlife depends upon.

It is estimated that nearly 21% of the trees in our county are ash, which means that the loss will lead to a major visual change. The loss of any tree will change the way nature behaves, from the flow of rainwater, to the local temperature and movement of noise too. Our residents will notice the change and they will want to see us respond to manage risks, but also to ensure that we do all we can to mitigate the loss as soon as we possibly can.

For local landowners, land managers and homeowners as well as the local authorities in the area there will be a financial impact as we all seek to find our best approaches to respond. Where possible there will be benefits in working together for the best outcomes for biodiversity but also for the most effective, efficient and economic solutions.

To aid recovery by the preferred initial method of natural regeneration, the Council will need to ensure that sites are cleared as sensitively and as practically as possible. In addition, final cuts are left to best industry standards, ground cover is clear of debris and inspections are carried out upon completion.

Officers will also routinely inspect these sites into the future utilising both internal and external resources to monitor many factors associated to natural regeneration. This will include but is not limited to re-growth from retained stumps, appearance of saplings or increase in species from within the seedbank that were otherwise out competed by the removed tree stock, increased diversity of ground level flora and fauna, increased canopy spread of retained trees and shrubs within the immediate area, and notable differences with wildlife usage.

Images below of short-term natural regeneration of Site (Beeching Way, East Grinstead) from 2022 – 2023 felling activities



1- March 2023



2 - July 2023

Although natural regeneration has been adopted for the initial recovery phase, where evidence suggests that this has not been successful, officers will continue to explore funding opportunities and collaboration with stakeholders. Where funding can be identified for viable locations, officers will also seek to replace trees with species which provide similar environmental benefits, or identify any alternative methods which can improve the sustainability and diversity of each area.

We must also responsibly plan and source funding for the required maintenance of these areas into the future for both natural regeneration and proposed planting or improvement.

Officers will continue to identify suitable funds to meet the objectives, seek to develop collaborative relationships for the best environmental outcomes with the resources available, and above all to ensure that we continue to serve our community with an approach that seeks to turn such a negative impact into a positive outcome.

Our **Action Plan Objectives** are set out in **Figure 1**.
Figure 1: Action Plan Objectives

Managing the risks from Ash Dieback to generate positive routes to recovery

Risk	Data	Environment	Community	Recovery
<ul style="list-style-type: none"> Define a risk based approach Understand and manage our legal position Define and manage safety factors 	<ul style="list-style-type: none"> Understand the existing dataset to identify gaps Implement surveys to address priority gaps Improve data quality 	<ul style="list-style-type: none"> Understand impacts on biodiversity and other environmental factors Plan a responsible felling programme Develop our tree strategy 	<ul style="list-style-type: none"> Develop relationships to support felling and recovery Provide information for the public to enable them to take action Incorporate landscape character into our thinking 	<ul style="list-style-type: none"> Natural regeneration of sites Seek to secure funding for planting where required Investigate alternative models for the recovery phase

Controlling economic impacts throughout using management system principles



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Ash Dieback Action Plan Aims and Objective

Our aim is to effectively address the risks presented by the impact of ash dieback, conserve the ecosystems ash trees are found in across our county and prepare for a positive regeneration phase with a net biodiversity gain in ten years' time.

We are developing a proposal to undertake a survey of sites prior to felling and for a set term of monitoring after works are completed to produce definitive and measurable outcome reports. This will in turn help advise us on improvement and or management plans for future sites, and whether compensatory planting may be required to mitigate the impact on ecology of the sites.

Our objectives are designed to support an iterative approach so we can build on the initial responses as our access to data improves. This means that we can develop our methods to provide an overarching plan to identify, communicate and address the risks of ash dieback in West Sussex and build a more resilient approach for the future.

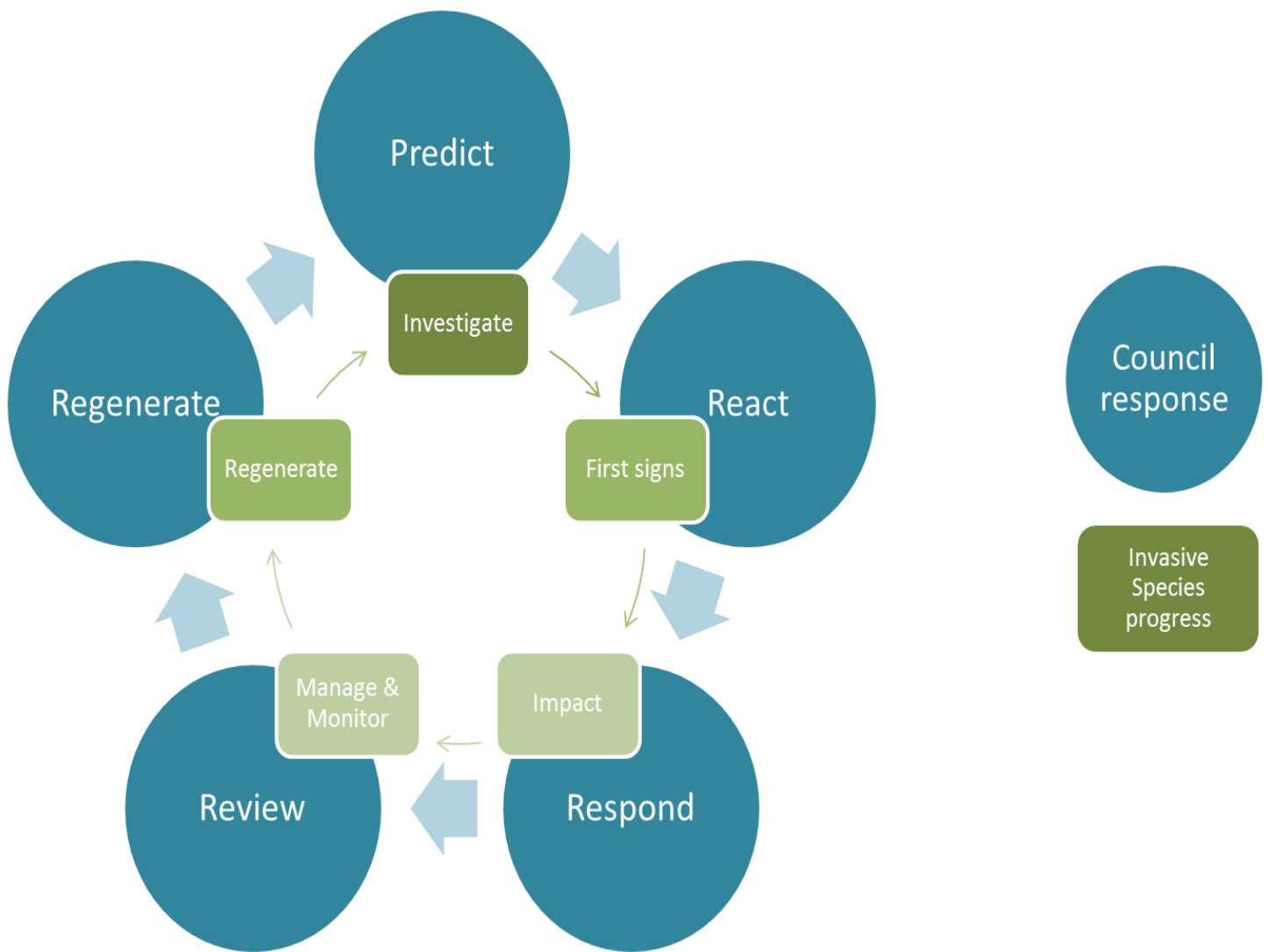
A dedicated Ash Dieback team has been established which comprised a Project Manager and Ash Dieback Arboriculturists and project support officers.

The Team is recording learning so that it can develop methods that provide a long-term improvement to our systems, so that the Council is better equipped to respond to large scale environmental impacts. **(See Figure 2.)**

Our approach will be enhanced as we progress through the project and will support delivery of the Tree Plan which is one of the council's objectives (*link to*

WSCC Tree Plan on Page 38). This will form part of a framework of guidance supporting our strategies for sustainability and the environment, building our resilience for the future.

Figure 2: Invasive Species Response Protocol



WSSC, Ash Trees and Ash Dieback

This section sets out the assessment we have made of our understanding of the trees under our responsibility, where we can make improvements and how we are using this information to develop our response to the disease.

What is ash dieback?

Ash dieback is a serious disease of native European ash (*Fraxinus excelsior*) caused by the fungus *Hymenoscyphus fraxineus*, formerly known as *Chalara fraxinea*. The pathogen causes leaf loss and crown dieback weakening the trees and usually leading to premature tree death through secondary infection and / or environmental stress. European ash is most severely affected, although some exotic ash species are also vulnerable. Young trees usually succumb rapidly to infection. Although there is no treatment, a small percentage of ash may be resistant to, or tolerant of, the infection. Resilient ash is being monitored and used for propagation by various bodies and nurseries of ash tree stock for the future.

This is important because nearly 21% of all trees in West Sussex are ash; it is our most common and widespread tree. The disease has the potential to kill up to 95% of ash trees over the next 10-15 years. This will have a major impact on the county's landscape, the wildlife it supports and the other ecosystem services that trees provide such as:

- filtering the air
- storing carbon
- reducing flooding
- providing shade
- protecting soils.

The nature of the infection results in tissue death and branch failure, which in turn, may have health and safety implications. For more information, including how to recognise and report the disease, visit [Forest Research](#).

Identifying ash trees and ash dieback in West Sussex

There is no definitive register of trees under County Council management. This means that our first action was to understand the data we have available to us, identify the gaps, and develop our action plan to include improvements in the data.

There has not been a need to review trees under our management at a landscape scale and our findings reflect this. The focus within records has been very localised and notes relate to the specific work being carried out, limiting the amount of information being recorded. There has not been an inventory type exercise to record trees as an asset database.

The initial task was to identify the sources of data for trees under our responsibility which could inform our response. Records of trees exist only when a tree has been visited in response to an issue to be addressed, or as part of a

survey service where a Service Level Agreement had been put in place. Trees protected under a Tree Preservation Order (TPO) have been recorded in more detail. Trees which have been healthy, not subject to a TPO, or have not been part of any proposed development sites do not appear in any records.

Data that has been recorded might refer to an individual tree, a group of trees or a long stretch of mixed species. A lack of consistency in methods applied complicates the data further with a range of descriptors in use, species often not recorded, and condition assessments focused on specific issues which did not reveal useful information relating to ADB. In some cases, large areas of tree cover were either unrecorded or provided insufficient data for our needs.

This revealed significant data gaps which would require significant resources to address effectively rendering a one-off, uniform assessment approach unworkable. The action plan is therefore an iterative approach, with surveys key to identifying the trees to be included in the project, and projections which will be improved as data becomes available.

A risk-based approach will determine which locations should be addressed more urgently, based on the impact of a tree failure, with a second level of prioritisation based on tree condition. Trees on the highway present the greatest risk to a larger number of people, which when combined with the factor of the speed they could be travelling along the highway represents a potentially catastrophic risk.

Properties such as schools present a high risk due to the number of people likely to pass close to trees and remain close to them for prolonged periods of time. A falling tree could also potentially cause damage to buildings and other property.

Other council properties including offices, libraries, fire stations etc present a similarly high risk.

Countryside team have management plans in place which prioritise public safety along with preservation of biodiversity, these are to be managed separately from the project planned to manage trees on highways and other council property although where appropriate we shall collaborate with the Countryside and Public Rights of Way teams to enable an efficient cross department delivery programme.

Trees adjacent to highways and council properties which are not in the council ownership are also recognised as significant but require a different approach to identify ownership and ensure that action will be taken by those owners to reduce the risk to acceptable levels.

Recognising the symptoms of the disease

There are a range of signs which can help identify infected trees:

- dead or dying tops of trees and abnormal clusters of twigs resulting from re-growth;
- wilting leaves visible in summer;



- lesions or wounds on the branches / stalks and sometimes at the base of trees;
- dieback of leaves which become dry and blackened;
- small white fruiting bodies growing on ash leaf stalks;
- staining of the wood under the bark

Figure 3: Healthy ash leaves – ignore the chewed leaflets by leaf cutter bees! Note the very dark buds which are characteristic of ash

Figure 4: Withered, blackened leaf



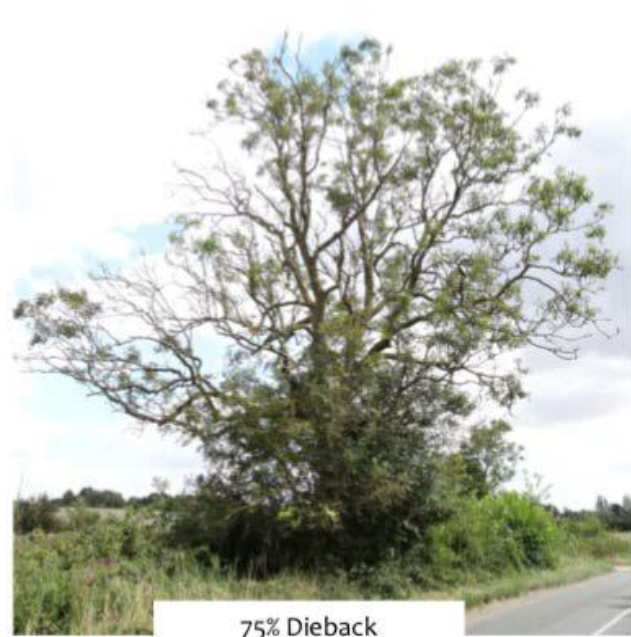


Figure 5: Anything above 50% dieback is of concern

Ash dieback is widespread across the UK, so it is not possible to completely control the spread; the emphasis now is about managing the impacts and risks caused by the disease.

For more information, including how to recognise the disease, visit [Forest Research](#).

Scope of the project

The initial assessment led to a decision that a project management approach to manage the disease would be appropriate, enabling an iterative cross-council response tackling the identified trees in initial works whilst preparing to improve available data for future work packages.

A small fund was released to survey the trees alongside A and B roads, i.e. those representing the most significant risk due to the speeds involved. This was carried out during the summer of 2019.

The methodology was to drive along each road at a slow speed with a Go-Pro camera set up with a trigger. Each time an ash tree was found, an image was taken, giving a snapshot of the location and state of the tree at the time of the survey. The data was then mapped using Google Earth to create a GIS layer and a tree count. The second stage was then to use the method set out in The Tree Council's ADB Toolkit to assess the condition of the tree, based on the visible canopy cover shown in each image. The analysis work took place during the autumn and winter 2019/20.

This enabled a prioritisation process, based on road type and speeds and the condition of the trees found. This part of the process was completed in January 2020 and enabled development of a full programme which informed the procurement of a contractor to undertake felling works.

Whilst this provided a significantly improved set of data we recognise that there are some weaknesses. The number of trees alongside A and B roads, around 11,500, includes trees not on highways land, but we also recognise that there will be additional trees not picked up on the survey. This was considered during the tender process. As the data represents a snapshot in the summer of 2019, we cannot predict the progression of the disease subsequent to the survey, so if any trees experience a rapid progression there could be an increase to the risk level, we would be unaware of. This was also factored into the tender process to enable a further layer of data capture as we progress with works.

In 2019, we were able to identify 1002 ash trees at schools which were signed up to the Service Level Agreement with the Highways Arboriculturists, which provides a three-year survey cycle. During 2019 a data field was created on our Highway Asset Management System (CONFIRM) which enables an indication of the presence of ADB to be recorded. Work has also continued to develop consistency in the descriptions recorded, using the term 'ADB' as a simple identifier within the dynamic data fields to support the fixed data field and this is now being used to prompt further discussion to enhance data capture for future benefit.

In June and July of 2021, the same methodology was utilised to capture over 1,255km of rural C and D category roads identifying a further 17,000 ash trees on or near the Highway which were again uploaded as a data field to the Highway Asset Management System (CONFIRM) to enable a complete overview

of the required works covering the Strategic Road network within WSCC. The net result was in the region of 30,000 impacted ash trees across the county.

In 2022, WSCC awarded the newly appointed contractor for all ADB works on the Highways a 4 year with an option to extend for a further 3 year period, this was mobilised during Year 1 April 2022 – March 2023.

During the planning phase officers developed a list of 2022 survey areas along specific routes following the risk rating strategy for prioritising.

The surveys covered over 90km of roads including A & B routes but also sporadic locations on C, D & G roads. During the survey season we also responded to many enquiries from stakeholders promoted by our communication strategy.

Felling Progress Updates

Progress on felling activity will be provided annually and detailed in Appendix 1

Trees adjacent to land under WSCC responsibility

Where trees are identified as presenting a risk to land under our responsibility, we will continue to use the legal mechanisms available to us to inform landowners of their responsibility to take action to make the tree safe. This presents a range of complexities which will be dealt with on a case-by-case basis and managed through the Ash Dieback Team initially and supported by our Legal Team. All cases will be logged and followed through to conclusion, prioritising the risk to the public.

The Ash Dieback Working Group

The Ash Dieback Project Manager oversees the co-ordination of the project ensuring that we achieve our objectives and develop methods which will enable us to respond to future impacts more effectively.

The Ash Dieback Working Group is a collective group of key people from across the organisation who have responsibility for managing trees and our response to ash dieback.

Terms of Reference set out the required attendees and circulation for documents arising from the group. A SharePoint site has been set up to enable sharing of documents.

During the establishment phase of the project, the group met once a month. Now the project has progressed to the delivery phase, the group meet once a quarter with a full reporting system as follows:

- A standard agenda is in place, which may be added to as needed.
- A quarterly action log which is structured in line with the agenda is compiled and circulated a week after each meeting and recirculated before each subsequent meeting.
- The action log and any other key issues are discussed at the meeting.
- Subgroups will address key tasks as needed, reporting back to the meeting.
- A Task Manager logs and monitors progression of tasks identified.

The process is supported by a full Legislation Register and Risk Register which inform the activities of the project and ensure that any delegation to contractors is managed responsibly.

Defining our project

The approach we have taken has been informed by the research carried out by The Tree Council, which sets out the phases of management of a tree pest or disease, as shown in **Figure 6**, taken from the Tree Council’s Ash Dieback Action Plan Toolkit.

We have combined this with our understanding of our current position to develop our own response and add further detail for the Action phase. The second diagram, **Figure 7**, shows a projection of the expected progression within each package with expected stages for the survey and felling works.

The third, **Figure 8**, shows our iterative approach showing how survey and work package phases combine to build the programme, with similar stages expected for each.

The recovery phase has been included in our objectives and will be defined as we develop data throughout the project.

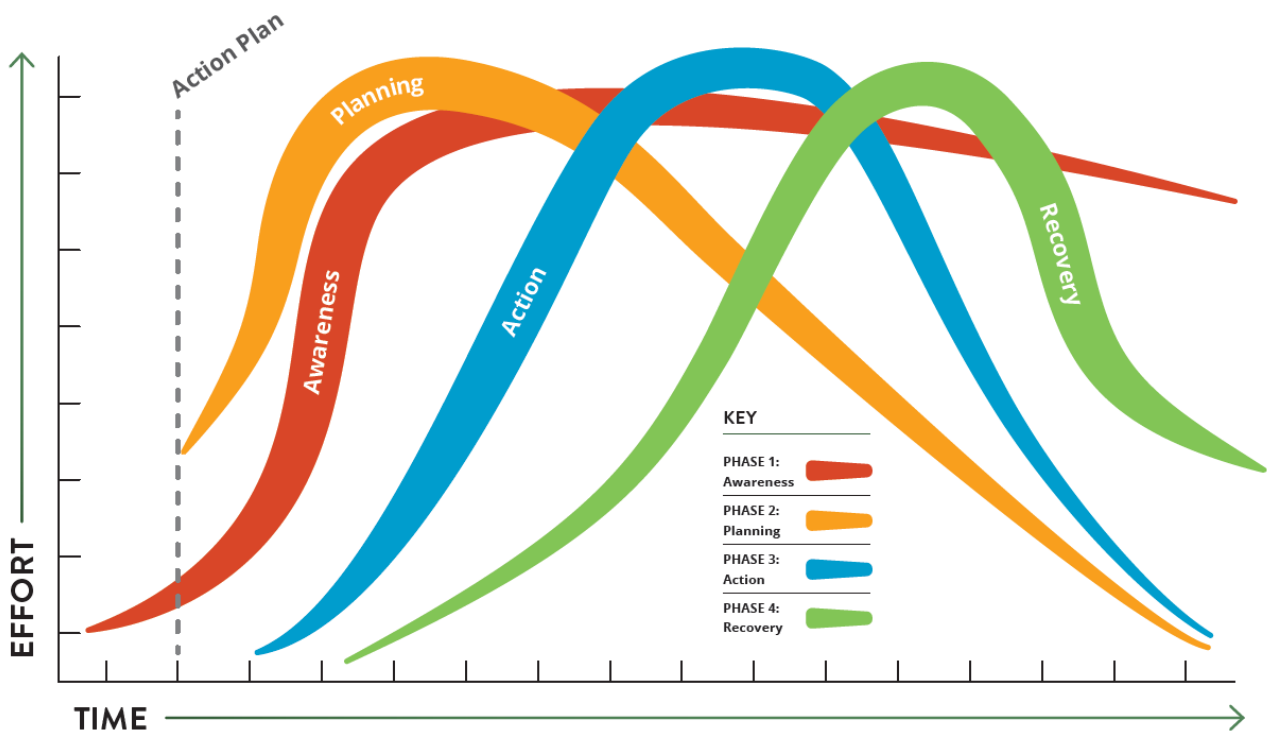


Figure 6: Phases of management of a tree pest of disease

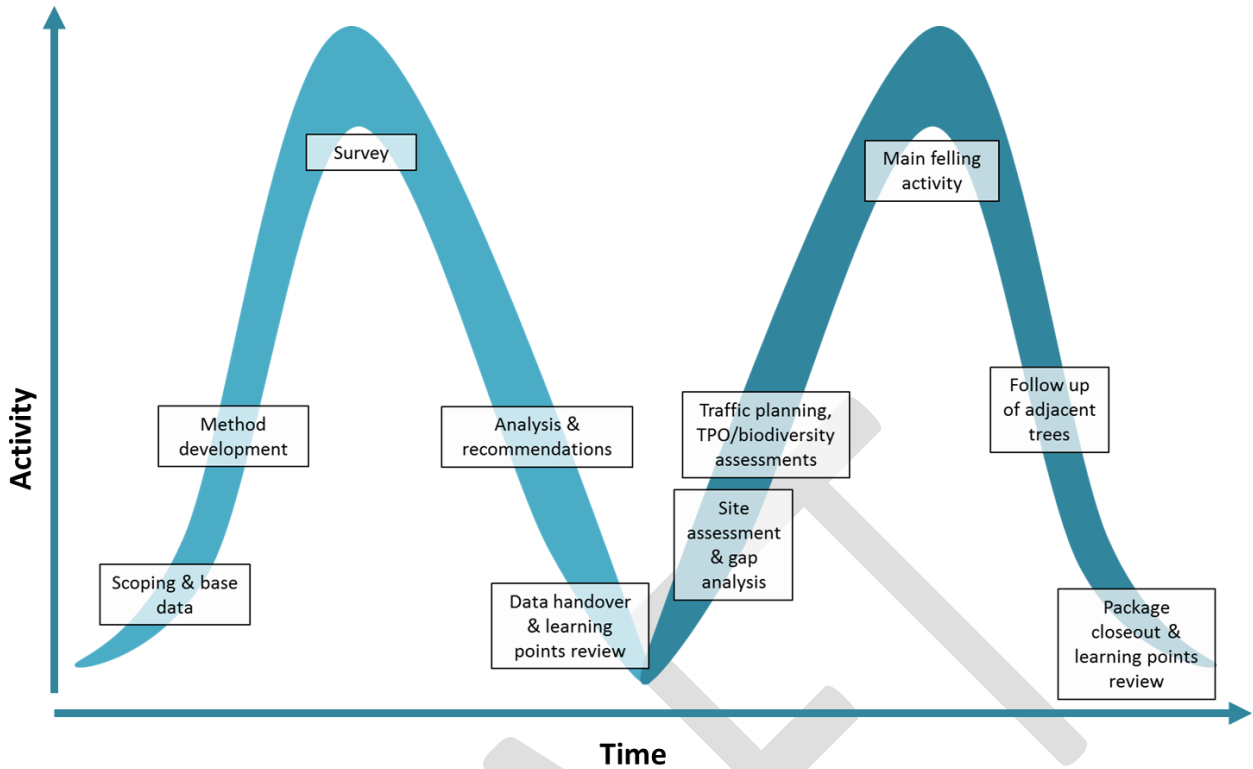
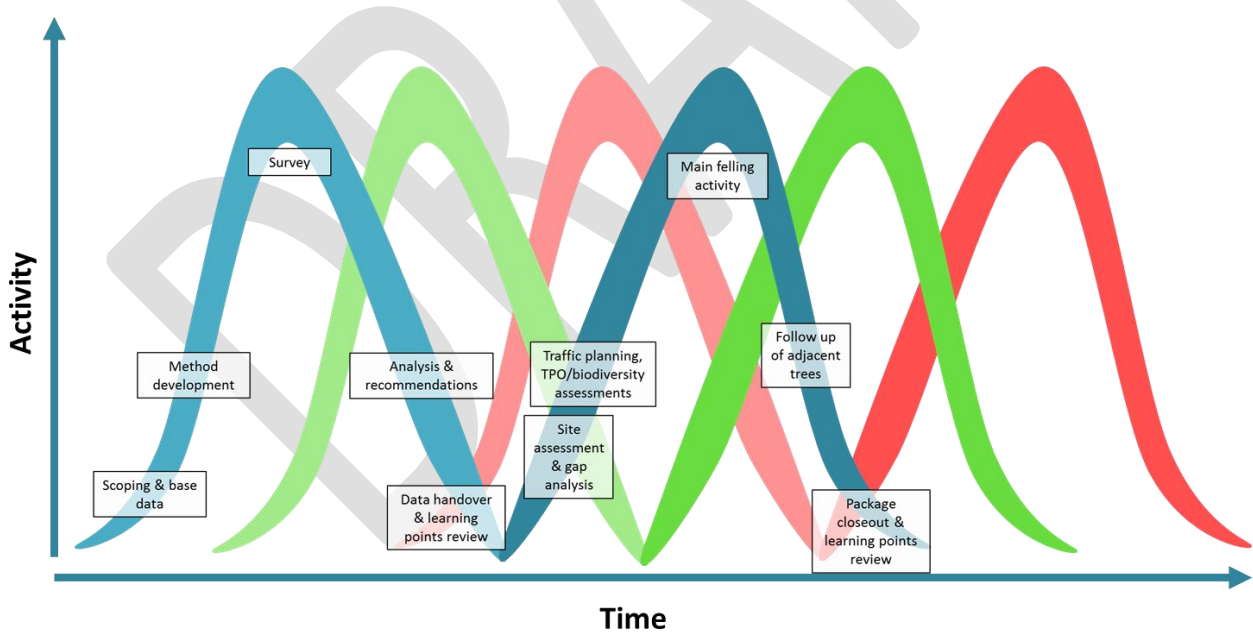


Figure 7: Projection of the expected progression within each package with expected stages for the survey and felling works



Blue – Phase One

Green – Phase Two

Pink – Phase Three

Figure 8: Our iterative approach showing how survey and work package phases combine to build the programme, with similar stages expected for each

Benefits of Trees and Woodlands

It is essential that we recognise the significance of the loss of our ash trees. In this section we look at the benefits that these trees provide, as part of our wooded landscape and the ecosystems across our county and the strategic approach we are taking with West Sussex County Council.

At a time of biodiversity and climate crises we now find that we will lose a large proportion of our trees to ash dieback. Whilst we are not able to accurately predict exactly how many trees will be lost, we can start to understand the connections with the services that trees provide within the natural environment.

It is widely known that trees are appreciated by the public as part of the green space which is characteristic of the county. We know that our tourism economy depends on this, with the choice many make to set up their lives here shaped around the environment they can find homes in.

But beyond the aesthetic appeal, trees are key to supporting wildlife, providing shelter, structure within the ecosystem, food and playing a key role in the water and nutrient cycles which keep the environment healthy by regulating movement of carbon, nitrogen and other particles which are in the atmosphere.

Within this, our air quality and local climate are affected by the presence of trees, noise is absorbed by trees, particularly in the summer months when tree canopies are at their most resplendent phase.

The roots of the trees help to stabilise soils and contribute to slowing water movement down which can help to prevent flooding.

We have taken the opportunity to develop a [tree plan](#), aligned with our sustainability and environment strategic direction which includes aspects such as supporting our pollinators, responding to the climate emergency and biodiversity losses. The plan has developed our approach to managing trees within our landscape, enabling us to build on the improvements that will be made in our database and develop the ways we work with these important assets.

This work includes the continual development of our recovery plan to ensure that we are able to make effective use of our limited resources to follow up from the work to fell the trees affected with the disease.

General management advice

Landowners, leaseholders and property managers have the responsibility to manage the trees on their land. Below we provide some basic advice, you can find links to more detailed guidance and other organisations who may be able to help you on our website. We are also producing guides for some groups such as schools.

Information for tree owners

Tree owners have a legal duty of care and must maintain their trees in a reasonably safe condition. We are only responsible for trees growing on council property, including adopted highway verges.

In almost all cases, trees that are next to roads and public rights of way are the responsibility of the neighbouring landowner. Where a tree on private land poses a danger to the highway users, we may contact the landowner and explain what work needs to be done and when it should be completed by. The tree owner is responsible for the cost of this work.

Below is an extract from a Useful information letter we send accompanying any notifications to adjacent landowners.

Landowners have a legal responsibility to ensure that the risk posed by any trees on their land is appropriately managed. Therefore, please continue to monitor all tree species on your land.

As landowner you may be liable for any damage or injury caused should the tree/s fall into the highway or other land.

Tree preservation orders

Before carrying out any tree work, please check with your district or borough council's planning department or tree officer to find out whether the tree is subject to a Tree Preservation Order (TPO) and/or is in a conservation area. Find out more here: <https://www.westsussex.gov.uk/planning/tree-preservation-orders/>

Felling License

It is also important to be aware of the possibility of requiring a felling licence for tree removal although there are some exemptions - you can read more about this here: <https://www.gov.uk/government/publications/tree-felling-getting-permission>

Appointing a professional:

The Arboricultural Association has an approved contractor and consultant directory available. Please contact on 01242 522152 or visit their website: www.trees.org.uk/ARB-Approved-Contractor-Directory

An approved contractor will be able to provide quotes for the works required and advice on what traffic management will be needed while the work is carried out.

One Network:

This website <https://one.network/> enables you to search by road or area and see what road events are planned on a given date or time period. You can also register for a free

account and set up an alert for a section of road that you would like to be kept informed about.

Traffic Management & Road Closures:

If you need to close a road or install a temporary traffic regulation such as a lower speed limit to manage traffic while work is being carried out on a tree, you will need to apply for a Temporary Traffic Regulation Order Visit - www.westsussex.gov.uk/roads-and-travel/traffic-regulation-orders/about-tros/apply-for-a-temporary-road-closure/

If you need to use other forms of traffic management such as traffic lights, please apply for road space. Visit- www.westsussex.gov.uk/roads-and-travel/highway-licences/apply-to-work-on-the-highway/

Please note: For the purposes of felling diseased roadside ash trees only, there will not be a charge for the Temporary Traffic Regulations Order (This is where the road needs to be completely closed with a diversion route put in place). This is the cost of the application itself (standard cost £432.70).

To ensure you are not charged, please ensure you state clearly on your application form within the works description that the works are for felling ash trees infected with Ash Dieback.

You will still need to pay for a traffic management company to provide their service (equipment, set up and management of any form of closure eg temporary traffic signals, lane closures etc). Your chosen contractor should be able to provide the traffic management service or recommend a separate traffic management company to use.

Tree works and public rights of way:

If works are required near to or on public rights of way, please contact the Public Rights of Way Team via PROW Reporting page - www.westsussex.gov.uk/land-waste-and-housing/public-paths-and-the-countryside/public-rights-of-way/report-a-problem-with-a-right-of-way/ at the earliest possible stage to discuss your proposals. These paths are public highways as much as public roads, and you have a duty to keep them open for safe and convenient use until such time as a formal closure is agreed with the County Council.

If path closures are required, you will need to apply for a temporary closure - www.westsussex.gov.uk/land-waste-and-housing/public-paths-and-the-countryside/public-rights-of-way/request-a-change-to-a-public-path/temporary-path-closures/

We will assess each application on its merits and expect applicants to minimise any closure period - it may be possible that paths can be kept open by adopting a different work practice. It would be helpful to supply a copy of your felling plan and timetable. We will need to be satisfied on the standard of reinstatement, which is required to be no lesser a standard than existed prior to works.

Please note: For the purpose of felling diseased ash trees alongside a public right of way only, you will be eligible for a courtesy closure for up to 5 days free of charge. To be eligible, please clearly state on your application form within the works description that the works are for felling ash trees infected with Ash Dieback.

Tree Health Pilot Scheme:

On the 31st of August 2021, the Forestry Commission announced a new tree health pilot scheme. The pilot will run for three years until August 2024 with a rolling application, so there is no deadline for application submissions. Individual landowners and groups are eligible to apply, and if successful, you will receive a grant to help pay back some of the costs of carrying out ash dieback felling works and for replacing diseased trees. Please see the table for ash dieback below which has been copied from the website:

Type of grant	Payment rate for trees in woodlands	Payment rate for trees outside of woodlands
Road closure and traffic management	60% of the actual costs of partial or full road closure and traffic management	60% of the actual costs of partial or full road closure and traffic management
Facilitation time (leading the application)	£24 per hour (up to a maximum of £4,200 per month)	£24 per hour (up to a maximum of £4,200 per month)
European protected species surveys	80% of actual costs	80% of actual costs
Restocking and capital items	Up to £6,000 per ha for ancient woodland sites. Up to £4,720 per ha for other sites	£270.44 per large tree, £3.79 for feathers, £2.29 for whips
Maintenance (per year for 3 years)	£350 per ha	Up to £189 per large tree or £0.14 per feather or whip

If you are interested in taking part, you will need to fill in an expression of interest form and submit to the Forestry Commission. Further details and a link to the expression of interest form can be found on the website www.gov.uk/guidance/tree-health-pilot-scheme

For most landowners, the first step will be to contact a tree surgeon. They will be able to provide quotes for the work required and advice on what traffic management will be needed while the work is carried out. The [Arboricultural Association](#) has an approved contractor and consultant directory which we include links to on each information letter we send out.

Check the standing advice for [protected species](#) before any work starts.

Information for woodland owners

If you own woodland which contains ash you should be aware of the following:

- It is recommended that you create or update a management plan to take account of the current or likely future impacts of ash dieback. [Countryside](#)

Stewardship grants are available for new management plans on woodland areas over 3ha.

- Markets for lower grade timber are available which may help reduce the cost of felling.
- Grants are available under **Countryside Stewardship** which can contribute towards the cost of restocking and ongoing management. Parish councils are also eligible to apply for Countryside Stewardship.

Specific guidance on managing woodland containing ash is available in **Forestry Commission Operations Note 46**. Comprehensive guidance is available on the [Managing ash dieback in England](#) webpage.

To find out about Forestry Commission grants, tree felling licences, regulations and managing private woods and forests, visit [GOV.UK](#) or contact your [local area office](#).

Tree works and traffic management

If you need to manage traffic while work is being carried out on a tree, you will need to [apply for a Temporary Traffic Regulation Order](#).

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Public Rights of Way (PRoWs)

If you have Public Rights of Way on your land, you should be aware of the following:

- Trees alongside the route are the landowner's responsibility.
- Works should be carried out in a way that allows use of PRoW where possible.
- If the work you are planning will endanger people using the PRoW then you will need to [apply for a Temporary Closure Order](#).
- To enable landowners to take action fees for a 5 day closure may be waived, however fees will apply for longer closures, please check the website for current rates.
- Applications for closures will need to meet the legal test that there is a risk to the safety of users.
- You will need to provide details of your planned works and how you will prioritise trees that might impact any PRoW i.e. to minimise closures and inconvenience to users.
- Any damage caused to the surface of the path through the delivery of the works will need to be repaired and applicants will be required to reinstate to no lesser a standard than that at the time of the application.

Tree Preservation Orders (TPOs), trees in conservation areas and felling licences

To check whether the tree requiring work is subject to a TPO, or in a conservation area, contact the tree officer at your relevant [district or borough council](#) before starting any work.

Under the Forestry Act 1967 as amended, a licence is required to fell most trees. Details of how to apply for a licence, and any exemptions which may apply, are outlined in the [Tree felling - getting permission](#) document, available on GOV.UK.

See our Useful Links section to find where further information is available online.

Impacts of ash dieback

We have prepared a detailed risk register for the project. Here we summarise some of these risks, which may help others to consider the impacts on their own organisation. We will seek to mitigate losses where possible during the recovery phase.

Introducing Decision Factors

We have developed our tree plan to support an educational approach which provides a set of decision factors to enable users to consider the opportunity to mitigate losses and offset the impacts of ash dieback.

This will support the recovery plan and any direct action we take by encouraging positive choices in all our activities.

This approach is intended to support individuals to make decisions based on considering the risks and opportunities of their actions. The Ash Dieback Project is a useful scenario to test the approach and develop it for long term use.



Figure 9: Decision Factors

Decision Factor	Details
Available Resources	All decisions are subject to allocation of available resources, whether internal or external. This may include collaborative relationships, grant applications, or sponsorships as well as direct resources such as release of funds or staff time.
Safety	Prioritise the safety of members of the public, residents on our estate, our staff, and all workers contracted to work on or near our trees. Safety is central to all decisions and will take priority where risk levels are high.
Biodiversity	As long as the tree is safe, we will prioritise its value to wildlife and the services it provides within the ecosystem to

	support our response to climate change, biodiversity loss, and loss of pollinators.
Green Infrastructure	Trees provide a range of services which support our daily lives including contributions to air quality, slowing the movement of water in the landscape, cooling the environment, providing shade, and much more. Consideration will be given to the value of trees where the safety priority is met.
Amenity and Character	The lush green character of West Sussex is shaped by the trees in our landscape and this aspect will be considered in our decision-making where the safety priority is met.

The key risks identified include: landscape and biodiversity; local landowners, land managers, and homeowners; and local utilities and infrastructure organisations.

Landscape and biodiversity

We recognise that the loss of so many trees of a single species will have a detrimental effect on the wildlife species which depend on ash. We will endeavour to ensure that any replacement planting carried out, or alternative mitigation measures, will consider providing for those species as far as resources allow. Implementation of our tree plan will incorporate supporting the recovery, which may include alternative planting methods, natural regeneration as well as direct replanting where resources can be identified.

We will investigate opportunities to collaborate and explore relationship to develop alternative schemes where direct replanting is not practical and seek to entwine our approach within the sustainability and environment strategy.

Areas we will focus on include:

- Air quality
- Flood management
- Noise and visual impact
- Habitat conservation and development
- Carbon
- Pollinators

Consider the potential impacts upon your organisation and the services that you deliver.

Local landowners, land managers and homeowners

We also recognise that the people living and working alongside our own sites will be managing the impacts of ash dieback too. Where possible we will aim to work together to:

- Maximise the opportunity when road closures will be necessary
- Provide information to enable our neighbours to take action
- Develop joint mitigation plans where feasible
- Ensure neighbours are kept informed when our project will impact on them
- Respond to enquiries effectively to ensure trees that present a risk are addressed

Local utilities and infrastructure organisations

We are working with our colleagues in other organisations, including District and Borough Councils across the county. There are many crossovers with roads, rail, rivers, canals, wildlife sites, parks and other properties. To manage these effectively we will:

- Ensure we use a consistent approach to managing our own activities for clarity
- Develop our relationships to ensure we have the correct contacts for each organisation
- Inform them when trees are identified as being under their responsibility
- Respond promptly when we receive notifications from others
- Monitor progress on referrals to us, and referrals from us
- Use these developments to continuously improve our methods.

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Potential impacts of ash dieback on West Sussex County Council

Our comprehensive risk register approach has identified potential impacts on our own organisation. The key impacts are summarised here, and our approach has been developed to respond to these risks and manage them effectively.

Health and Safety Impacts

- Potential for death or injury as a result of ADB related accidents
- Increased health and safety issues due to declining ash trees on roads, county parks, housing estates, schools, cycleways and public rights of way
- Risks to statutory functions or service delivery such as retaining safe schools, public open spaces or highways
- Risks to staff and user community from trees on adjacent land falling into our estate
- Risks from falling ash to our own properties and infrastructure

Economic impacts

- Increased liabilities in cases of death or injury as a result of ADB related incidents
- We have appointed a Project Manager, Support officers and Arboriculturists to provide additional resource
- Increasing prices as a result of economy and interest rates.
- Increased expenditure from direct and indirect costs as a result of ADB
- Increased direct/indirect costs due to increased flood risk due to the loss of water retaining ash trees
- Costs of replanting needed to retain ecosystem services provided by ash e.g., flood reduction, urban shading, carbon storage and habitat for biodiversity
- Increased liabilities as a result of risks to adjacent land and 'third party' property from our trees falling/dropping branches reputational damage
- Potential for disruption as a result of ADB management e.g., widespread road closures to deal with potentially dangerous trees
- Political and reputational risks as a result of negative press over ADB management and public pressure and/or anxiety
- Potentially strained relationships with landowners and managers as ADB spreads and increased costs fall on the private owners

Environmental Impacts

- Landscape changes with impacts on tourism and recreational opportunities
- Losses to ecosystem services such as reductions in air quality, potential for increased flooding, biodiversity losses, increases in noise levels adjacent to roads, losses of visual screens
- Risks to protected species/sites through alteration of habitat structure, stability and composition
- Losses of carbon storage and sequestration

The risks related to ash dieback are regularly reviewed and discussed at senior levels within the organisation. The Working Group has been structured to provide an escalation process, so that as the project progresses issues can be raised when needed. This provides certainty that we will be held accountable for our actions, that our key decision makers are kept fully informed and that the pathways for the future recovery phase are being created.

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Communication Strategy

We have carried out an analysis of key stakeholders and identified key internal reporting requirements. External communications include informing the public about the disease and notifying tree owners of their responsibilities. We will endeavour to collaborate where relationships will support our objectives. All other enquiries will be on a response basis.

The diagram below sets out the main communications groupings, which has informed the development of our reporting framework for the Ash Dieback Working Group.

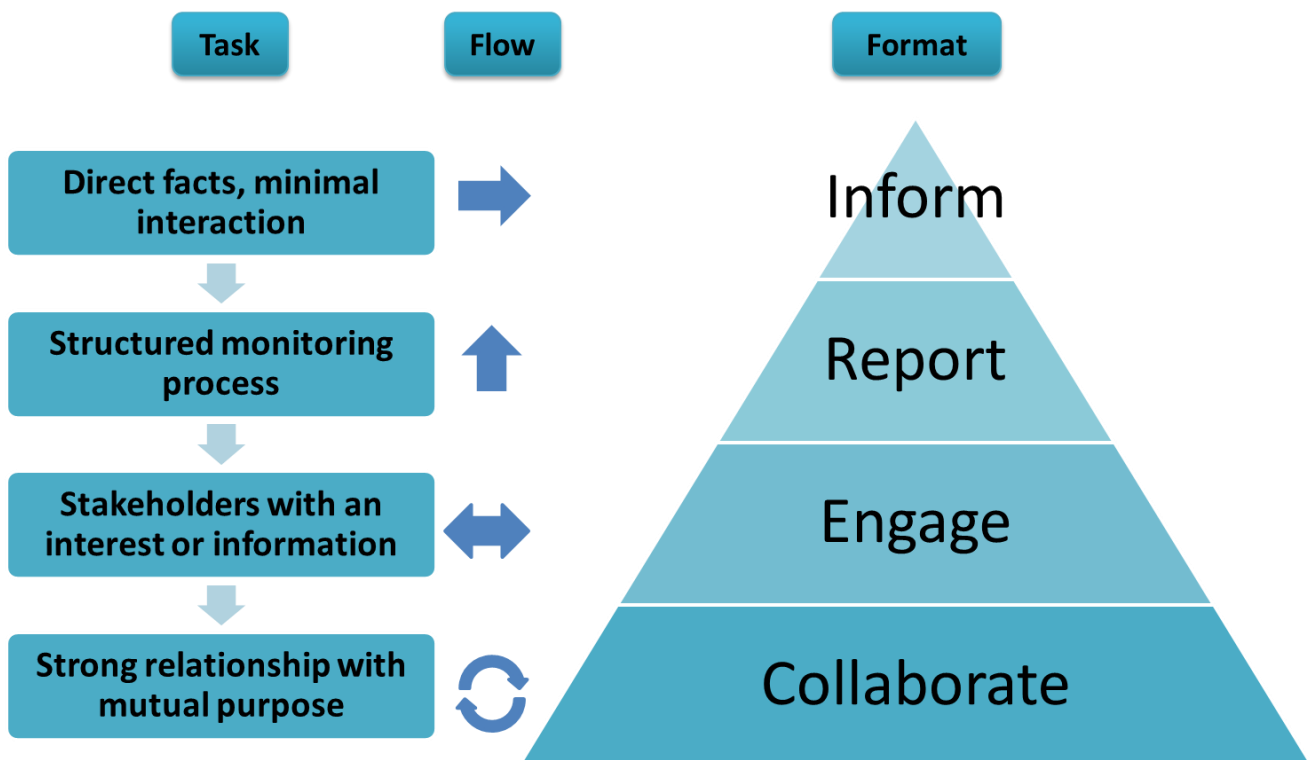
Where communication is required with tree owners, we seek to engage to ensure works are completed.

Where deeper collaborations will enable a significant improvement to our recovery objectives, we will work to develop those relationships and build on these for the long term. Many such relationships do already exist, and we aim to keep developing our approach for the benefit of all stakeholders.

As the project progresses, we will update our records and manage these through the Working Group to ensure a consistent approach.

All key staff for the project have been included in the Working Group, either as regular attendees, through the circulation process or as consultees where professional advice is required. Tasks arising will be logged and monitored through the Task Manager process with updates included in the quarterly action log and outcomes recorded as required.

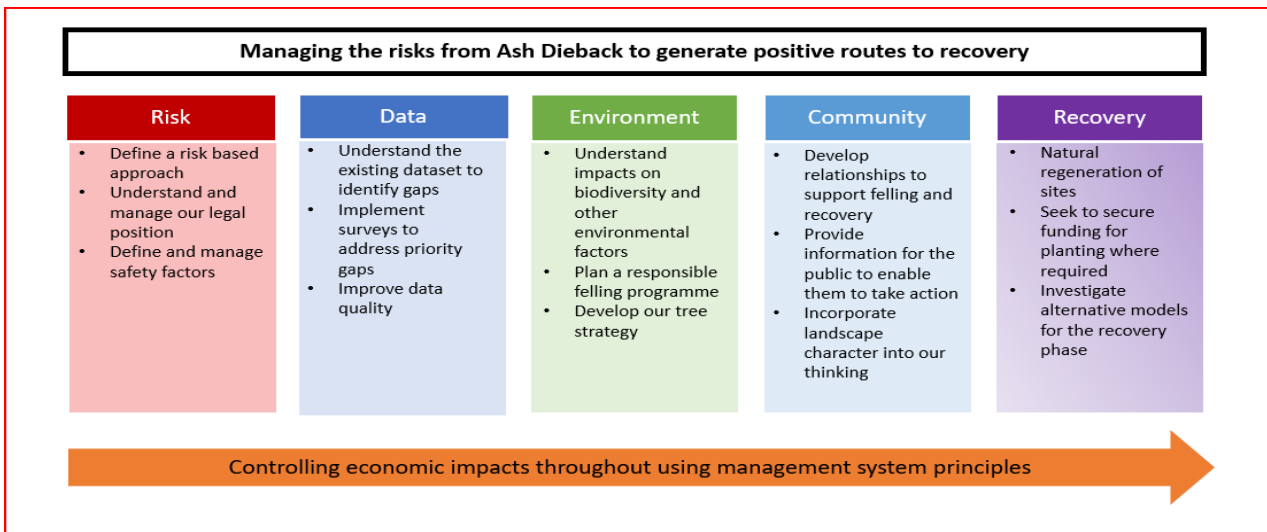
Figure 10: Main communications groupings



The Action Plan

A high-level summary of the Action Plan is shown in **Figure 11**. The day-to-day activity will be managed through the ADB project team with an annual review of this document. Progress will be monitored on a monthly basis by the group, with daily management by the Project Manager and project team.

The objectives set will be part of the annual review to ensure that they remain relevant and achievable, and our approach has been embedded in the Tree Plan to enable the development of our recovery process to achieve the objectives set.



Further details about the objectives are provided in the tables below.
Figure 11: High-level summary of the Action Plan

Risk

Objective	Details
Define a risk-based approach	<ul style="list-style-type: none"> • Understand the risk levels both internally and externally, using a PESTLE* model. • Work with the Corporate Risk Management process to manage internal risks. • Record all risks in an ADB Project Risk Register. • Develop an Ash Dieback Working Group (ADBWG) to manage the project effectively.
Understand and manage our legal position	<ul style="list-style-type: none"> • Prepare a register of key legislation which is relevant to the project and our stakeholders. • Assemble a Legal Advisory Team to support the ADBWG throughout the project. • Develop standard processes and templates where feasible. • Develop a response mechanism to support cases where land ownership is unclear. • Understand liabilities relating to ADB and use the systems we develop to manage them.
Define and manage safety factors	<ul style="list-style-type: none"> • Use Risk and Legislation registers to define our safety responsibilities to the public, staff, and contractors working on the project. • Develop ADB guidance for the public to ensure they can understand their responsibilities. • Inform staff and our leaseholders of ADB and provide guidance to enable their response. •

* Political, Economic, Social, Technological, Legal and Environmental factors.

Environment

Objective	Details
Understand impacts on biodiversity and other environmental factors	<ul style="list-style-type: none"> • Consider impacts relating to ecosystem health and habitats. • Consider impacts relating to climate change, air quality, flood resilience, and related strategies. • Evaluate opportunities for recovery phase to support a positive outcome.
Plan a responsible felling programme	<ul style="list-style-type: none"> • Through the ADBWG manage the risks identified in the risk and legal registers. • Through the ADBWG ensure we fully evaluate and where feasible identify resources to embrace opportunities to enhance biodiversity. • As a minimum standard ensure we mitigate losses.
Implement our tree plan	<ul style="list-style-type: none"> • Use learning arising from the ADB project to inform implementation of our tree plan. • Develop approaches to move to a strategic approach to managing our trees. • Recognise trees as assets. • Create a strategy which enables collaborative approaches across departments and with external stakeholders.

Data

Objective	Details
Understand the existing dataset to identify gaps	<ul style="list-style-type: none"> • Identify available data sources. • Evaluate quality of data held in those sources. • Determine where gaps exist
Implement surveys to address priority gaps	<ul style="list-style-type: none"> • Use risk register to determine priority areas. • Design survey methods where data is not available. • Design analysis methods for data collected in surveys. • Use learning points to develop methods for the long term.
Improve data quality	<ul style="list-style-type: none"> • Understand how data is collected. • Evaluate opportunities and areas for improvement. • Work with primary sources of data to enhance data entry, recording, and analysis or reporting methods. • Develop reporting methods for the ADBWG.

Community

Objective	Details
Develop relationships to support felling and recovery	<ul style="list-style-type: none"> • Identify stakeholders and carry out a RACI* analysis. • Ensure all key internal stakeholders are involved in the ADBWG. • Design a reporting and communication framework to support development of relationships. • Work with external stakeholders to align approaches where feasible.
Provide information for the public to enable them to take action	<ul style="list-style-type: none"> • Develop articles for the general public to inform about ADB. • Develop our web page to provide links to advice and guidance. • Develop our Action Plan to ensure the public is aware of the work we are doing. • Engage with neighbours when works are planned where they have ash trees
Incorporate landscape character into our thinking	<ul style="list-style-type: none"> • Include landscape character aspects in our assessment. • Consider heritage aspects in our risk assessment and legislation review. • Ensure contractors are instructed to incorporate identified risks into their works planning. • Ensure landscape character is a factor in our recovery planning.

* Responsible, accountable, consulted and informed

Recovery

Objective	Details
Monitor and measure natural regeneration of a broad range of sites over the county	<ul style="list-style-type: none"> • Report on measurables including retained trees, diversity increase in ground level vegetation, habitat and ecosystem stability. • Report on carbon usage required to replant against natural regeneration of established root structures and existing seedbank of areas cleared. • Commission specialist consultancy organisation to undertake initial and multiyear surveys, annual and final reports.
Explore opportunities for improving success rates of natural regeneration	<ul style="list-style-type: none"> • Determine where sites may be improved using alternative methods during survey and felling activities. • Consider whether offset options are required and where they are feasible. • Identify resources for all proposals, which may include alternative funding sources.
Investigate alternative models for the recovery phase	<ul style="list-style-type: none"> • Design a brief to monitor sites left to naturally regenerate. • . • Research alternatives in use in other similar settings • Research funding opportunities for diverse • Build all models identified into the tree plan for a long-term embedded recovery.

Useful Links

Below are all the links referred to in this document. If you are reading a pdf copy you can click on the blue type for a hyperlink to the webpage. We have provided the address of the page for those reading a print or disabled copy.

WSCC ash dieback - our web page

<https://www.westsussex.gov.uk/land-waste-and-housing/public-paths-and-the-countryside/ash-dieback/>

WSCC Tree Plan – our web page

[West Sussex Tree Plan - West Sussex County Council](#)

Apply for a temporary road closure – How and when to apply for a temporary traffic regulation order

<https://www.westsussex.gov.uk/roads-and-travel/traffic-regulation-orders/about-tros/apply-for-a-temporary-road-closure/>

Arboricultural Association – directories of registered consultants and approved contractors

<https://www.trees.org.uk/Find-a-professional>

Arboricultural Association – guidance for tree owners, tree contractors and consultants

<https://www.trees.org.uk/Trees.org.uk/media/Trees.org.uk/Documents/eBooks/AshDieback-GuidanceNote-web.pdf>

Ash dieback toolkit – prepared by The Tree Council on behalf of DEFRA and Fera

<https://www.treecouncil.org.uk/Press-News/Tree-Council-launches-national-plan-to-tackle-threat-to-millions-of-Britains-trees-facing-ash-dieback-disease>

District and borough councils – tree officer contacts

<https://www.westsussex.gov.uk/about-the-council/your-other-local-councils/district-and-borough-councils/>

Countryside stewardship – information on available grants

<https://www.gov.uk/government/collections/countryside-stewardship-get-paid-for-environmental-land-management>

[Forestry Commission](#) – information on grants, tree felling licences, regulations and managing private woods and forests

<https://www.gov.uk/government/organisations/forestry-commission>

[Forestry Commission Area Offices](#) – Local Office contacts for Forestry Commission

<https://www.gov.uk/government/organisations/forestry-commission/about/access-and-opening>

[Forestry Commission Operations Note 46](#) – Managing ash in woodlands in light of ash dieback: operations note 46

<https://www.gov.uk/government/publications/managing-ash-in-woodlands-in-light-of-ash-dieback-operations-note-46>

[Forestry Commission Operations Note 046a](#) – Guidance on the management of individual ash trees

<https://www.gov.uk/government/publications/managing-ash-trees-affected-by-ash-dieback-operations-note-46a>

[Forest Research](#) – identification of ADB, reporting etc.

<https://www.forestresearch.gov.uk/tools-and-resources/pest-and-disease-resources/ash-dieback-hymenoscyphus-fraxineus/>

[Highway trees](#) – reporting problems

<https://www.westsussex.gov.uk/roads-and-travel/maintaining-roads-verges-and-pavements/road-and-roadside/tree-and-hedge-maintenance/#report-problems-with-trees>

[Managing ash dieback in England](#)

<https://www.gov.uk/guidance/managing-ash-dieback-in-england>

[National Tree Safety Group](#) – guidance on trees and public safety

<http://ntsgroup.org.uk/guidance-publications/>

[Protected species](#) – government advice on protected species

<https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications>

Royal Forestry Society Research Reports – Case studies on managing ash dieback

<https://www.rfs.org.uk/about/publications/rfs-research-reports/>

Temporary Path Closure – How to apply to close a Public Right of Way to allow for works to be carried out safely.

<https://www.westsussex.gov.uk/land-waste-and-housing/public-paths-and-the-countryside/public-rights-of-way/request-a-change-to-a-public-path/temporary-path-closures/#overview>

Tree felling licence – Guidance for when you need to apply

<https://www.gov.uk/guidance/tree-felling-licence-when-you-need-to-apply>

Tree health resilience strategy – the government's approach to protecting England's trees from pest and disease threats

<https://www.gov.uk/government/publications/tree-health-resilience-strategy-2018>

Tree pests and diseases – Identify, report, prevent and minimise the introduction, spread and impacts of tree pests and diseases in the UK

<https://www.gov.uk/government/collections/tree-pests-and-diseases>

Tree species selection for green infrastructure – A guide for specifiers

<https://www.tdaq.org.uk/tree-species-selection-for-green-infrastructure.html>

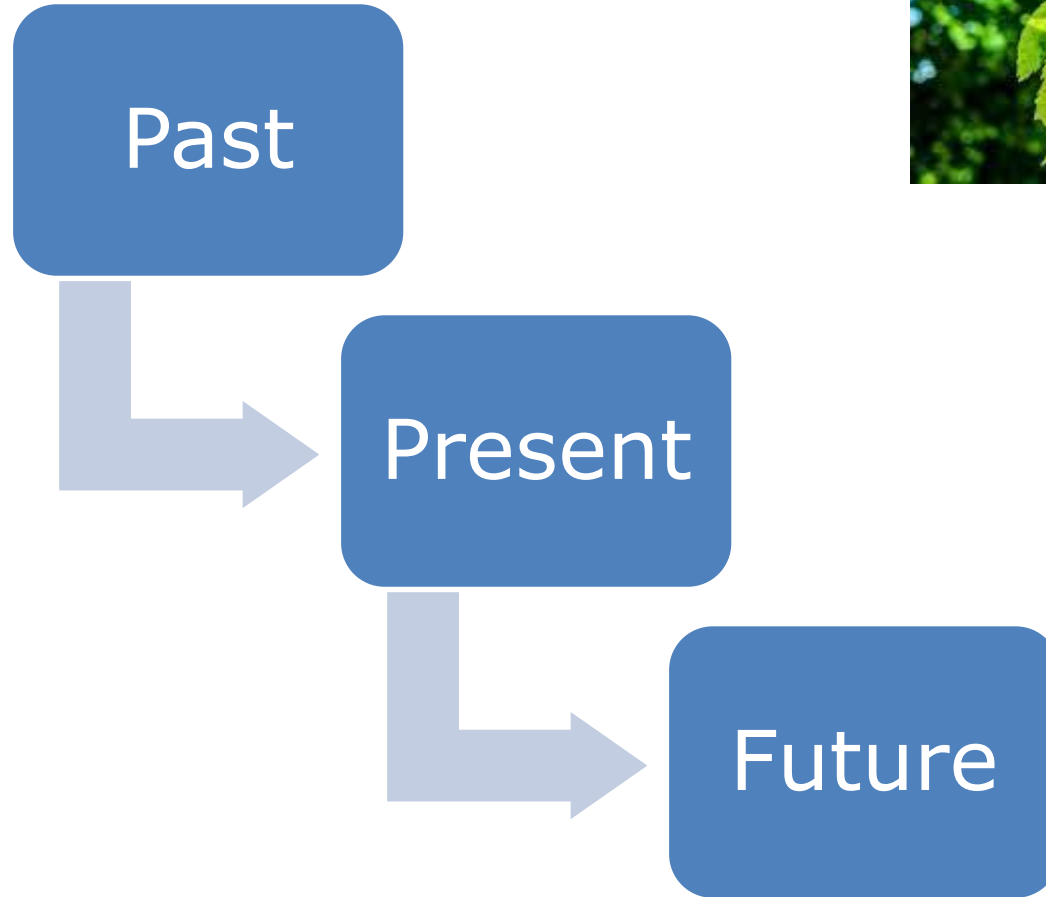
Appendix 1

ADB Appendix 1 - 2022-2023 Felling season

	Sites	Trees
Highways	344	4000
Public Rights Of Way	N/A	>50
Countryside Sites (Fairmile Bottom, Downslink, Forest & Worth Way)	3	200
Corporate Estate	114	9

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Ash Die Back:



What is Ash Die Back



0% Dieback - Healthy Crown



25% Dieback



50% Dieback



75% Dieback

- The pathogen causes leaf loss, crown dieback and blocks water transport systems within the tree.
- The nature of the infection results in tissue death and branch failure, which in turn, often causes health and safety implications.

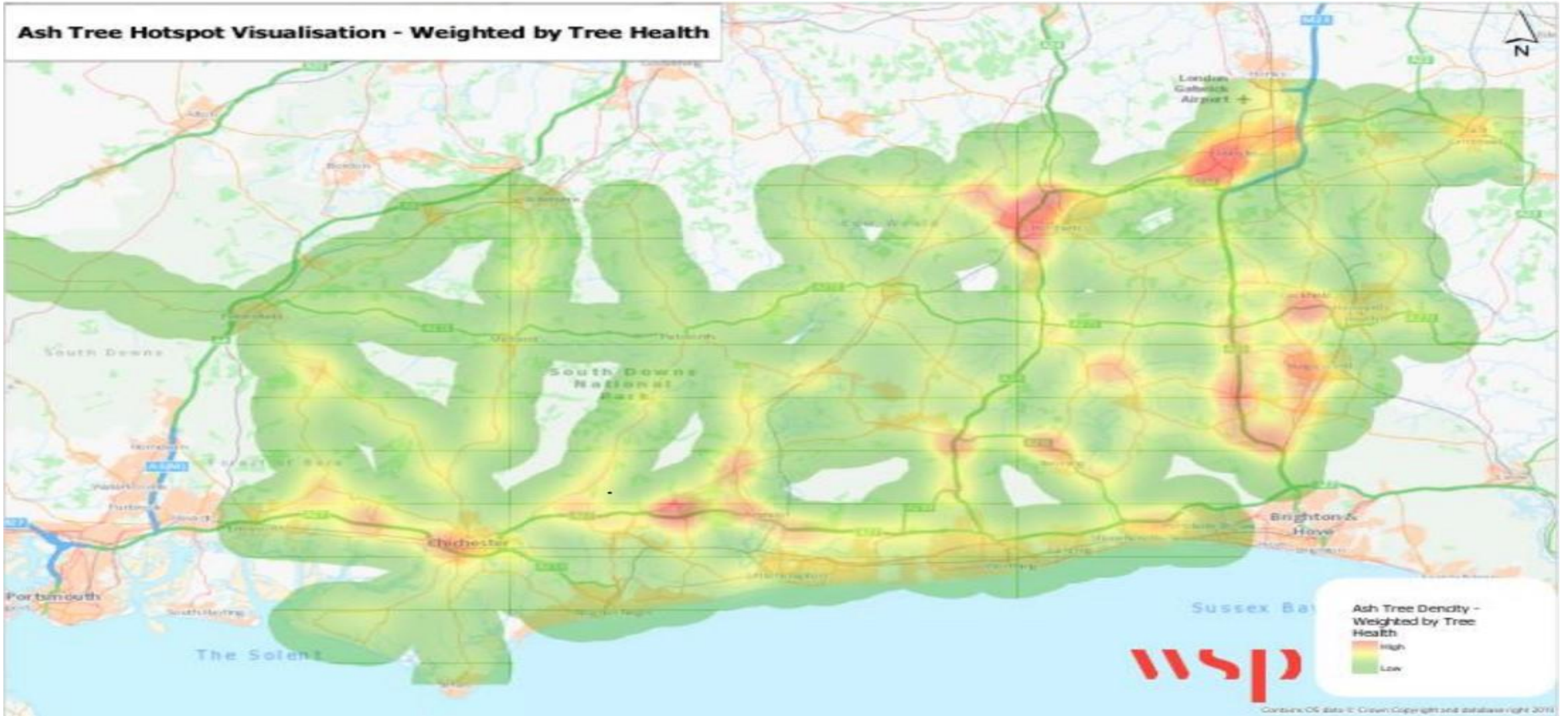
Risk of ADB in West Sussex

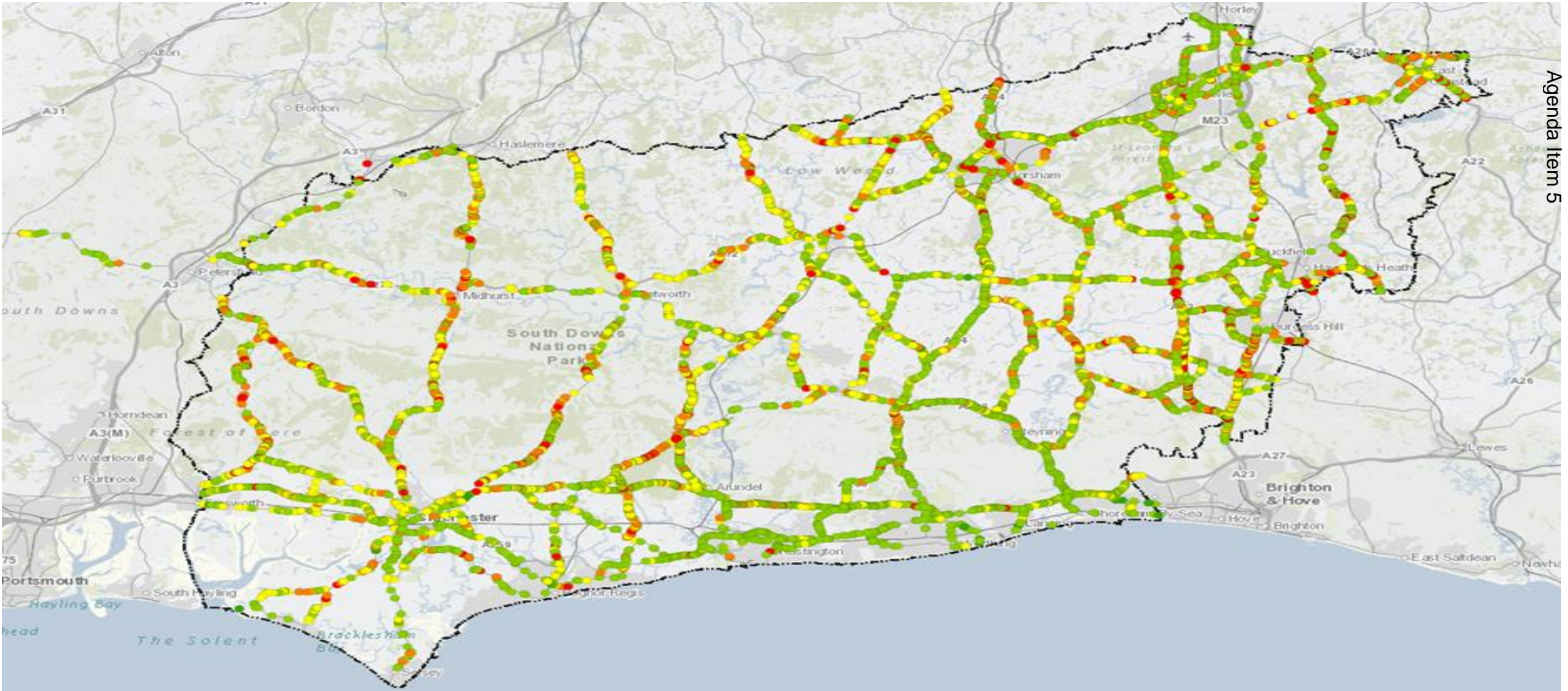


Understanding the impact

- Surveys undertaken on A and B and rural C network.
- Tree health assessed in line with Tree Council guidance
- Health assessed as 0-25% - 25 to 50% - 50 to 75% - 75% to 100% canopy cover
- Trees identified and geo-referenced for precise location
- Report provided indicating locations and level of die back at each
- In the region of 30,000 trees identified as being a risk to the highway
- Works delivered based on priority

Ash Tree Hotspot Visualisation - Weighted by Tree Health





Highway Mass Felling



- Euroforest delivering the works
- Approximately 5000 trees removed last year.
- £1.5 million of works delivered
- Contractor returned £65,000 due to value of arisings.
- Works completed with minimum disruption on the network.
- Works undertaken on A24, A272, A285 and A286.

Collaboration / Co-operation

- In the region of 250 individual letters sent to responsible landowners to request action is taken to mitigate risk.
- They are a combination of information, legal warnings and legal notices.
- 81 at risk trees on private land have been removed as a result of this work.
- Working with significant landowners such as Leconfield Estate, West Dean Estate and Norfolk Estate.
- Proactive communications at the planning stage.
- Contract accessible to third parties to ensure collaboration where possible.

Corporate Estate/Countryside/PROW

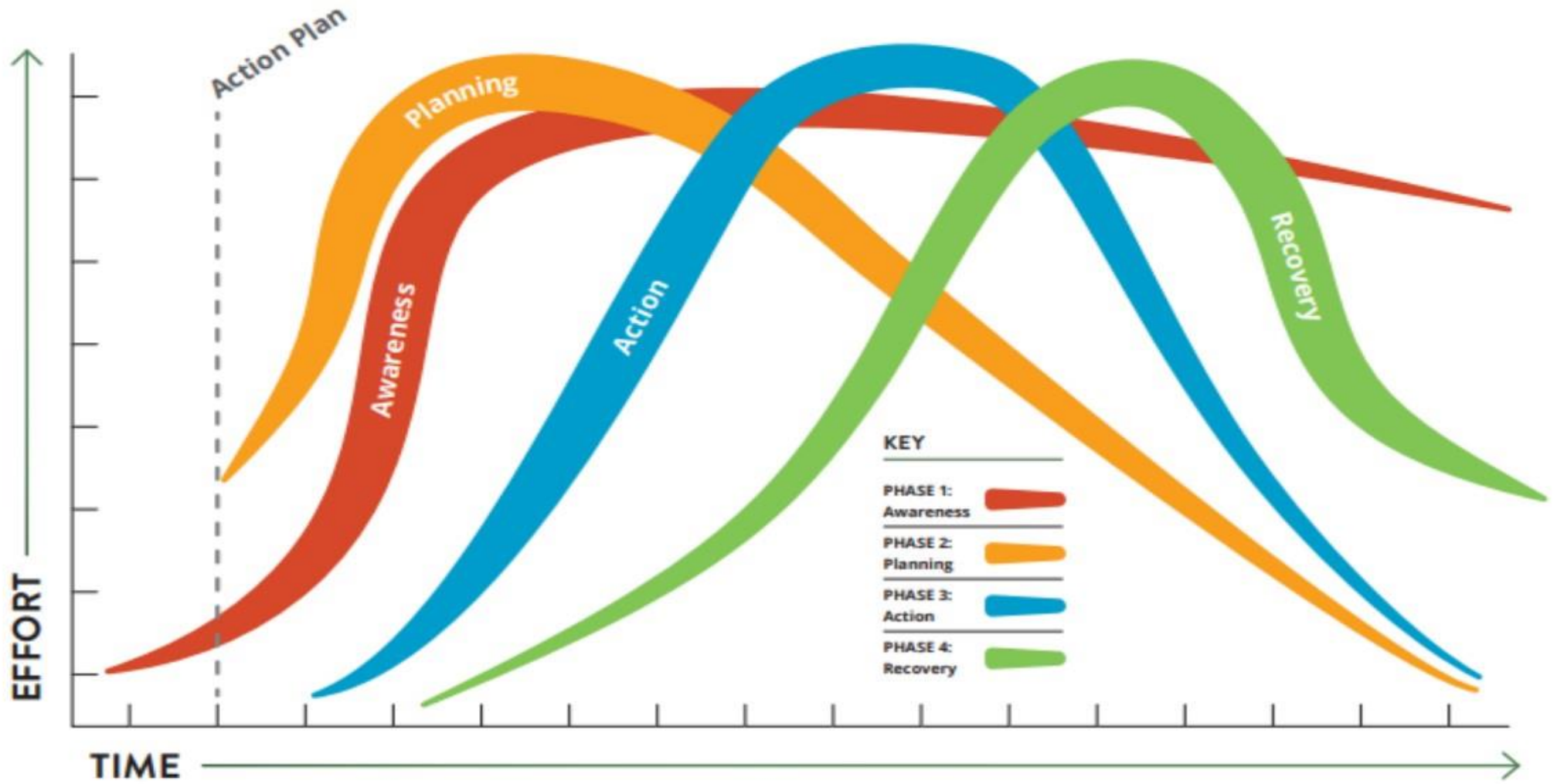
- Schools were notified initially in 2019 and have had a several reminders since.
- Many schools took action as soon as they were made aware and were offered the opportunity to enter into a tree SLA.
- ADB team to establish better, more accurate details of which school has completed the works so that we can close gaps.
- 231 corporate estate sites have been surveyed resulting in works on 9 trees.
- 7 countryside sites surveyed with removal works completed in 2022 and will continue into 2023/24.

Alignment with the plan:

- Ash Die Action Back working group in place to review progress and ensure the Action Plan is up to date.
- Formulated a risk-based approach.
- We have captured data using real world surveys of A, B and rural C roads.
- Felling programme in place to mitigate risk to people/buildings
- Will introduce surveys at large sites to understand impact on biodiversity
- Use data to consider what recovery looks like in West Sussex.
- Explore funding options for large scale re-planting at future date



Stick to
the plan!



Recovery Phase



- Currently monitoring a number of sites where re-planting would not be possible to understand how it naturally regenerates.
- Exploring funding opportunities for replacement planting – Tree Health Pilot Scheme, Local Authority Tree Fund and via the felling contract.
- Considering the use of corporate land parcels to for compensatory planting.
- Retaining trees that indicate some resistance and monitoring (300 approx).

Natural regeneration – Beeching Way

March 2023



June 2023



Questions?

Report to Communities, Highways and Environment Scrutiny Committee

17th November 2023

The Safer West Sussex Partnership Executive Board Strategic Intelligence Assessment.

Report by Assistant Director (Communities)

Electoral divisions: All

Summary

The Safer West Sussex Partnership (SWSP) is the West Sussex executive Community Safety Partnership which aims to reduce crime and disorder, vulnerability, and inequality. The Strategic Intelligence Assessment (SIA) is critical in supporting these aims as it seeks to provide the SWSP with an accurate picture of current threats, harms, and emerging risk across West Sussex using a range of verified data sources. This enables the partnership to jointly identify priority areas of risk, and then through the thematic sub-groups develop strategic responses to these.

The focus for scrutiny

Scrutinise the current approach to how the Safer West Sussex Partnership utilises the Strategic Intelligence Assessment and how it identifies its strategic priorities.

In particular, that the Committee:

- (1) Scrutinise the current partnership approach in utilising the Strategic Intelligence Assessment in identifying strategic priorities.

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

Proposal

1 Background and context

- 1.1 The Crime and Disorder Act 1998, places a statutory requirement on every local authority area to work together to: reduce reoffending, tackle crime and disorder, lower anti-social behaviour, tackle alcohol and substance misuse, and challenge any other behaviour which has a negative effect on the community including reducing serious violence. As West Sussex is a two-tier authority, this is achieved through the local Community Safety Partnerships (CSPs) in each district and borough area where priorities take into account local crime and disorder matters, and through the Safer West Sussex Partnership (SWSP) Executive which provides the focus and coordination of strategic county-wide priorities. This ensures that crime and disorder priorities and the views of residents are recognised at both a local and county-wide level.

- 1.2 SWSP is responsible for identifying how strategic crime and disorder can be effectively identified and responded to across West Sussex, complementing the priorities and work of local CSPs in each district and borough. The aim is to add value to the work already undertaken by individual agencies or localities and ensure funding opportunities are maximised to help maintain safety and wellbeing in local communities.

Relevant Legislation

- 1.3 The role of multi-agency partnership in preventing and reducing crime was developed in the 1980s but was not given a statutory basis until 1998. The Crime and Disorder Act 1998 imposed a duty on certain key public sector organisations (initially just councils and the police) to work together to make places safer, a requirement that has since been strengthened by subsequent legislation. The Act created Crime and Disorder Reduction Partnerships (CDRPs), one for each local government area, which brought together the police and local authority, and subsequently fire and rescue services, the police authority, health, and probation to formulate strategies for the reduction of crime.
- 1.4 The function of SWSP is therefore a statutory requirement under the Crime and Disorder Act 1998 which directs local authorities, the police, and key partners to reduce crime and disorder in their communities. Under this legislation the responsible authorities commonly referred to now as Community Safety Partnerships (CSPs), were required to carry out three-yearly audits and to implement crime reduction strategies.
- 1.5 The Police and Justice Act 2006 introduced scrutiny arrangements in the form of the Crime and Disorder Scrutiny Committee, as well as introducing a number of amendments to the 1998 Act including the addition of anti-social behaviour and substance misuse within the remit of the CSP strategies. Reducing reoffending was subsequently added by the Policing and Crime Act 2009.
- 1.6 The Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007 set out further revisions to the 1998 Act, the most notable of these was the introduction of statutory functions which CSPs must implement. These are the replacement of three yearly audits with an annual strategic intelligence assessment, a community safety agreement and public consultations.
- 1.7 The Police Reform and Social Responsibility Act 2011 introduced directly elected Police and Crime Commissioners (PCCs) to replace Police Authorities in England and Wales. There are five key relationships enshrined in the legislation in relation to CSPs and PCCs. Firstly, the PCC and CSP must have regard to each other's priorities within their plans to encourage joint working on mutual priorities, to ensure that the PCC priorities are tackled at the local level, and that CSP priorities are reflected and resourced. Secondly the PCC has a power of accountability over CSPs; they can call in representatives of CSPs in the force area to a meeting to discuss strategies to reduce crime; thirdly, they can request a written report from a CSP. PCCs can approve mergers between CSPs but cannot dictate mergers; and finally, PCCs can make grants to CSPs for the reduction of crime and disorder. In summary this legislation formalised the relationships and expectations between CSPs and PCCs, and a mutual duty for them to act in co-operation with each other in exercising their respective functions.

- 1.8 The requirement for CSPs to conduct Domestic Homicide Reviews (DHR) came into effect on 13 April 2011 as a result of the Domestic Violence, Crime and Victims Act (2004). In West Sussex it was agreed that these would be commissioned by SWSP on behalf of the local CSPs. The DHR process has been developed and enhanced since its introduction including the implementation of updated statutory guidance in 2016 from the Home Office.

Statutory Duties of CSPs

- 1.9 The Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007 introduced three new requirements to the functioning of CSPs. These are consulting with the public on community safety issues, preparing an annual strategic intelligence assessment, and production of a community safety agreement. All three of these requirements are linked and complimentary.

Public Consultation

- 1.10 Each CSP has a statutory duty to consult with the public on community safety issues. West Sussex SWSP has very recently completed the 2023 survey which was co-designed and delivered in partnership with local district and borough CSP's. This was to maximise the local networks and means of engaging residents using both countywide and local area channels. Positively this survey has been completed by over 1300 residents and this number is considered a positive level of engagement. This will contribute greatly to analysis and understanding of what community safety issues are impacting people locally.
- 1.11 It is acknowledged that an online survey is not the best model to engage children and young people and gain their voice. Therefore, in early 2024 the SWSP has planned a community safety consultation with all the secondary schools in West Sussex. The intention is to work with as many schools and children as possible across the county to achieve a strong 'baseline' understanding of the community safety issues effecting children and young people in the county.

Strategic Intelligence Assessment (SIA)

- 1.12 The SIA is a statutory requirement for all CSP's and provides the SWSP Executive with an accurate picture of current threats, harms and emerging risks using a range of verified data sources. This includes local and national crime data as well as information from a range of sources including Police, Children's Services, Adults Services, Education, Health, and the public consultations.
- 1.13 The SIA is developed and created by the partnership analyst. This is a role which is funded by local CSP's, WSCC and Sussex Police. The analyst produces the intelligence assessment on behalf of all CSPs in West Sussex.
- 1.14 The SIA analyses national issues and uses local data to provide an understanding of how these impact locally in West Sussex. For example, the prevalence and impact of county lines, or understanding knife crime issues. The analysis of the data serves to project emerging risk, threat and harm and identifies the long-term strategic priorities a focus on those that are complex, have impact across communities countywide, and requires multi-agency resources to challenge.

County Community Safety Agreement (CCSA)

- 1.15 The CCSA is a county-wide commitment setting out the ways the responsible authorities in the county will work collectively to respond to the identified priorities. The CCSA meets the statutory duty under Section 17 of the Crime and Disorder Act 1998 (as amended by the Police and Justice Act 2006) in which responsible authorities are required to consider crime and disorder in the delivery of all their duties.
- 1.16 The SWSP County Community Safety Agreement 2021-2025 outlines the strategic priorities of the partnership which are informed by national crime and disorder priorities, and through the strategic intelligence assessment. The current strategic priorities are:
- Violence & Exploitation
 - Social Inequality & Hate Crime
 - Preventing Radicalisation & Violent Extremism
 - Domestic & Sexual Violence and Abuse
 - Substance Misuse
 - Digital Safety

West Sussex Partnership Structure and Governance

- 1.17 The SWSP Executive has links to a number of other strategic boards within the County Council including the Health and Wellbeing Board, the Children's Safeguarding Partnership, and the Safeguarding Adults Board. The relationship between these boards is formalised in a protocol, which sets out the governance arrangements, the roles and responsibilities of the boards, and how they will work collaboratively to promote the welfare of children and adults in West Sussex.
- 1.18 Each of the six district and borough local authorities have their own CSP meeting structure and relationship with the PCC. They each have their own priorities identified through both the SIA and through local issues and local demand. Scrutiny of these plans and priorities takes place via the local scrutiny arrangement of the district and borough.
- 1.19 To coordinate and deliver on the Partnership's strategic priorities, sub-groups have been formed each with a thematic focus and reporting into the Executive Board. The analysis of the SIA underpins the work these sub-groups are focused upon:
- 1.20 **The Partnership Tactical Tasking and Coordination Group (PTTCG)**
- This operational group meets monthly to identify specific areas of threat, harm, risk or vulnerability from performance assessments or emerging patterns of crimes or incidents. The group is co-chaired by Sussex Police and WSCC. This allows partners to be responsive to emerging risks and oversees the coordinated response to them.

1.20 **Domestic and Sexual Violence and Abuse Steering Group**

- 1.21 The West Sussex Domestic and Sexual Violence and Abuse Steering Group (DSVASG) is a collaboration of statutory and third sector partners and services, working in partnership with the common objective of reducing domestic and sexual violence and providing accessible services to support survivors and their families.

Violence and Exploitation Reduction Partnership

- 1.22 The Violence and Exploitation Reduction Partnership's strategic role is to develop and coordinate the work across the partnership within West Sussex in respect of exploitation and the response to reducing all forms of serious violence. This group reports into both the SWSP and Local Safeguarding Childrens Partnership. The focus includes children at risk of child criminal exploitation and child sexual exploitation; those vulnerable to Modern Day Slavery, and those who perpetrate serious harm to others. The Board was established from the merging of the West Sussex Violence Reduction Partnership (VRP), the Child Exploitation Sub-group and the Contextual Safeguarding Steering group in recognition of the overlap in priorities, vulnerabilities and risk factors. This strategic group therefore holds responsibility for delivering and having oversight locally of the VRP and the effective delivery of Home Office funding allocations.

Prevent Board

- 1.23 The West Sussex Prevent Board is a strategic forum established in response to the statutory duties introduced by the Counter Terrorism and Security Act 2015, and as a result of the risks identified in the County's Counter-Terrorism Local Profile. The Board provides leadership, direction and co-ordination of Prevent activity in West Sussex in order to reduce the likelihood of vulnerable people being drawn into terrorism and identify opportunities for joint working.

Combatting Drugs Partnership

- 1.24 The West Sussex Combatting Drugs Partnership is a multi-agency forum that provides a single setting for understanding and addressing the shared challenges related to local drug and alcohol related harms. It's creation and implementation has been in response to the Government's 10-year drug strategy, *From Harm to Hope* which mandated local authority areas to establish a local Combatting Drugs Partnership. The aims are to bring together action and oversight of the strategic priorities and commitments of the Government objectives of breaking drug supply chains, delivering a world class treatment and recovery system, and achieving a generational shift in the demand for drugs.

Digital Inclusion, Access and Safety Partnership Board

- 1.25 The problem of digital exclusion and enhancing digital safety is too great for any single organisation to solve alone. As such, the West Sussex Digital Inclusion, Access and Safety Partnership enables agencies to work collaboratively with local organisations to achieve these aims. The membership includes the County Council, voluntary sector organisations, District and Borough Councils, health services and businesses.

1.26 The partnership aims to:

- Deliver work that focuses on the priorities identified within the West Sussex Digital Inclusion, Access and Safety Strategy.
- Deliver work that focuses on agreed priorities from the Steering Group.
- Share best practice and experience.
- Identify issues from local delivery; working together to tackle these issues.
- Consider any national or local changes to practice that may affect service delivery.
- Identify issues that contribute to the Safer West Sussex Partnership work themes in the county and working together to tackle these issues.

Delivery against Priorities

1.27 There is a wide range of work being undertaken within the priority areas with examples set out below:

1.28 **Violence and Exploitation**

- During 2023 the processes and structure for assessing and understanding the risks to individual children and young people from exploitation has been reviewed. A new Multi-Agency Child Exploitation (MACE) framework has been developed and introduced from July 2023 and this has a stronger focus on contextual safeguarding and ensuring safeguarding plans accommodate the risks that take place outside of the home and in communities.
- The Violence Reduction Partnership (VRP) programme is overseen within the Violence and Exploitation Partnership and there are two main projects being delivered: The School Inclusion Project providing enhanced support for children in mainstream schools at risk of exclusion, and the Knife Intervention Project provides community-based interventions and co-ordinating support for children who are at risk of serious violence.

1.29 **Domestic and Sexual Violence and Abuse**

- The Domestic Abuse Act 2021 placed statutory duties on local authorities including the requirement to provide specific safe accommodation and support for victims of domestic abuse, including their children.
- There is continued high demand for Worth Services, the Domestic and Sexual Violence and Abuse (DSVA) service within Communities Directorate. It received a further 157 new referrals for victim-survivors across the service in the last quarter (July-Sept 23). The current case load is 223 victim-survivors allocated to the high-risk Independent Domestic Violence Advisor (IDVA) Service, and 182 victim-survivors remain open to both Adult and Young Person Independent Sexual Violence Advisors (ISVA) accessing our vital specialist support. There have been a further 20 Multi Agency Risk Assessment Conferences (MARAC) across West Sussex. This has involved 392 case discussions for 392 high-risk referred victim's (aged 16 or over), 348 linked child victims of domestic abuse and 392 alleged perpetrators causing harm.
- To challenge and tackle toxic masculinity and misogyny, a training product has been commissioned and designed for all staff working with young people to develop responses to this in various settings. This will help staff to address the issues through constructive discussions and provide confidence

and knowledge to do this. The intervention is particularly designed for those children who may not be in mainstream education and so may miss the universal offers available through PHSE.

- SWSP currently managing and overseeing seven domestic homicide reviews, and considering four active referrals, on behalf of the Safer West Sussex Partnership. These reviews are a statutory duty but more importantly allow us to ensure where relevant lessons are learnt to reduce the risk future deaths or serious harm.

1.30 **Prevent Board**

- The West Sussex Channel Panel operates within Home Office guidelines to identify, risk assess and mitigate vulnerabilities associated with radicalisation into violent extremism by providing relevant targeted support. Channel is a voluntary, confidential programme which safeguards people identified as vulnerable to being drawn into terrorism. Every person adopted into Channel receives a tailored support plan which may utilise local and/or national resources and continues to receive that support until the risk is reduced.
- The Counter Terrorism Local Profile (CTLP) is produced by Counter Terrorism Policing South East (CTPSE) to identify risk on an annual basis. It is shared with partner agencies and used to inform focus on mitigation of risk and so may lead to tailored training packages with specific themes or aimed at specific agencies.

1.31 **Combatting Drugs Partnership**

- The West Sussex CDP is commencing a joint local needs assessment which incorporates all relevant local data and intelligence and identifying gaps. From this will be overseeing the production an ongoing local drugs and alcohol strategy delivery plan with multi-agency sub-working groups. This will be based in local district and borough councils and so will be driven by local contexts and demand.

1.32 **Digital Safety**

- SWSP is committed to developing a cross-directorate digital access, inclusion and safety strategy that also has firm links across the wider statutory and voluntary sector partnership. The strategy and any associated framework will further improve and support our partnership work to reduce online harm as well as improving how digital safety is embedded within digital inclusion and access delivery.
- During this quarter 1,794 young people, residents and professionals have participated in digital safety focused training/engagement activities. Registration for the monthly Staying Safe Online E-Newsletter continues to increase with over 6800 people now receiving this. Through these activities and other communications channels such as social media, radio, press release, blogs, local magazines, it is estimated we have reached over 100,000 people with important online safety messages and information.
- To better utilise resources across the Safer West Sussex Partnership and provide a coordinated and responsive approach to local fraud data, a fraud working group will be formed. The group will utilise local and national data,

along with reference to strategies, policy and proposals, to form a unified multi-agency action plan that will deliver targeted fraud prevention activity across West Sussex. An example, being a focus on sextortion which is one of the highest recorded fraud types in West Sussex. Work with partners is underway to plan and deliver a prevention response, working in collaboration with young people to develop resources to engage effectively with their peer groups and the target victim demographic for this crime type.

1.33 **Hate Crime**

- The Hate Incident Support Service is commissioned jointly with the PCC and this offers a direct support response to victims of hate crime and incidents. This primarily includes face-to-face, telephone, and online psychological and practical help, including advocacy and safety advice. The service is available to both children and adults. The Hate Incident Support Service provides quarterly statistics, which inform us of the trends and patterns in West Sussex, the figures include incidents where the victim or witness has remained anonymous. Quarterly review meetings are held to interrogate both the quantitative and qualitative data, and helps the partnership to recognise community tensions, which may feed into other areas of work covered by the Safer West Sussex Partnership, for example Prevent and countering extremism, or liaising with police and fire and rescue teams, such as Resilience and Emergencies. The recognised areas of community tensions also help us to pre-empt future hate crime and incidents, meaning that we can target our response in partnership with local District and Borough's, such as engagement events with the public and assertive outreach in areas of risk.

2 Other options considered (and reasons for not proposing)

2.1 Not applicable as background report for information only

3 Consultation, engagement and advice

3.1 Not applicable as background report for information only

4 Finance

4.1 The effect of the proposal:

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

Not applicable as background report for information only.

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

Not applicable as background report for information only.

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

Not applicable as background report for information only.

5 Risk implications and mitigations

5.1 Not applicable as background report for information only.

6 Policy alignment and compliance

6.1 Not applicable as background report for information only.

Emily King

Assistant Director (Communities)

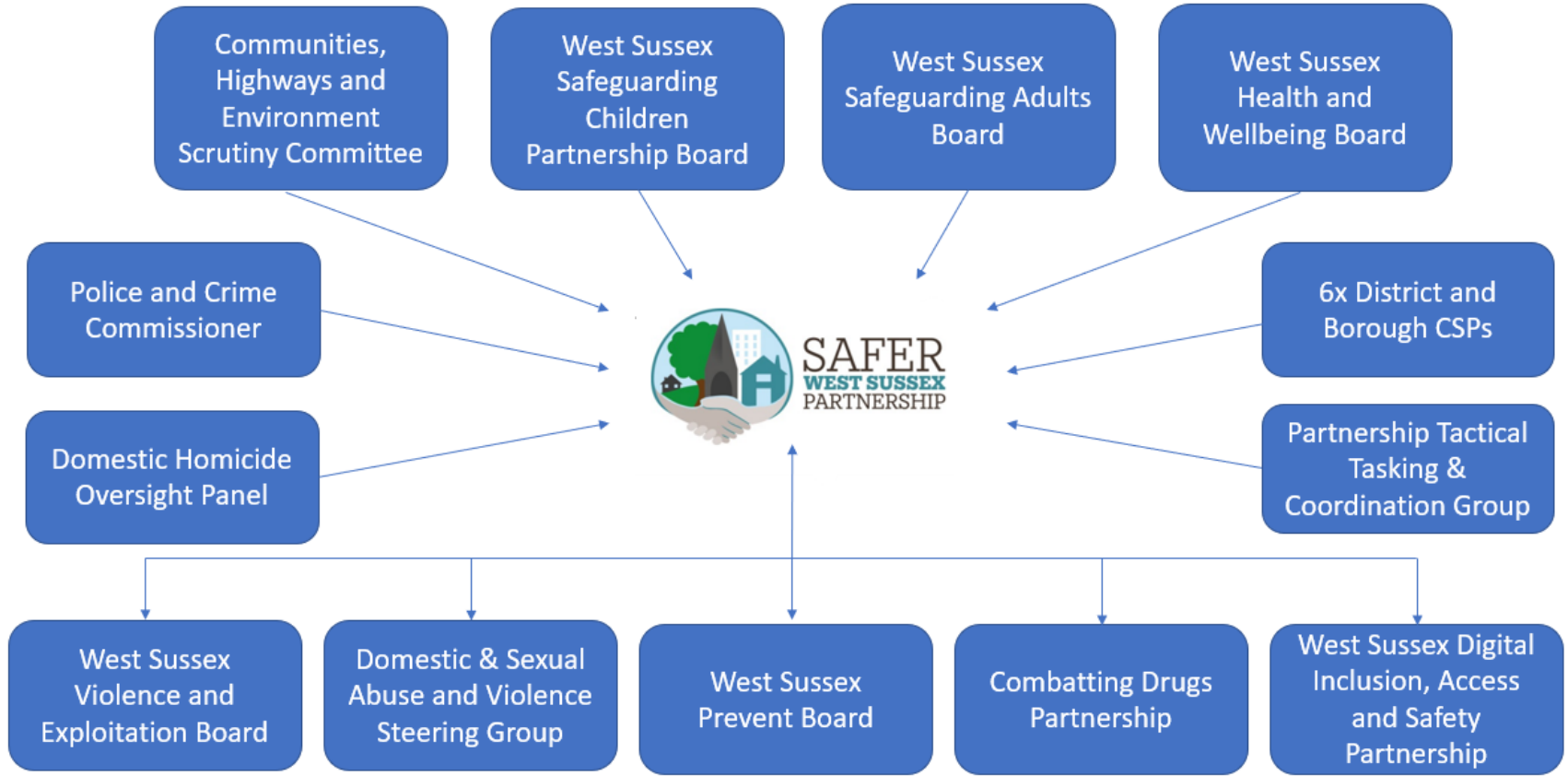
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Appendices

Appendix 1: SWSP Partnership Structure Chart

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Safer West Sussex Partnership Structure



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Communities, Highways and Environment Scrutiny Committee

17 November 2023

Council Plan, Medium-Term Financial Strategy and Preparations for 2024/25 Draft Budget

Report by Director of Law and Assurance

Summary

During November 2023 all scrutiny committees have the opportunity to review the budget proposals which support the Council Plan. This includes consideration of pressures faced by services and plans to manage those and to deliver a balanced budget. The proposals were endorsed for scrutiny and public consultation at the meeting of Cabinet on 17 October 2023.

The attached Cabinet report sets out proposals for the full budget to ensure each committee considers those relevant to its portfolio areas in a whole Council context. The relevant portfolio plans for contributing to the need to ensure a balanced budget are set out in the appendix to the attached report as are any proposed capital programme changes.

Scrutiny committee comments will be reported to the Cabinet for consideration alongside feedback from public consultation on the budget being carried out in the autumn. Final proposals will be settled in January for consideration by the Cabinet after scrutiny by Performance and Finance Scrutiny Committee.

Focus for Scrutiny

The Committee is asked to scrutinise the budget proposals in the context of the Council Plan commitments and service pressures relating to its areas of responsibility and within the context of the overall budget position of the County Council.

Key lines of enquiry for scrutiny include:

- (1) To consider and test out the information about service pressures and the plans to address them; whether these are realistic and achievable
- (2) To examine the savings proposals and understand what may be the impact on residents, communities and service users
- (3) To establish whether and which other options have been or could be considered to deliver a balanced budget
- (4) To establish how public consultation partner engagement will be carried out and how feedback will inform the further development of budget plans

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

Details

The attached report was agreed at Cabinet on 17 October 2023 and includes the following information:

- Priorities for the Council Plan and the financial position of the County Council over the next four years
- Proposals for the draft 2024/25 revenue budget and preparations for the updated Capital Programme ahead of County Council in February 2024
- Steps to be taken for public and partner engagement
- At Appendix A – details of known service spending pressures
- At Appendix B – balancing the budget (details of the proposals for reducing or realigning funding to council priorities and known pressures)

Tony Kershaw

Director of Law and Assurance

Contact Officer

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Contact for financial implications

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Appendices

Appendix A: Update on Council Plan, Medium-Term Financial Strategy and Preparations for 2024/25 Draft Budget

Appendix B: Service Pressures

Appendix C: Balancing the Budget

Appendix D: Current Approved Capital Programme 2034/24 to 2027/28

Appendix E: Household Waste Recycling Site Booking System - Briefing Note

Background papers

None

**Key decision: No
Unrestricted
Ref: N/A**

Report to Public Cabinet (updated for Scrutiny Consideration)

17 October 2023

Update on Council Plan, Medium-Term Financial Strategy and Preparations for 2024/25 Draft Budget

Report by Director of Finance and Support Services and Director of Law and Assurance

Electoral division(s): All

Summary

1. In July 2023, Cabinet received a report providing an update on the Council Plan, national and local context, and the medium-term financial forecast for the next five years. The report showed a budget shortfall of £171m over the five years, of which £45m was expected in 2024/25 before any increase in Council Tax.
2. This report provides an update on the national context and the medium-term forecast. It advises Cabinet on the preparations for refreshing the Council Plan, sets out proposals for the draft 2024/25 revenue budget and preparations for the updated Capital Programme before further review ahead of recommending to County Council in February 2024. It explains the further steps to be taken for public and partner engagement and consultation and for engaging scrutiny committees during November 2023.
3. The budget for 2024/25 will be developed within the context of the Council Plan and the Council's spending plans will be targeted to ensure that priorities in the plan continue to be delivered.
4. Further analysis of the service demand and cost pressures and impact of economic conditions has been undertaken over the summer. Service pressures remain a key concern, particularly social care and an additional £53m is proposed to be built into next year's budget to enable the County Council to continue to provide services to the most vulnerable requiring extra support and help to manage risk and prevent escalation of need.
5. It is assumed that pay inflation will be around 4% in 2024/25 and spend through contracts is based on the Office for Budget Responsibility (OBR) forecasts of 5.4% and 8.1% for CPI and RPI respectively. Income collected through fees and charges is assumed to increase on average by 8.1% but a full report on the proposed fees and charges for 2024/25 will be available for scrutiny in January 2024 before being recommended by Cabinet to County Council as part of the 2024/25 budget in February 2024.

Agenda Item 7
Appendix A

6. The forecast, taking into account this latest information shows a budget shortfall of between £44.9m and £16.2m for 2024/25 depending on the level of Council Tax increase.
7. The final position is very much dependent on the outcome of the Local Government Finance Settlement expected to be published week commencing 18 December 2023. All the assumptions driving the financial forecast will remain under review during the run up to setting next year's budget in February 2024.
8. Setting a balanced budget for 2024/25 is considered challenging but achievable. However, the longer-term position is much more concerning and further details are set out in Section 7.
9. Achieving reductions in spend of this scale requires a more fundamental consideration of services provided and how they are provided. Work is already underway to prepare options for addressing these challenges. In addition, the County Council, together with district and boroughs, the South East 7 group and the County Council Network will continue its proactive approach to lobbying Government to recognise the funding constraints and rising demand impacting on the sector. There is clear evidence of the need for increased Government funding across many services if the sector is going to remain financially sustainable and continue its vital support to resident and local communities.

Recommendations

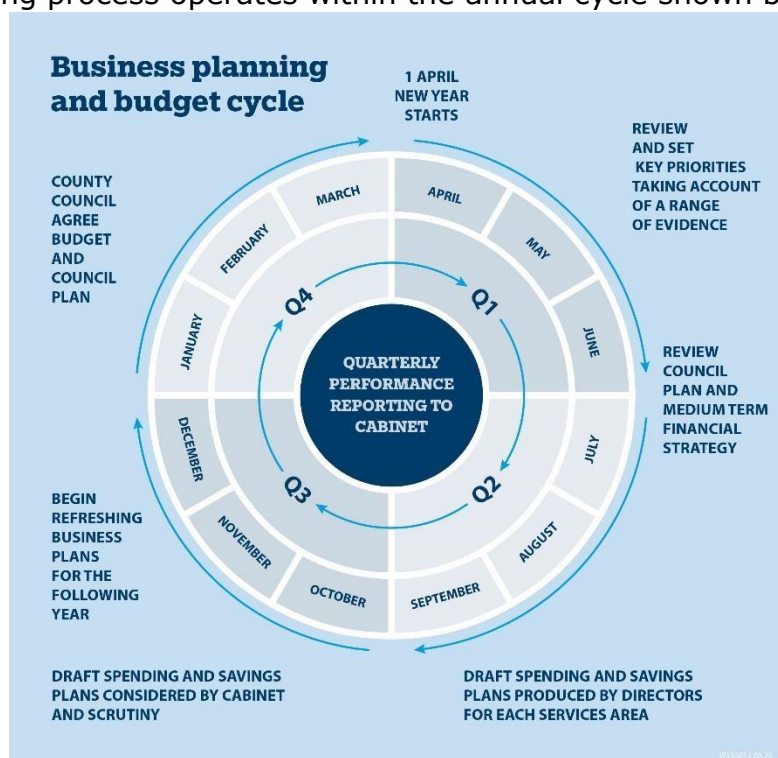
Cabinet is asked to:

1. Agree that the overall approach to the Council Plan refresh and budget setting be prepared for the public engagement process set out in Section 13 of the report.
2. Note the risks and uncertainties referenced in Section 15 of the report and that these may further impact on the budget for 2024/25 and the Council's medium term financial forecast.
3. Note the timetable for the remainder of the budget process as set out in Section 11 of the report.
4. Continue its proactive collaborative approach to lobbying Government to recognise funding constraints and rising demand that is impacting many services and the impact on the financial resilience of the Local Government sector.

Proposal

1 Background and context

- 1.1 The Council's integrated business planning and budget process brings together business planning, financial planning and risk management. The process informs decision making to ensure focus on priority outcomes, making the best use of resources, tracking delivery and value for money. It enables considered choices in a changing environment and against resource and demand challenges and other uncertainties.
- 1.2 The Council is legally required to set a balanced budget each year. This report provides an update on the different elements of the budget, including budget pressures and how funding can be realigned to address these pressures.
- 1.3 The consequential budget adjustments for 2024/25 set out in this report are for consideration with a view to presenting them for public engagement in October and November 2023. Cabinet will consider the feedback on the proposals for the Council Plan and approach to budget setting before recommending the Council Plan and 2024/25 budget to County Council in February 2024.
- 1.4 This report relates to the financial position on the Council's General Fund. An update on schools funding will be included in the full budget report to Cabinet in January 2024.
- 1.5 The Business Planning process operates within the annual cycle shown below:



- 1.6 At this stage of the cycle the County Council is bringing forward draft spending plans for consideration. In terms of the financial position, there remains much uncertainty in four main areas – Government reforms on the horizon, macro-economic conditions, demand pressures and future funding for Local Government. This makes forecasting costs and opportunities challenging but the Council is committed to longer term planning for financial sustainability. The

assumptions made throughout the report are based on the latest information and best estimates.

- 1.7 Government announced its decision in August 2023 to transfer functions from Local Enterprise Partnerships (LEPs) to upper tier authorities from April 2024. The Council will take on the Business Representation, Strategic Economic Planning and Growth Hub LEP functions. The Council has already taken on the Career Hub function from the LEP with the launch of the `West Sussex Careers Hub` on 1 September 2023.
- 1.8 As part of the Council Plan refresh, objectives will be updated to reflect the transferred LEP functions and continued economic instability and KPIs will be aligned to latest strategies and improvement plans. All targets will be reviewed to ensure they remain relevant and reflective of ambitions, capacity and resources, making relevant comparisons to other councils where possible.
- 1.9 The increasingly challenging operating environment, for example the market for children's services placements, funding constraints and rising demand, makes lobbying more important. The County Council will work with district and boroughs, local MPs, South East 7, County Council Network (CCN) and others and continue to collaborate with partners to ensure priorities are advocated at a local, regional and national level.

2 Draft Budget 2024/25

- 2.1 The remainder of this report builds on the report that was presented to Cabinet in July 2023 on the County Council's Medium Term Financial Strategy and focuses on updates of the various elements that must be considered in developing the draft budget for 2024/25.

3 Current Financial Forecast

- 3.1 The starting point of any preparations for the next year's budget is the current year financial position. In February 2023, the County Council set a balanced budget for 2023/24. The first monitoring of spend and forecast against this budget was reported to Cabinet on 12 September [Q1 Summary Report PRR](#) and showed an overspend of £18.2m on services, mainly on Children's Services and SEND but also underlying pressures within Adult Social Care and some other services. These have been reviewed in the context of identifying any which are expected to continue into 2024/25 and future years and a review of other assumptions underpinning the financial position has been undertaken.

4 Funding

- 4.1 Setting a balanced budget each year means that expenditure must not exceed levels of funding. A full analysis of the different sources of funding available to the County Council was set out in the report to Cabinet in July 2023 [Sources of Funding](#) and these largely remain unchanged. In 2024/25, total funding is estimated at £730m.
- 4.2 The next fiscal update from Government (Autumn Statement) has been announced for 22 November 2023 but as in previous years, this is expected to be high level and any implications for Local Government will not be known until

the provisional Local Government Finance Settlement 2024/25 is published the week commencing 18 December 2023.

- 4.3 The policy paper published as part of the 2023/24 Local Government Finance Settlement in December 2022 gave an indication on Government funding levels for 2024/25 and the Council Tax thresholds (maximum levels of increase) and the budget for 2024/25 is being prepared on that basis.
- 4.4 Government funding and retained business rates are estimated at £104m and general non-service specific grants of £52m.
- 4.5 The Government guidance on the Business Rates Pool has been published and discussions are currently underway between the County Council and the district and boroughs on the arrangements for the pool in 2024/25. Expressions of interest had to be submitted to Government by 10 October 2023 and details will be published as part of the Provisional Local Government Finance Settlement in December 2023.
- 4.6 Council Tax remains a key source of funding (around 80%). The referendum threshold for 2024/25 is 3% plus an additional precept of 2% for those authorities with adult social care responsibilities. Every 1% increase equates to approximately £5.7m of additional income to support service pressures. Although referendum thresholds are set by Government, any increases in Council Tax remains a decision for County Council and will be considered in February 2024. From 2025/26, the referendum threshold is assumed to be 1.99% and no adult social care precept.
- 4.7 The proposed increase in fees and charges for 2024/25 is 8.1% in line with the estimates of the Retail Price Index as at September 2023. Work is underway to review all fees and charges against this assumption and details will be available for scrutiny in January 2024 before Cabinet makes its recommendation to full Council as part of agreeing the 2024/25 budget in February 2024.

5 Spending Pressures

- 5.1 Each year the budget will include extra provision for pressures that are known and can be quantified. These are largely focussed around increases in service demands, people living longer and with increasing complexity of need, also the increase in the cost of service provision. These were set out in detail in the report to Cabinet in July 2023 [Spending Pressures](#).
- 5.2 Over the summer these have been subject to review based on the latest evidence and information. Many of the known pressures for next year have increased and new pressures have emerged as a result of this exercise, which is now estimated as £52.5m in total, including £3.1m of one off spending. All known pressures must be funded to ensure that the budget set for 2024/25 is robust and achievable.
- 5.3 Details of the specific service pressures for 2024/25 that have been identified are summarised in Table 1 and set out in full in Appendix A. These exclude increased costs from inflation which are outlined separately later in the report.

Table 1 Service Pressures

	Ongoing Pressures £'m	One off £'m	2024/25 Total £'m
Adults Services	12.3	-	12.3
Children and Young People, Learning and Skills	30.6	0.6	31.2
Community Support, Fire and Rescue	0.6	-	0.6
Environment and Climate Change	0.1	0.5	0.6
Finance and Property	0.4	2.0	2.4
Highways and Transport	5.0	-	5.0
Support Services and Economic Development	0.4	-	0.4
Total Pressures	49.4	3.1	52.5

5.4 In addition, there are some budget pressures which are more Council wide.

Pay Inflation

5.5 The County Council's staffing costs for delivering its services are around £270m each year. Financial Plans for 2024/25 currently assume £13.8m for pay increases based on a 4% increase and a provision for 2023/24 based on the latest pay offer. However, pay increases for 2023/24 remain subject to negotiations with the trade unions and therefore 2024/25 pay increases are also unconfirmed at this stage.

Price Inflation

5.6 The rate at which prices are rising remained at 6.7% in the year to September, down from 7.9% in June. The Bank of England has a target to keep inflation at 2%, but the current rate is still well above that and will remain so for some time. The Office for Budget Responsibility (OBR), which assesses the government's economic plans, previously predicted inflation would fall back to 2.9% by the end of the year. The Bank of England has predicted inflation will drop to 5% by the end of 2023. The County Council uses the forecasts by the OBR when setting its budget and inflation forecasts and the impact on next year's budget will be reviewed when an update is published as part of the Autumn Statement on 22 November 2023.

5.7 Inflation levels are a key driver for the cost of services. The County Council's spend with third party organisations is around £531m, either through contracts, grants, or other commissioning arrangements. Many of these will be subject to inflation increases and linked to different indices, including CPI, RPI and industry specific indices.

5.8 In total, the current assumption is that an additional £23.0m will be needed for 2024/25 in relation to price inflation increases across all services. However, this will remain under close review over the coming months.

6 The Overall Financial Position

- 6.1 The current Council Plan 2021 to 2025 is subject to its annual review and details will be presented to Cabinet in January 2024 alongside the draft budget for 2024/25 which will be used to deliver the County Council's priorities. The expectation is that the Council's priorities and the outcomes it seeks for residents and communities will remain largely unchanged.
- 6.2 Financial plans already include £6.7m of reductions in 2024/25 that were agreed at County Council in February 2023 Budget Report 2023/24.
- 6.3 Taking into account the information in the sections above, the Council is expected to spend approximately £1.9bn (net of income £775m), including schools to deliver its services and respond to these budget pressures.
- 6.4 This means there is a budget gap of £44.9m before any Council Tax increase or £16.2m if the full 4.99% increase in Council Tax is introduced.

Table 2 – Financial Position 2024/25

	2024/25 £'m
Funding	
Council Tax income – based on 0% increase	573.9
Government Funding - Settlement Funding Assessment/ Business rates	104.3
Non-Service Specific Government Grants	51.6
Total Funding	729.8
Opening Expenditure	708.8
Previously Approved Savings	(6.7)
Inflation Pressures	36.8
Service Pressures	52.5
Contribution from Reserves	(8.1)
Other corporate changes	(8.6)
Total Expenditure	774.7
Budget Gap (before Council Tax increases)	44.9
Additional income from 4.99% Council Tax increase	28.7
Budget gap after Council Tax of 4.99%	16.2

- 6.5 A balanced budget must be set each year and over the summer, all services have been considering opportunities to re-align the funding available to council priorities. This has resulted in budget reductions in some areas, through reduction in costs, opportunities to reduce demand or increasing income levels.
- 6.6 New budget reductions are planned across all services totalling £11.8m for 2024/25 and £4.5m for 2025/26. Full details of the proposals are set out in Appendix B by Cabinet Member portfolio and summarised in Table 3.

Table 3 – Budget Reductions

Cabinet Portfolio	2024/25 £'m	2025/26 £'m
Adults Services	3.9	0.5
Children and Young People, Learning and Skills	4.4	3.0
Community Support, Fire and Rescue	0.2	-
Environment and Climate Change	0.2	0.2
Finance and Property	0.3	-
Highways and Transport	1.6	0.7
Support Services and Economic Development	1.2	0.1
Total	11.8	4.5

- 6.7 Cabinet is asked to agree for the current Council Plan priorities and the proposed budget approach to be presented for public and partner engagement in line with the approach set out in Section 13.
- 6.8 If all the budget proposals are supported following consultation and engagement, there remains a budget shortfall of between £33.1m and £4.4m depending on the level of Council Tax increase as set out in Table 4.

Table 4 – Forecast Budget Shortfall (after proposed new reductions)

	2024/25 £'m
Budget Gap (before Council Tax increases)	44.9
Proposed Budget Reductions	(11.8)
Budget Gap (before Council Tax increases and after proposed budget reductions)	33.1
Estimated income from max Council Tax increase	(28.7)
Budget Gap (after Council Tax increases and after proposed budget reductions)	4.4

7 Approach to Longer Term - 2025/26 Onwards

- 7.1 Despite the level of uncertainty in economic conditions and Government funding, which are not yet confirmed, officers are confident that a balanced budget can be set for 2024/25.
- 7.2 Table 5 shows the five year financial position and for 2025/26 to 2028/29, there remains a budget shortfall of between £140m and £87m depending on the level of Council Tax increase. With so many risks and uncertainties there is a high probability the shortfall in funding to continue the delivery of all services could be higher and full details were set out in the report to Cabinet in July 2023 [Risks and Uncertainties](#).
- 7.3 Budget reductions through general efficiencies alone will not be sufficient to meet this financial challenge and will require a more fundamental review of services. Every service must provide good value for money for residents, be cost effective and contribute to Council Plan priorities. Work has commenced and savings of £4.5m have been identified for 2025/26 as set out in Table 3 but further work is required over the next six months to identify savings of the scale needed to balance for 2025/26.

- 7.4 Going forward into 2025/26, the desire is to move away from one year budget setting to planning the finances over the longer term which is critical to maintain the good financial resilience and sustainability of the County Council.
- 7.5 The County Council will continue to lobby Government to recognise the growing demand pressures on Local Government but at this stage it is not anticipated that there will be any additional funding. Therefore, balancing the budget over the next five years will require the County Council to consider the services it provides and how they are provided.
- 7.6 The report to Cabinet in July 2023 gave an indication on the areas of focus for delivering longer term changes and opportunities are being considered, of which £4.5m has been identified to date. It is likely that further prioritisation of limited financial resources will be needed to ensure statutory responsibilities for supporting the most vulnerable continue to be met. A further update on progress will be provided to Cabinet in January 2024 alongside the draft 2024/25 budget.

Table 5 – Five Year Financial Position 2024/25 to 2028/29

	2024/25 £'m	2025/26 £'m	2026/27 £'m	2027/28 £'m	2028/29 £'m
Funding					
Council Tax - based on 0%	573.9	580.8	587.8	594.8	602.0
SFA / Business rates	104.3	106.3	106.3	106.3	106.3
Non-Portfolio Specific Grants	51.6	48.4	48.4	48.4	48.4
Total Funding	729.8	735.5	742.5	749.5	756.7
Opening Expenditure	708.8	729.8	735.5	742.5	749.5
Previously Approved Savings	(6.7)	-	-	-	-
Inflation Pressures	36.8	13.6	15.5	11.2	15.7
Service Pressures	52.5	22.4	17.1	22.8	22.8
Contribution from Reserves	(8.1)				
Other corporate changes	(8.6)	9.4	11.7	4.9	4.9
Total Expenditure	774.7	775.2	779.8	781.4	792.9
Budget Shortfall (before any reductions)	44.9	39.7	37.3	31.9	36.2
New reductions proposed	(11.8)	(4.5)	-	-	-
Budget Shortfall (after proposed reductions)	33.1	35.2	37.3	31.9	36.2
Cumulative Budget Shortfall (after proposed budget reductions)	33.1	68.3	105.6	137.5	173.7
Estimated income from max Council Tax Increase	(28.7)	(12.5)	(13.0)	(13.6)	(14.1)
Shortfall after Council Tax increase	4.4	22.7	24.3	18.3	22.1
Cumulative Budget shortfall	4.4	27.1	51.4	69.7	91.8

8 Capital Programme

- 8.1 An annual review of the capital programme has been underway to ensure that all schemes within the programme are aligned to Council Plan priorities and that the timescales for delivery and the estimated costs are accurately reflected within the five year programme. Consideration has also been given to any new capital investment that will be required. The proposed changes to the programme are detailed in table 6 below and feedback from the Scrutiny Committees in November 2023 will be considered before the final Capital Programme is presented to Cabinet in January 2024 and recommended to full County Council in February 2024.
- 8.2 The changes include new schemes proposed to be added to the programme and additional cost of existing schemes, additional funding required for a further year of the block allocations and schemes proposed to be moved to the pre-pipeline. Schemes in the pre-pipeline will not have committed funding and will not be part of the Capital Programme that will be agreed in February 2024. Further consideration will be given as part of future budget setting processes.

Table 6: Proposed changes to the Capital Programme 2024/25 to 2028/29

	£m
Scheme proposed to be moved to pre-pipeline:	
Fire and Rescue Estates Improvement Programme*	-1.9
Faygate - Leachate Treatment*	-0.8
Reduction in Invest to Save budget	-19.9
Reduction in Capital Improvements Programme	-7.8
Total Schemes proposed to be moved to pre-pipeline	-30.4
Future Years to be added (2028/29):	
Fire and Rescue Equipment	0.4
Fleet	3.5
Extensions and adaptations to foster carer properties	0.2
Gypsy and Travellers Improvements Programme	0.3
Staff Capitalisation - Property	1.2
Structural Maintenance	2.3
Staff Capitalisation - Highways	1.9
Investment in Technology	2.3
Total Future Years to be added (2028/29)	12.1
Additions to the five-year Programme:	
Additional funds for protecting the environment	10.0
Additional Highways Maintenance	20.0
Repairs and maintenance of the operational estate	6.8
Inflight project with additional costs to complete (A29 Phase 1)	14.2
Total Additions to the Programme	51.0
Total value of changes / funding shortfall	32.7

*Pre-pipeline schemes are not part of the approved capital programme and are not funded

- 8.3 The above proposed changes show an additional £32.7m would be required over the next five years. Options for funding this increase are currently being considered, including sales of surplus assets, new external funding or borrowing. A review of all schemes in the programme is currently underway to ensure that the phasing reflects the current delivery timescales. The full capital programme and funding will be presented to Cabinet in January 2024 following review by Performance and Finance Scrutiny Committee. Additional borrowing would have an impact on the revenue budget and every £10m of borrowing equates to approximately £600,000 in additional borrowing costs. The latest profiling suggests that borrowing would not be required until at least 2025/26.
- 8.4 The full current Capital Programme and Approved pipeline that was agreed by County Council in February 2023 is set out in Appendix C.

9 Schools Funding

- 9.1 The underlying pressure on the General Fund is driven by the increase in number of pupils with an EHCP and the statutory duty to provide transport for pupils who are eligible. Approximately one third of pupils with an EHCP require transport to and from school.
- 9.2 To help meet this increased demand the County Council has expanded the use of its internal fleet, but despite this expansion the average daily cost of providing external taxis and minibuses still increased from £64,000 per school day in April 2022 to an average of £80,000. With further annual growth in SEND passenger numbers expected, the daily cost of providing external taxis and minibuses is expected to increase to over £90,000 per school day by March 2024.

10 Reserves Strategy

- 10.1 Reserves are an important part of the Council's approach to financial planning and a full update was included in the report to Cabinet in July 2023 together with a five year forecast. Reserves and contingency provide a mitigation for the many uncertainties and risks facing the Council and must be maintained at a prudent level and are a key indicator of strong financial standing and resilience.
- 10.2 Reserves can be used in year for one off unforeseen expenditure, for exceptional pressures or for invest to save opportunities but any use will need to be replenished over the medium term to maintain the County Council's financial resilience. With the exception of the £3.1m to fund the one off pressures set out in Table 1 and the £5m additional investment into highways maintenance, there are no plans to use reserves to balance the budget for 2024/25 or over the medium term. The annual review of reserves is underway and an update will be reported to Cabinet in January 2024 when the Section 151 Officer will report on the robustness of the budget and the adequacy of reserves.

11 Budget Timetable

- 11.1 The process for setting the 2024/25 budget has commenced as set out in this report. The key dates between October 2023 and February 2024 when the draft budget, capital programme, capital strategy and treasury management strategy will be agreed by full Council is set out in Table 7.

Table 7 – Budget Timetable

Date	Who	What
17 Oct 23	Public Cabinet	Update on Capital Programme, Budget gap/savings including discussion on priorities and Council Plan
18 Oct 23	Member Day	Council Plan and Budget Proposals (Revenue and Capital)
November 23	Scrutiny Committees	Council Plan and Budget Proposals (Revenue and Capital)
Early December 23	Stakeholder Engagement	Council Plan and Budget (Revenue and Capital) stakeholder consultation
December 23	DHLUC	Provisional Local Government Finance Settlement 2024/25 published
19 Jan 24	Member Day	Council Plan and Budget Proposals (Revenue and Capital)
24 Jan 24	PFSC	Review draft Council Plan and Budget Proposals (Revenue and Capital). Comments to feed into 30 January Cabinet meeting.
30 Jan 24	Public Cabinet	Council Plan and Budget Papers. Verbal feedback from all Scrutiny Committee Chairmen.
16 Feb 24	County Council	To approve Council Plan and Budget 2024/25 and the updated MTFS (2024/25 to 28/29)

12 Other options considered (and reasons for not proposing)

- 12.1 An options analysis was undertaken as part of the overall financial planning approach and the proposals as set out this report.

13 Consultation, engagement and advice

- 13.1 The MTFS, annual budget and Capital Programme provide the financial framework for delivering the Council Plan and provides assurance that spending plans are aligned to the Council's priorities which are underpinned by a cross cutting theme of tackling climate change:

- Keeping People Safe in Vulnerable Situations
- A Sustainable and Prosperous Economy
- Helping People and Communities Fulfil their Potential

- Making Best Use of Resources

- 13.2 Best Value is a statutory duty placed on all local authorities to demonstrate how resources are used to greatest effect and efficiency and how the authority ensures it achieves continuous improvement in service delivery and its systems of control accountability and corporate governance.
- 13.3 The Government plans new statutory guidance on Best Value Standards and Intervention. The Council has taken the opportunity to review its approach to engagement and consultation to ensure it meets the proposed guidance.
- 13.4 The draft guidance says: *"Best value authorities ... are also required to consult on the purpose of deciding how to fulfil the Best Value Duty. The annual process of setting the authority's budget, the corporate plan and the medium-term financial plan provides a key opportunity to conduct such consultation. This is the stage at which consultation will best assist the authority in deciding how to make arrangements to secure continuous improvement."*
- 13.5 The draft guidance is not prescriptive on how consultation and engagement should be undertaken, other than to suggest it should be inclusive, open and fair – and so there is significant discretion to tailor the approach to meet local circumstances. The proposal for West Sussex is:
- To provide information for the context of budget planning including demand pressures; inflationary pressures; population growth and aging; what money is currently spent on and where it is raised from.
 - A high-level summary of the financial position and planned approach for balancing the budget.
 - A set of high level questions about the relevant priority respondents place on council services and approach to balancing the budget.
 - Invite basic information about the respondent to help analyse the responses across the community.
- 13.6 In order to be able to discharge its continuing commitment to best value and its commitment to transparency in its work for the community of West Sussex it is proposed that the Council designs and runs this public consultation online during October/November 2023. The responses will feed into Cabinet and County Council decisions on the refreshed Council Plan and budget in early 2024.
- 13.7 All Scrutiny Committees during November will have the opportunity to review their relevant budget pressures and proposed budget reductions as set out in the appendices of this report. There will also be an opportunity to review any changes in the Capital Programme. The feedback will be considered by Cabinet in preparing the final draft budget and capital programme for 2024/25 that will be presented to County Council for approval in February 2024. Feedback from the public consultation exercise will also be available for the January meeting of Performance and Finance Scrutiny Committee.
- 13.8 In January 2023 the Council ran a stakeholder session on the refresh of the Council Plan and the budget. Feedback from partners was that the session was

welcomed because it helped them understand the context in which the County Council was operating, and the rationale for spending choices. Given this positive feedback, the Council will also propose to run a similar stakeholder engagement session early in December.

- 13.9 Should there be any proposals which, if they are to proceed, will require additional consultation, further consideration and specific consultation plans will be devised to enable proper consideration of feedback before proposals are to be determined or implemented.
- 13.10 Should there be any proposals which will have an impact on particular staff groups, further consideration to staff engagement and consultation will be undertaken before proposals can finally be determined or moved into operational delivery. Engagement with relevant trade unions will also be needed in these cases.
- 13.11 All proposals will need to be considered in the broader context of the Council's statutory obligations, notably ensuring that decision-makers are able to consider equality impact assessments to ensure the public sector equality duty is discharged. All proposals will be tested against the Council's policy and procedures for equality impact and this will identify proposals requiring more focused equality impact assessments to inform final decisions.

14 Financial Implications

- 13.12 The financial implications are as set out throughout the report.

15 Risk implications and mitigations

- 15.1 Full details of the County Council's financial risks were reported in the Council Plan and Medium Term Financial Strategy report in July 2023 and remain largely unchanged. [Risks and Uncertainties](#)

16 Policy alignment and compliance

- 15.2 The report sets out the approach for updating the Council Plan and for setting a balanced budget for 2024/25 in accordance with the County Council's statutory duty.

Taryn Eves
Director of Finance & Support Services

Tony Kershaw
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Appendices

- Appendix A 2024/25 Forecast Budget Pressures
Appendix B Proposals for budget reductions in 2024/25 and 2025/26
Appendix C Current Approved Capital Programme

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Appendix B - Service Pressures

This appendix sets out details of the known service spending pressures that can be quantified.

Cabinet Portfolio	Ongoing	One off	Description
	£'000s	£'000s	
Community Support, Fire and Rescue			
Coroners - increase costs following transfer from Sussex Police to WSCC	200		The coroners service transferred from Sussex Police to West Sussex County Council in 2023. There is an estimated £300,000 staffing pressure as a result of tapered Sussex Police Authority funding, vehicle provision/mileage costs and death numbers continue to be high with pressures around referrals, investigations, inquests and pathology.
Coroners - increase staffing costs and ongoing higher number of deaths	300		
Sub-total	500	0	
Environment and Climate Change:			
Additional resources for protecting the environment	50		Additional resources for 'protecting the environment'.
Delay in income from Solar and Battery Investments (Halewick)		500	2023/24 additional income has been delayed and the saving is expected to be delivered in full in 2025/26. This delay in income is therefore a one off pressure in 2024/25.
Sub-total	50	500	
Highways and Transport:			
Highways - additional maintenance	5,000		Additional spend on improving highways maintenance for 2 years (2024/25 and 2025/26).
Sub-total	5,000	0	
Overall total	5,550	500	

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Appendix C - Balancing the Budget

This appendix sets out details of the budgets which will be reduced to realign funding to council priorities and known pressures. Shows the proposals relating to the scrutiny committee, the full list of budget proposals are included within the 17th October Public Cabinet report.

Cabinet Portfolio	Current Budget £'000	2024/25 £'000	2025/26 £'000	Total £'000	Type of saving	Description	Director and Service Area	Consultation/EQIA required?	Reason and proposed approach
Community Support, Fire and Rescue									
Record office - opening hours	853	100		100	Efficiency	Following a review of visitor numbers to the Record Office since its full re-opening after the pandemic, there is scope to reduce opening times to better reflect the use of the in-person services provided, by removing Saturday openings.	Director of Place Services Service area: Libraries and Archives	Consultation required with current service users.	Suggests loss of or reduction in current service levels. Not likely to affect large numbers. Should be possible to limit to engagement with current service users or groups as part of remodelled service.
Sub-total		100	0	100					
Environment and Climate Change									
Introduction of booking system extension to all Waste & Recycling Sites across the County	21,300	200		200	Efficiency	Since April 2021 a booking system has been in use at six Recycling Centres in West Sussex - Bognor Regis, Crawley, Horsham, Littlehampton, Shoreham and Worthing. Residents are able to book up to five visits per month up to 14 days in advance, same day bookings are also offered which means a booking can be made the same day and in most cases 10-20 minutes before arrival. The service has proved popular with residents with over 1.5m bookings being made and customers enjoy not having to queue at sites. This proposal is to expand the booking system to all West Sussex Recycling Centres so that Billingshurst, Burgess Hill, East Grinstead, Midhurst and Westhampnett would also be part of the scheme. This will mean less overall visits and a reduction in the overall tonnage which the County Council has to pay to dispose of through these sites. A recent review has shown that booking systems do not lead to increased fly tipping. There are two risks to highlight with this proposal: 1) The booking system is not available because the third party website is down - the system has been available for 99.99% of the time since being live and therefore this risk is considered very small. If a serious issue did exist, the booking scheme could be suspended whilst the issue was resolved. 2) Resident arrives without a booking - same day bookings are available.	Director of Place Services Service area: Waste	Consultation and EQIA already undertaken	Changes to the service levels already implemented following public consultation and EQIA. This extension can use output from previous engagement.
Solar Panel and Battery Project	2,700	50	200	250	Income generation	The County Council has been delivering energy, carbon and financial benefits from solar PV for over 10 years. The County Council is currently procuring a new provider for the Solar PV & Battery Storage Programme which will deliver new solar PV & Battery Storage installations to schools and academies across West Sussex. The County Council has undertaken market testing to develop this offer to schools and academies, liaising with a range of partners and Government bodies to ensure the business model is robust, sustainable and replicable. The proposal is to apply the Solar PV & Battery Storage model in a more commercial setting across the county and support 3rd party businesses to decarbonise their energy supply by hosting solar panel installations resulting in increase income.	Director of Place Services Service area: Energy	Consultation and EQIA not required.	No impact on service users or residents.
Sub-total		250	200	450					
Highways and Transport									
Increased Street Works Enforcement	4,900		300	300	Income generation	The County Council can impose fixed penalties on utility companies and other organisations for non compliance of rules relating to working on highways. Additional resource will be allocated to increase monitoring and additional income is anticipated.	Director of Place Services Service area: Highways and Transport	Consultation and EQIA not required.	The proposal is a method of income generation which looks unlikely to impact on services that residents receive.
Potential new parking restrictions (CPZs)	4,200		50	50	Efficiency	The County Council can introduce parking restrictions on the highway network. This proposal would increase the length of road managed through a controlled parking zone. Additional income raised will be used to support traffic management and transport budgets. The location of these new zones will be subject to full consultation with local members, residents and businesses.	Director of Place Services Service area: Highways and Transport	Consultation and EQIA required focused on groups or areas directly affected.	It will have direct impact on identifiable groups/residents within a defined area. Suggests need to consult those likely to be affected and any relevant stakeholders. May also have more impact for some protected characteristic groups.
Street Lighting LED conversion	9,400		300	300	Efficiency	The Street Lighting LED Conversion Programme and Remote Monitoring System Programme will change all street lights to LED lanterns which will deliver the following benefits: 1) reduction in energy consumption 2) reduction in frequency of maintenance visits and traffic management 3) reduction in upward light emissions from improved design supporting dark sky policy 4) reduction in carbon emissions in line with the County Council's Climate Change Strategy. There remains a risk around securing legal agreement with all parties to the Deed of Variation.	Director of Place Services Service area: Highways and Transport	Consultation and EQIA not required.	No impact on residents.
Reduction in the budget for removal of Ash trees	1,600	400		400	Use of Reserves	An annual budget for the removal of Ash trees was put in place in 2021/22 together with a reserve of £1.2m. A stable programme is in place and can now be partly funded through the reserve that remains until 2026/27 and therefore the base budget can be reduced over the next two years. The budget and the use of the reserve will be reviewed annually to ensure there is sufficient funding to meet the need for the number of trees to be removed.	Director of Place Services Service area: Environment	Consultation and EQIA not required.	No impact on residents.
Increase in parking fees and charges	4,200	200		200	Efficiency	Additional income raised through raised fees will be used to support traffic management and transport budgets.	Director of Place Services Service area: Highways and Transport	No EQIA required for decision report.	Fee increases are planned, expected and standard as part of this type of service. Provided increases reasonable and within expected range should be no need for consultation.
Reduction in the demand for concessionary fares travel	11,200	1,000		1,000	Efficiency	Bus companies are currently reimbursed for journeys made under the English National Concessionary Travel Scheme based on pre-Covid patronage. This is in line with DfT guidance. The current underspend at the end of 2022/23 is expected to continue with reduced journey numbers remaining and therefore the budget can be reduced with no impact on those using buses across the County. If bus patronage increases in the future, the County Council would need to fund and this would be considered as part of future budget setting processes.	Director of Place Services Service area: Highways and Transport	Consultation and EQIA not required, review need to engage with suppliers.	No impact on service users or legitimate expectations. Budget changes reflect reduced service use. May require stakeholder engagement if changes have impact on supplier arrangements or funding.
Sub-total		1,600	650	2,250					
Overall total		1,950	850	2,800					

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CAPITAL PROGRAMME 2023/24 - 2027/28

2022/23 £000	CAPITAL PROGRAMME (Expenditure)	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	Subsequent £000	Total £000
127	Adults Services	0	945	955	300	0	0	2,200
1,268	Children and Young People	5,401	3,784	1,160	1,660	160	0	12,165
10,266	Community Support Fire and Rescue	9,089	7,276	10,194	5,612	3,950	0	36,121
5,565	Environment and Climate Change	12,182	23,859	27,490	25,445	7,602	0	96,578
8,579	Finance and Property	7,427	27,562	29,057	19,727	30,093	0	113,866
48,507	Highways and Transport	48,202	54,313	49,754	33,748	26,307	33,215	245,539
7,093	Leader	2,683	1,989	2,937	4,687	5,000	0	17,296
36,960	Learning and Skills	34,051	41,941	58,328	29,529	29,361	0	193,210
12,155	Support Services and Economic Development	5,848	12,786	8,050	2,238	1,350	0	30,272
130,520	TOTAL CAPITAL PROGRAMME	124,883	174,455	187,925	122,946	103,823	33,215	747,247

2022/23 £000	FINANCING	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	Subsequent £000	Total £000
9,000	Capital Receipts	8,000	5,000	1,000	6,500	1,000	0	21,500
8,951	External Contributions including S106	6,461	8,849	23,680	19,170	4,050	33,215	95,425
9,520	Ringfenced Government Grant	23,632	7,136	10,500	10,180	6,964	0	58,412
57,019	Non-Ringfenced Government Grant	45,089	22,709	22,312	21,936	21,577	0	133,623
2,297	Revenue Contributions to Capital Outlay	532	1,532	1,532	3,032	532	0	7,160
733	Revenue Contribution to Capital Outlay – Business Rates Pilot	590	5,344	5,550	970	350	0	12,804
34,481	Core Borrowing	28,056	101,224	101,788	50,405	56,148	0	337,621
8,519	Economic Development Borrowing	12,523	22,661	21,563	10,753	13,202	0	80,702
130,520	TOTAL PROGRAMME	124,883	174,455	187,925	122,946	103,823	33,215	747,247

CAPITAL PROGRAMME 2023/24

FINANCED FROM	£000	£000	%
External Sources			
Ringfenced Government Grant			
Environment and Climate Change	159		
Finance and Property	300		
Highways and Transport	13,442		
Learning and Skills	9,431		
Support Services and Economic Development	300		
		23,632	18.92%
Non-Ringfenced Government Grant	45,089		
		45,089	36.10%
External Contributions			
Highways and Transport	519		
Learning and Skills	5,942		
		6,461	5.17%
Total External Sources		75,182	60.20%
Corporate Funding			
- Capital Receipts	8,000		
- Revenue Contributions to Capital Outlay	532		
- Revenue Contribution to Capital Outlay – Business Rates Pilot	590		
- Borrowing	40,579		
Total Corporate Funding		49,701	39.80%
TOTAL CAPITAL PAYMENTS		124,883	100%

Agenda Item 7
Appendix D

Adults Services

CAPITAL PROGRAMME 2023/24 to 2027/28

Project	Approved Budget Profiled							
	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	Subsequent £000	Total £000
In-Flight Projects								
Choices For The Future Part B	127	0	0	0	0	0	0	0
Total In-Flight Approved Projects	127	0	0	0	0	0	0	0
Proposed Projects*								
Supporting People With a Disability To Live Independently	0	0	945	955	300	0	0	2,200
Total Proposed Starts List	0	0	945	955	300	0	0	2,200
TOTAL PROGRAMME	127	0	945	955	300	0	0	2,200
Financing	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	Subsequent £000	Total £000
Sources of Funding								
NHS Capital Grant	0	0	445	300	0	0	0	745
Corporate Resources	127	0	500	655	300	0	0	1,455
Total Funding	127	0	945	955	300	0	0	2,200

* All projects approved subject to business case

Children and Young People

CAPITAL PROGRAMME 2023/24 to 2027/28

Project	Approved Budget Profiled							
	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	Subsequent £000	Total £000
In-Flight Projects								
Cisbury Lodge (now Bright Star) Children's Home	50	0	0	0	0	0	0	0
Seaside (now Breakwater) Children's Home	20	0	0	0	0	0	0	0
May House (now Blue Cove) Children's Home	20	0	0	0	0	0	0	0
High Trees Children's Home	59	875	707	0	0	0	0	1,582
Orchard House Children's Home	934	3,316	1,000	0	0	0	0	4,316
Teasel Close Children's Home	43	754	200	0	0	0	0	954
East Preston Family Time Hub	7	0	0	0	0	0	0	0
West Green Family Time Hub	85	236	567	0	0	0	0	803
Extensions and adaptations to foster carer properties	50	60	50	0	0	0	0	110
Total In-Flight Approved Projects	1,268	5,241	2,524	0	0	0	0	7,765
Proposed Projects*								
Early Help	0	0	1,000	1,000	1,500	0	0	3,500
The House Project	0	0	100	0	0	0	0	100
Extensions and adaptations to foster carer properties	0	160	160	160	160	160	0	800
Total Proposed Starts List	0	160	1,260	1,160	1,660	160	0	4,400
TOTAL PROGRAMME	1,268	5,401	3,784	1,160	1,660	160	0	12,165
Financing	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	Subsequent £000	Total £000
Sources of Funding								
Corporate Resources	1,268	5,401	3,784	1,160	1,660	160	0	12,165
Total Funding	1,268	5,401	3,784	1,160	1,660	160	0	12,165

* All projects approved subject to business case

Agenda Item 7
Appendix D

Community Support, Fire and Rescue

CAPITAL PROGRAMME 2023/24 to 2027/28

Project	Approved Budget Profiled							
	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	Subsequent £000	Total £000
In-Flight Projects								
Fleet	700	1,500	800	1,542	0	0	0	3,842
Fire and Rescue Equipment	330	154	0	0	0	0	0	154
Live Training Centre and Horsham Fire Station	9,053	6,537	2,000	0	0	0	0	8,537
Worthing Community Hub	58	50	51	0	0	0	0	101
Fire and Rescue Estates Improvement Programme	125	500	525	702	0	0	0	1,727
Total In-Flight Approved Projects	10,266	8,741	3,376	2,244	0	0	0	14,361
Proposed Projects*								
Electric Vehicles	0	0	0	0	0	100	0	100
Future Years Fire and Rescue Equipment	0	348	350	350	350	350	0	1,748
Future Years Fleet	0	0	2,300	5,350	4,612	3,500	0	15,762
Records Office	0	0	250	750	0	0	0	1,000
Fire and Rescue Estates Improvement Programme	0	0	1,000	1,500	650	0	0	3,150
Total Proposed Starts List	0	348	3,900	7,950	5,612	3,950	0	21,760
TOTAL PROGRAMME	10,266	9,089	7,276	10,194	5,612	3,950	0	36,121
Financing	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	Subsequent £000	Total £000
Sources of Funding								
Electric Vehicles Grant	0	0	0	0	0	100	0	100
Corporate Resources	10,266	9,089	7,276	10,194	5,612	3,850	0	36,021
Total Funding	10,266	9,089	7,276	10,194	5,612	3,950	0	36,121

* All projects approved subject to business case

Environment and Climate Change

CAPITAL PROGRAMME 2023/24 to 2027/28

Project	Approved Budget Profiled							
	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	Subsequent £000	Total £000
In-Flight Projects								
General After Care Works	5	0	50	0	0	0	0	50
Faygate	32	0	397	200	0	0	0	597
Carbon Reduction Programme	113	15	0	0	0	0	0	15
Fairbridge Waste Transfer Site - Japanese Knotweed	0	0	9	0	0	0	0	9
Property Maintenance - Carbon Net Zero	1,000	1,000	2,692	0	0	0	0	3,692
Asset Decarbonisation - Carbon Net Zero	0	940	3,000	4,060	2,000	0	0	10,000
Flood Management	100	159	114	0	0	0	0	273
Operation Watershed	500	600	42	0	0	0	0	642
Your Energy Sussex (YES) - Schools Solar PV Programme	271	548	0	0	0	0	0	548
Your Energy Sussex (YES) - Westhampnett Solar Farm	34	0	0	0	0	0	0	0
Your Energy Sussex (YES) - Halewick Lane	3,510	8,320	8,000	2,000	0	0	0	18,320
Total In-Flight Approved Projects	5,565	11,582	14,304	6,260	2,000	0	0	34,146
Baystone Farm	0	0	0	550	0	0	0	550
Brookhurst Wood - Site HA	0	0	1,000	1,000	2,500	0	0	4,500
Faygate	0	0	0	780	0	0	0	780
YES - Solar Farms and Battery Storage	0	0	5,000	10,000	10,000	5,202	0	30,202
Climate Change - Carbon Net Zero	0	0	855	2,000	2,000	0	0	4,855
Littlehampton Expansion/ Improvement	0	600	0	500	2,545	0	0	3,645
Chichester and Horsham Recycling Centre Improvements	0	0	1,300	2,000	3,500	2,000	0	8,800
Future Years Operation Watershed	0	0	400	400	400	400	0	1,600
Waste Strategic Options	0	0	1,000	4,000	2,500	0	0	7,500
Total Proposed Starts List	0	600	9,555	21,230	23,445	7,602	0	62,432
TOTAL PROGRAMME	5,565	12,182	23,859	27,490	25,445	7,602	0	96,578
Financing	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	Subsequent £000	Total £000
Sources of Funding								
Corporate Resources	5,403	12,023	22,745	23,990	16,900	5,602	0	81,260
External Contributions including S106	20	0	114	2,500	6,045	2,000	0	10,659
Flood & Coastal Erosion Grant	100	159	0	0	0	0	0	159
Revenue Contribution to Capital Outlay (RCCO)	42	0	1,000	1,000	2,500	0	0	4,500
Total Funding	5,565	12,182	23,859	27,490	25,445	7,602	0	96,578

* All projects approved subject to business case

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Appendix D

Finance and Property

CAPITAL PROGRAMME 2023/24 to 2027/28

Project	Approved Budget Profiled							
	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	Subsequent £000	Total £000
In-Flight Projects								
Structural Maintenance	3,000	3,127	0	0	0	0	0	3,127
Staff Capitalisation - Property	914	940	0	0	0	0	0	940
Gypsy and Travellers Improvements Programme	100	200	375	0	0	0	0	575
Crawley County Buildings Demolition	16	0	0	0	0	0	0	0
Targeted Minor Asset Improvement Plan (CLOG)	72	45	0	0	0	0	0	45
Chichester High School Demolition	44	0	0	0	0	0	0	0
Accessibility Audit	234	100	500	600	390	0	0	1,590
Broadbridge Heath Park	3,500	2,000	4,825	5,000	0	0	0	11,825
Hop Oast Fencing	25	0	0	0	0	0	0	0
Orchard Street Development	4	0	102	0	0	0	0	102
Horsham Enterprise Park	200	165	225	165	100	0	0	655
Martlets Renovation	370	0	0	0	0	0	0	0
Latent Defects	100	50	50	0	0	0	0	100
Total In-Flight Approved Projects	8,579	6,627	6,077	5,765	490	0	0	18,959
Proposed Projects*								
Invest to Save/Future Economic Development	0	500	9,500	9,174	5,000	16,338	0	40,512
Future Years Gypsy and Travellers Improvements Programme	0	0	400	600	300	300	0	1,600
Future Years Staff Capitalisation - Property	0	0	958	978	997	1,017	0	3,950
Future Years Structural Maintenance	0	0	2,300	1,000	2,300	2,300	0	7,900
Capital Maintenance Uplift	0	0	640	1,940	640	640	0	3,860
Joint Venture - Property	0	0	1,000	1,000	1,000	2,000	0	5,000
Corporate Contingency (including inflation)	0	0	3,000	3,000	4,000	0	0	10,000
One Public Estate Brownfield Land Release Grant	0	300	687	0	0	0	0	987
Littlehampton County Buildings	0	0	500	600	0	0	0	1,100
Capital Improvements Programme	0	0	2,500	5,000	5,000	7,498	0	19,998
Total Proposed Starts List	0	800	21,485	23,292	19,237	30,093	0	94,907
TOTAL PROGRAMME	8,579	7,427	27,562	29,057	19,727	30,093	0	113,866
Financing	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	Subsequent £000	Total £000
Sources of Funding								
Corporate Resources	8,579	7,127	26,875	29,057	19,727	30,093	0	112,879
Revenue Contributions to Capital Outlay	0	0	0	0	0	0	0	0
One Public Estate Brownfield Land Release Grant	0	300	687	0	0	0	0	987
Total Funding	8,579	7,427	27,562	29,057	19,727	30,093	0	113,866

* All projects approved subject to business case

Highways and Transport

CAPITAL PROGRAMME 2023/24 to 2027/28

Project	Approved Budget Profiled							
	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	Subsequent £000	Total £000
In-Flight Projects								
Annual Works Programme	25,982	23,492	4,085	4,000	0	0	0	31,577
Highways Maintenance Additional	0	1,300	4,300	4,900	4,900	4,000	0	19,400
A2300 Corridor Capacity Enhancement, Burgess Hill	154	0	0	0	0	0	0	0
A259 Corridor Capacity Enhancement, Arun	8,725	3,840	0	0	0	0	0	3,840
A259 Bognor to Littlehampton Corridor Enhancement, Arun	831	1,006	0	0	0	0	0	1,006
A284 Lyminster Bypass, Arun	7,788	11,792	10,915	11,386	2,813	0	0	36,906
A29 Re-alignment, Arun, Phase 1	1,492	1,400	6,000	422	0	0	0	7,822
Active Travel Fund	329	650	1,000	0	0	0	0	1,650
On Street Parking	0	0	100	401	0	0	0	501
Shoreham Footbridge Replacement	21	0	0	0	0	0	0	0
Staff Capitalisation	2,048	1,413	0	0	0	0	0	1,413
West of Horsham	137	319	400	0	0	0	0	719
Street Lighting LED	1,000	1,490	3,490	3,398	5,153	6,000	0	19,531
Total In-Flight Approved Projects	48,507	46,702	30,290	24,507	12,866	10,000	0	124,365
Proposed Projects*								
A29 Re-alignment, Arun, Phase 2	0	0	0	0	0	0	33,215	33,215
Haywards Heath South Road	0	0	1,000	1,000	625	0	0	2,625
Future Years Annual Works Programme	0	0	14,777	14,777	14,777	14,777	0	59,108
Onstreet Residential Chargepoints	0	0	804	1,000	0	0	0	1,804
Bus Service Improvement Plan	0	1,000	3,000	4,000	3,980	0	0	11,980
Future Years Staff Capitalisation - Highways	0	0	1,442	1,470	1,500	1,530	0	5,942
Traffic Signals	0	500	3,000	3,000	0	0	0	6,500
Total Proposed Starts List	0	1,500	24,023	25,247	20,882	16,307	33,215	121,174
TOTAL PROGRAMME	48,507	48,202	54,313	49,754	33,748	26,307	33,215	245,539
Financing	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	Subsequent £000	Total £000
Sources of Funding								
Local Enterprise Partnership (LEP) Grant	0	0	0	0	0	0	0	0
Local Maintenance and Transport Grant	20,899	14,777	14,777	14,777	14,777	14,777	0	73,885
Department for Transport A259 Bognor to Littlehampton	778	0	0	0	0	0	0	0
Department for Transport A284 Lyminster Bypass	23	11,792	0	0	0	0	0	11,792
Bus Back Better	0	1,000	3,000	4,000	3,980	0	0	11,980
Natural England	71	0	0	0	0	0	0	0
On-street Residential Chargepoint Scheme	0	0	804	1,000	0	0	0	1,804
Emergency Active Travel Fund	329	650	1,000	0	0	0	0	1,650
Corporate Resources	21,499	19,464	32,282	28,977	11,553	11,530	0	103,806
Revenue Contributions to Capital Outlay	1,723	0	0	0	0	0	0	0
External Contributions including S106	3,185	519	2,450	1,000	3,438	0	33,215	40,622
Total Funding	48,507	48,202	54,313	49,754	33,748	26,307	33,215	245,539

* All projects approved subject to business case

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Appendix D

Leader

CAPITAL PROGRAMME 2023/24 to 2027/28

Project	Approved Budget Profiled							
	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	Subsequent £000	Total £000
In-Flight Projects								
Crawley Growth Programme	5,177	1,183	0	0	0	0	0	1,183
Burgess Hill Growth Programme	1,916	1,500	600	0	0	0	0	2,100
Bold Ideas, Creative Bognor	0	0	19	0	0	0	0	19
Total In-Flight Approved Projects	7,093	2,683	619	0	0	0	0	3,302
Proposed Projects*								
Crawley Growth Programme	0	0	1,000	1,937	2,585	3,000	0	8,522
Burgess Hill Growth Programme	0	0	370	1,000	2,102	2,000	0	5,472
Total Proposed Starts List	0	0	1,370	2,937	4,687	5,000	0	13,994
TOTAL PROGRAMME	7,093	2,683	1,989	2,937	4,687	5,000	0	17,296
Financing	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	Subsequent £000	Total £000
Sources of Funding								
Local Enterprise Partnership (LEP) Grant	669	0	0	0	0	0	0	0
Corporate Resources	6,424	2,683	1,989	2,937	1,000	3,000	0	11,609
External Contributions	0	0	0	0	3,687	2,000	0	5,687
Total Funding	7,093	2,683	1,989	2,937	4,687	5,000	0	17,296

* All projects approved subject to business case

Learning and Skills

CAPITAL PROGRAMME 2023/24 to 2027/28

Project	Approved Budget Profiled							
	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	Subsequent £000	Total £000
In-Flight Projects								
Basic Need	2,360	4,559	5,230	3,401	6,000	0	0	19,190
Special School Sufficiency	6,331	7,337	0	0	0	0	0	7,337
Bedelands Academy (Secondary School)	2,609	4,494	14,902	34,142	0	0	0	53,538
Woodlands Mead College	12,568	4,660	1,000	0	0	0	0	5,660
All Weather Pitches	1,605	127	0	0	0	0	0	127
Schools Access Initiative	51	0	0	0	0	0	0	0
Community Schools Capital Maintenance Grant	9,058	9,000	709	0	0	0	0	9,709
Devolved Formula Capital Grant	1,200	1,200	0	0	0	0	0	1,200
Section 106 Infrastructure Programme	1,000	674	2,055	2,850	0	0	0	5,579
Section 106 FFE & IT	178	0	0	0	0	0	0	0
Total In-Flight Approved Projects	36,960	32,051	23,896	40,393	6,000	0	0	102,340
Proposed Projects*								
Future Years Basic Need	0	1,000	5,000	5,000	10,000	15,647	0	36,647
Future Years Community Schools Capital Maintenance Grant	0	0	7,932	7,535	7,159	6,800	0	29,426
Future Years Devolved Formula Capital Grant	0	0	1,200	1,200	1,200	1,200	0	4,800
Schools Capital Maintenance Block (Additional)	0	0	200	200	170	0	0	570
SEND Development Programme	0	1,000	3,713	4,000	5,000	5,664	0	19,377
Titnore Lane - Land	0	0	0	0	0	50	0	50
Total Proposed Starts List	0	2,000	18,045	17,935	23,529	29,361	0	90,870
TOTAL PROGRAMME	36,960	34,051	41,941	58,328	29,529	29,361	0	193,210
Financing	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	Subsequent £000	Total £000
Sources of Funding								
Basic Need Grant	7,546	10,328	11,634	0	0	0	0	21,962
Capital Maintenance Grant	8,789	8,350	7,932	7,535	7,159	6,800	0	37,776
Devolved Formula Capital Grant	1,200	1,200	1,200	1,200	1,200	1,200	0	6,000
Special Educational Needs & Disability Grant (SEND)	6,150	8,231	0	4,000	5,000	5,664	0	22,895
Corporate Resources	7,529	0	14,890	25,413	10,170	15,647	0	66,120
External Contributions	5,746	5,942	6,285	20,180	6,000	50	0	38,457
Total Funding	36,960	34,051	41,941	58,328	29,529	29,361	0	193,210

* All projects approved subject to business case

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Support Services and Economic Development

CAPITAL PROGRAMME 2023/24 to 2027/28

Project	Approved Budget Profiled							
	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	Subsequent £000	Total £000
In-Flight Projects								
Converged Fibre	176	0	0	0	0	0	0	0
Transformation Projects	9,000	2,500	2,119	0	0	0	0	4,619
Gigabit Voucher Scheme	370	200	2,222	1,800	0	0	0	4,222
District and Borough Council Gigabit Projects	378	390	2,372	2,500	0	0	0	5,262
Connected Places - WI-FI	200	300	0	0	0	0	0	300
Investment in Technology	300	500	500	0	0	0	0	1,000
Worthing Public Realm	1,131	558	1,000	0	0	0	0	1,558
Arun Growth Programme	600	684	400	0	0	0	0	1,084
Total In-Flight Approved Projects	12,155	5,132	8,613	4,300	0	0	0	18,045
Proposed Projects*								
Digital Infrastructure (Business Rates Pilot)	0	0	250	250	300	350	0	1,150
Rural Connectivity (Business Rates Pilot)	0	0	500	1,000	670	0	0	2,170
Future Years Investment in Technology	0	0	1,000	1,000	1,268	1,000	0	4,268
Arun Growth Programme	0	346	800	500	0	0	0	1,646
Adur Growth Programme	0	370	800	500	0	0	0	1,670
Worthing Public Realm	0	0	823	500	0	0	0	1,323
Total Proposed Starts List	0	716	4,173	3,750	2,238	1,350	0	12,227
TOTAL PROGRAMME	12,155	5,848	12,786	8,050	2,238	1,350	0	30,272
Financing	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	Subsequent £000	Total £000
Sources of Funding								
Corporate Resources	11,222	4,958	7,442	2,500	1,268	1,000	0	17,168
Economic Recovery Fund Grant	200	300	0	0	0	0	0	300
Revenue Contribution to Capital Outlay - Business Rates Pilot	733	590	5,344	5,550	970	350	0	12,804
Total Funding	12,155	5,848	12,786	8,050	2,238	1,350	0	30,272

* All projects approved subject to business case

Expansion of the Recycling Centre Booking System

Report by Assistant Director, Environment and Public Protection

1. Summary

- 1.1 In July 2023, Cabinet received a report providing an update on the Council Plan, national and local context, and the medium-term financial forecast for the next five years. The report showed a budget shortfall of £171m over the next five years, of which £45m was expected in 2024/25 before any increase in Council Tax.
- 1.2 A balanced budget must be set each year and over the summer all services considered opportunities to reduce costs and align expenditure with council priorities. The Waste Management Service identified that £200,000 a year could potentially be saved by extending its booking system to all Recycling Centres across the County. The saving results from a decrease in the amount of waste accepted at the Recycling Centres following the introduction of booking requirements and by diverting materials from residual waste to recycling.
- 1.3 This proposal formed part of the budget reduction proposals considered by Cabinet on 17 October and will be considered by the Communities, Highways and Environment Scrutiny Committee on 17 November 2023.

2. Background

- 2.1 On 4 March 2021, the Cabinet Member for Environment and Climate Change took a [decision](#) to implement a pilot booking scheme at six of the eleven Recycling Centres in West Sussex. The trial scheme was introduced because social distancing measures at the busy Recycling Centres added pressure to the nearby roads leading to some disruptive queuing and delays for site visitors and road users. The measures sought to improve the management of vehicles accessing the Recycling Centres in a safe way for both staff and residents and to reduce impacts on nearby businesses.
- 2.2 The scheme was successful in these objectives and popular with the majority of users surveyed in July 2021 as well as local businesses at Manor Royal Business Improvement District Crawley and Arun Business Park in Bognor, which neighbour two of the Recycling Centres. On 5 October 2021, the Cabinet Member for Environment and Climate Change took a further [decision](#) to undertake wider public consultation in respect of making this booking system permanent and extending the system to the Burgess Hill Recycling Centre in anticipation of intensified future use of its access road due to a major housing development.

3. Public Consultation

- 3.1 Between 10 November and 21 December 2021, a public consultation was carried out using the council's online consultation portal. Paper copies were also made available at Recycling Centres and Libraries. The consultation was advertised on social media channels, through a newsletter, at Recycling Centres via Postcards handed out to residents on

arrival, on the booking system web page and emails sent to users who had booked appointments over a four-week period.

- 3.2 The consultation received 7,374 responses; the headline results are summarised below:
- 62% (3,863) strongly agreed/agreed that the booking system should be maintained, 38% (2382) disagreed or strongly disagreed.
 - 71% (5,196) had used the booking system, 29% (2,128) had not.
 - 98% had booked online, 2% via telephone.
 - Of the 2,128 people that had not used the system, 56% didn't need to book at their Recycling Centre, 20% didn't want to, 9% had not needed to visit, 5% could not find an appointment to suit and the other 10% answered other.
 - In terms of making a booking, 83% (4,429) said it was extremely/quite easy, 9% (497) said neither easy or difficult, 6% (304) said quite/extremely difficult and 3% didn't know.
- 3.3 In terms of why residents felt negative about using the booking system, 70% (2,230) wanted to decide on the day, 19% (596) found it inconvenient to book, 1% (36) did not find the system easy to use and 10% (333) chose "other".
- 3.4 The main improvement suggested was to allow on the day bookings with 62% (4,477). 14% (980) would not make any improvements, 4% (273) suggested slots were increased. 13% (951) suggested another improvement and 7% (513) said don't know.

4. March 2022 [Decision](#)

- 4.1 On 18 March 2022, the Cabinet Member for Environment and Climate Change approved:
1. That the pilot booking system is made permanent at the Bognor Regis, Crawley, Horsham, Littlehampton, Shoreham and Worthing Recycling Centres.
 2. Delegation of authority to the Assistant Director (Environment and Public Protection), in consultation with the Cabinet Member for Environment and Climate Change, to extend the booking system on a site-by-site basis to Billingshurst, Burgess Hill, East Grinstead, Midhurst and/or Westhampnett Recycling Centres, on a temporary or permanent basis should this be needed to manage congestion or other issues in the future.
- 4.2 The system was improved to accept on the day bookings, with residents able to book a slot within 15- or 30-minutes time if available. This was the main improvement requested through the public consultation exercise and the main reason why some residents had felt negative about the system.

5. Booking Numbers

- 5.1 Residents have made some 1,722,736 bookings online and a further 39,471 bookings by phone. Bookings can be made up to 14 days in advance or booked on the day. Currently around 60% of residents book in advance with around 40% deciding on the day.

6. Recycling Rate/Tonnage

- 6.1 Recycling performance (% of waste recycled) is a key performance indicator within our Council Plan 2021-25. The table below shows that overall recycling performance remains similar to previous years. Over time, the booking system may help to increase recycling levels, as less congested sites should allow better access to the correct recycling containers and opportunities for improved customer service.

Overall Recycling Rate

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
23/24	76%	80%	79%	76%	77%	77%							
22/23	72%	79%	80%	78%	77%	77%	79%	76%	71%	70%	75%	75%	76%
21/22	76%	73%	77%	77%	76%	77%	76%	74%	65%	71%	71%	72%	74%
20/21	62%	77%	69%	73%	74%	75%	73%	72%	69%	69%	69%	74%	71%
19/20	78%	79%	80%	78%	77%	78%	74%	75%	70%	70%	71%	73%	75%
18/19	77%	77%	80%	77%	75%	78%	77%	75%	69%	72%	75%	77%	76%

- 6.2 Overall, the Recycling Centres in West Sussex have seen waste reduce over the last few years. The table below shows that waste has reduced at the greatest rate at those sites which operate a booking system.

*Booking Site	19/20 Tonnes	20/21 Tonnes	21/22 Tonnes	22/23 Tonnes	Tonne Drop V 19/20	% Drop
Bognor*	8985	5088	3293	4190	-4795	-53%
Crawley*	15770	7626	11179	9854	-5916	-38%
Horsham*	8536	7180	5739	5745	-2791	-33%
Littlehampton*	9367	8038	6472	6563	-2804	-30%
Shoreham*	6930	4890	4235	4447	-2483	-36%
Worthing*	17731	14832	13656	13918	-3813	-22%

*Booking Site	19/20 Tonnes	20/21 Tonnes	21/22 Tonnes	22/23 Tonnes	Tonne Drop V 19/20	% Drop
Billingshurst	6621	6318	7311	6721	100	2%
Burgess Hill	12591	11469	12486	10319	-2272	-18%
East Grin	6092	6177	6362	5300	-792	-13%
Midhurst	1671	1627	1769	1664	-7	0%
Westhampnett (Was shut in 19/20 due to fire)	10552	12346	16737	14440	3888	37%
Total Tonnes	104846	85591	89239	83161	-21685	

6.3 The biggest reductions in waste type are garden waste, residual waste , soil & hardcore, wood, scrap ferrous metal, mixed papers and textiles.

7. Benefits of a Booking System

- The booking system levels out the peaks and troughs in visitor numbers. This improves operational efficiency and the queues that previously existed have largely become a thing of the past.
- Site operatives have had more time to assist customers in sorting and maximise levels of recycling and time to split large bags that generally contain recycling items.
- The booking system introduces a limit of five visits per month, this means that residents tend to give more thought about their visits, making fewer visits, and thinking more about the items they take to the Centres.
- It encourages residents to make use of other forms of waste disposal such as home composting, reuse, donating to charity or using a skip for larger DIY works at home. West Sussex currently accepts DIY waste for free and sees much higher levels of this material when compared to neighbours who charge for this waste stream.
- More time is available at the gate for staff to ensure that only household waste is entering sites and that commercial waste is excluded. Any waste that comes from a commercial activity is business waste and a charge for disposal is required of the producer. Each business must follow its duty of care in transporting and disposing of commercial waste.

- The booking system supports climate change objectives by reducing the number of cars queueing on and near Recycling Centres including in areas of housing and business / retail parks. This will have a positive impact on emissions, pollution and air quality for the area.
- New housing growth in West Sussex particularly close to the sites at Burgess Hill and Midhurst means that the usage of sites is expected to increase in the future.
- Limited capital funding and land options are available for the County Council to invest in new or expanded sites, meaning the booking system will help to manage demand and make best use of the assets during opening hours.

7.1 Operating the booking system has resulted in reduced volumes of waste handled, transported, and processed. Introducing booking at the remaining Recycling Centres should result in further waste disposal savings for the County Council.

8. Fly Tipping

8.1 It is sometimes feared that additional management controls at Recycling Centres could lead to anti-social or illegal behaviour in respect of fly-tipping. Recent [research](#) commissioned by DEFRA found no link between booking systems and increased incidence of fly-tipping. Similarly, a [study](#) by WRAP concluded that there is no evidence that charging for DIY-type waste at Household Waste Recycling Centres pushes up fly-tipping.

8.2 The County Council in partnership with the District and Borough Councils has launched 'Let's SCRAP fly tipping', a county-wide campaign designed to:

- alert local residents and business owners to the different forms of fly tipping, and that we all have a shared responsibility to help tackle the problem.
- highlight the enforcement work taking place to try to identify and punish the perpetrators of fly tipping in the county wherever possible.

8.3 The campaign which started in April 2021 began with educating residents about the different forms of fly tipping, and the duty of care everyone has when it comes to disposing of waste responsibly (by following the 'SCRAP code'). It then moved on to warn of the implications for people who do fly tip and could lead to Fixed Penalty Notices and prosecutions for offenders.

8.4 Three trial Joint operations have taken place in Chichester, Horsham and Arun Districts which involved stopping vehicles that could be potentially carrying waste. Officers interviewed drivers and examined the vehicles' contents to deter and disrupt ongoing fly-tipping, help identify waste-carrying vehicles, and ensure compliance.

8.5 The success of the trial means all the partners have committed to extending the operation on a rolling programme throughout West Sussex.

8.6 The joint operations to date have resulted in:

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- 197 vehicles stopped.
 - 14 drivers penalized by Sussex Police; 2 vehicles seized.
 - 20 businesses advised by Environment Agency to register or face fines.
 - 183 inspections by Local Authority and Environment Agency officers.
 - 29 prohibitions served by DVSA.
 - 40 vehicles tested for fuel contaminants.
- 8.7 The District and Borough Councils in West Sussex are responsible for reporting the numbers of fly tipping for their own areas on Waste Data Flow.
- 8.8 In 2021/22 there were on average 19 fly-tipping incidents per 1,000 people in England. London had the highest average number of incidents per 1,000 people at 46, while the Southeast had one of the lowest at 11 incidents per 1,000 people.
- 8.9 Fly-tipping incidents in West Sussex show a slight decrease over the last three years (2021-23). Arun is currently the only district to have experienced increased fly-tipping in this period.

Report to Communities, Highways and Environment Scrutiny Committee

17 November 2023

End of Sept 2023 (Quarter 2) Performance and Resources Report – Focus for Scrutiny

Report by Director of Law and Assurance

Summary

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

Performance: Of the 10 performance indicators, seven are reporting as "green", and two as "amber" and one as "red". One of the amber indicators sits in Environment and Climate Change, and one within Highways and Transport. The red indicator sits within Highways and Transport.

Capital: One project within Environment and Climate Change is reporting amber. Two projects within Highways and Transport are reporting amber, and one red.

Savings: One savings project in Environment and Climate Change is reporting amber, and two red. Two savings projects in Highways and Transport are reporting amber, and one red.

The projected outturn financial forecast for the Committee's area of responsibilities are:

Community Support:	Overspend of £0.325m (increase of £0.04m)
Environment and Climate Change:	Overspend of £2.540m (increase of £1.1m)
Highways and Transport:	Underspend of £2.2m (unchanged)

The PRR includes information which is specifically relevant to the portfolio responsibilities of the scrutiny committee.

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

The Cabinet met on 7 November 2023 to consider the Quarter 2 Performance and Resources Report.

Focus for Scrutiny

In reviewing the PRR, the Committee's role is to monitor performance, finance and risk at a strategic level for its portfolio areas. Its focus should be on key performance indicators that are identified as red or amber as well as any budget variations.

Key lines of enquiry include:

- What is being done to address areas of under-performance (KPIs currently showing as red or amber)?
- The effectiveness of measures being taken to manage the revenue and capital budget position, specifically in relation to any budget variations, non-delivery of the capital programme or agreed savings.
- To identify any issues for further in-depth scrutiny to include in the Committee's future work programme (where scrutiny may influence outcomes/add value)
- Identify any specific areas for action or response by the relevant Cabinet Member or for further scrutiny by one of the other scrutiny committees
- Where time permits, to assess key corporate risks set out in the Risk Register relating to the Committee's areas of responsibility and plans to mitigate these.
- Where time permits, using the information on performance and finance does the service being delivered meet the objectives in the Council Plan and does it provide value for money.

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

1. Background and context

- 1.1 The Performance and Resources Report (PRR) is designed to be used by all scrutiny committees as the main source of the County Council's performance information.
- 1.2 Annex A – How to Read the Performance and Resources Report, provides some key highlights on the structure, content and a detailed matrix of the sections of the report which are expected to be reviewed by the different scrutiny committees.
- 1.3 The County Council is focused on delivering the four priorities as set out in the Council Plan: keeping people safe from vulnerable situations, a sustainable and prosperous economy, helping people and communities fulfil their potential and making the best use of resources, all underpinned by tackling climate change.

- 1.4 The background and context to this item for scrutiny are set out in the attached appendices (listed below). As it is a report dealing with internal or procedural matters only the Equality, Human Rights, Social Value, Sustainability, and Crime and Disorder Reduction Assessments are not required.

Tony Kershaw

Director of Law and Assurance

Contact Officer

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Appendices

Appendix 1 - Section 3: Community Support, Fire and Rescue Portfolio – Summary

Appendix 2 - Section 4: Environment and Climate Change Portfolio – Summary

Appendix 3 - Section 6: Highways and Transport Portfolio - Summary

Appendix 4 - Corporate Risk Register Summary

Appendix 5 - Annex A – How to Read the Performance and Resources Report

Background Papers

None

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Community Support, Fire and Rescue Portfolio - Summary

Performance Summary

1. Performance highlights this quarter:

~~Fire and Rescue Service~~

- ~~• **Platinum House, the West Sussex Fire and Rescue Service Training Centre and Horsham Fire Station** became operational in July. After six weeks of successful commissioning and testing, the site was ready to be handed over to operational crews and training colleagues. This was a momentous landmark for the Fire Rescue Service which will unlock new opportunities for training and exercising for both fire and wider County colleagues and support the County Council's aim of becoming carbon neutral by 2030.~~
- ~~• The service is reaching the midway point of the Community Risk Management Plan (CRMP) and in line with proposals, two new projects were launched on **Emergency Response Standards and a Specialist Capability Review**. These crucial projects will continue to support improvement in KPIs by matching risk and resource and ensuring the Council have the right specialist equipment available to protect the community. Initial proposals from this work are expected to emerge during quarter four of this year.~~
- ~~• Also in the CRMP is a commitment to **review the Fire Service Retained Duty System (RDS)**. Initial work commenced in July when a staff survey was conducted and a series of focus groups to capture the ideas on what we need to focus on first within the project. The project formally starts in quarter four of this year, but this early engagement will help establish the scope and begin to help address some of the performance issues being experienced in the RDS core measure.~~
- ~~• In September, the service took delivery of its new innovative **Welfare Unit**. This is a new vehicle which has been specifically designed to provide enhanced support and facilities for staff during operational incidents. The introduction of the Welfare Unit to the fleet marks a significant milestone in our efforts to prioritise the welfare of staff.~~
- ~~• This quarter, the Fire and Rescue Service **welcomed its latest new retained duty system firefighters**. These new colleagues will provide further resilience to key retained stations to help improve our core measures and wider retained availability.~~
- ~~• A mixture of the excellent rural prevention activity and the wet weather resulted in **fewer rural and wildfire incidents** than expected. The most notable operational incident of the summer occurred in Littlehampton in August with a large fire at the Harvester Restaurant on the seafront. The incident led to 12 fire engines attending the scene which attracted significant press interest.~~

Community Support

- This summer 11,500 children joined the **Summer Reading Challenge** in West Sussex libraries, with over half completing the challenge to read six or more books over the summer holidays. Library staff provided training and support to 248 volunteers, who in turn gave over 3,500 hours of their time talking with children about the books they had read and celebrating their achievement. Running the Challenge at all libraries for eight weeks over the summer means libraries had their busiest period in July and August, with customer visits 12% above the monthly average. Evidence shows families reading for pleasure is a keyway for children to maintain attainment levels over the longest school holiday period.
- **Worthing Library** passed the two years open since refurbishment milestone this quarter. Visitor footfall data shows an average of 16,150 customers use the building every month, accessing library, family, health, and registration services. It is projected that customer reach will have grown 7% by year-end.
- Libraries reported 36 incidents of **anti-social or disruptive behaviour** from customers during the summer period, with emergency calls to the police on 17 occasions. This represents a one-third reduction in incidents from last quarter but remains eight-fold magnitude above baseline (pre-pandemic) norm.
- **A new small ceremony room in Worthing Library** has been made available for by the Registers Service for ceremonies from September. This room is offered every Tuesday as a low-cost option in the South of the County and is proving a very popular venue.
- Online safety remains a key priority for the Community Safety and Wellbeing Team and during this quarter, 1,794 young people, residents and professionals have participated in **digital safety focused training/engagement activities**. The Digital Safety Team engaged with students and teachers at the Freshers Fair Event at Chichester College about how to stay safe online and avoid falling victim to online scams.
- Since September 2021, the Community Safety and Wellbeing Team have been running **safeguarding training webinars for taxi drivers** across West Sussex and beyond, providing awareness raising and information around the main aspects of safeguarding, including vulnerabilities, indicators, and methods of reporting concerns. To date, approximately 2,000 drivers have been trained in various District and Boroughs across West Sussex and also, Rother and Wealden, in the East. For the period July to September 2023, seven webinars were held on the new Eventbrite platform, providing training to 95 drivers in this period.
- The Countering Extremism Team continue to offer a **range of support to reduce the risk of people being drawn into or supporting terrorism**. This includes statutory Prevent Duty training for internal and external partners, as well as inputs on recognising racism and the impact of hate crime in relation to extremism. Mandatory Prevent training has been approved for all County Council Children, Young People and Learning staff which will be delivered over the next year, and as part of the County Council's community engagement strategy, the team will be delivering training to infrastructure organisations in

the voluntary and community sector. Facilitating and chairing the West Sussex Channel Panel remains a key responsibility as part of the statutory Channel Duty, alongside organisational compliance with the national benchmarks introduced over the past year by the Home Office.


Our Council Performance Measures

~~Fire and Rescue Service Performance Measures~~




~~2. The following section provides KPI updates comparing performance over the last three periods (each measure will explain the reporting period).~~

Fire and Rescue		2023/24 Target	Performance Over The Last 3 Periods			DoT	Year End Forecast
			Mar-23	Jun-23	Sep-23		
3	Measure: Fire Safety Order regulated buildings in West Sussex having received an audit under the Risk Based Inspection Programme. Measured cumulatively in each financial year, from 1st April.	1,000	G	A	G	↗	G
	Reporting Frequency: Quarterly		1,004	247	515		
Performance Analysis: Sep-23: The services Fire Safety Regulators have maintained a good level of performance during Q2 and are on track to meet the target for the year, being ahead of profile at this half year stage. (515 audits out of an annual target of 1,000). In comparison to the six monthly performance through Q1 and Q2 of 2022/23, the team have achieved 13% more fire safety audits so far this year.							
Actions: The level of performance is starting to increase and is representative of the expectation now that more Fire Safety Regulators have concluded their development training. There is still further development being undertaken, however it is hoped that this will have a slightly lower impact upon our day to day output.							
10	Measure: Number of Safe and Well Visits delivered to households with at least one vulnerability or risk factor. Measured cumulatively in each financial year, from 1st April.	5,000	G	G	G	↗	G
	Reporting Frequency: Quarterly, Accumulative.		4,680	1,298	2,622		
Performance Analysis: Sep-23: 1,324 Safe and Well Visits (SWVs) and 324 home safety interventions were completed in Q2. There continues to be a significant increase from the number of SWVs delivered in previous years. At the end of Q2 2022/23, the team had completed 2,100 SWVs; whereas at Q2 2023/24, 2,622 visits have been accomplished – 522 more than the previous year. This measure is on track to meet the target of 5,000 SWVs this year.							
Actions: The service continues to support referrals and requests for Safe and Well Visits through partnerships and local initiatives promoting them. Data is used to target those most at risk of being injured or dying in a fire.							
42	Measure: Percentage of 'critical fires' where the first appliance in attendance meets our emergency response standard	89.0%	G	G	G	↗	G
	Reporting Frequency: Quarterly.		92.1%	89.4%	94.7%		
Performance Analysis: Sep-23: Performance for the fourth consecutive quarter remains above target. Fire Stations are continuing to mobilise quickly, responding to incidents in their communities. By continuing to embed our professional standards in Service Delivery the team have been able to maintain this level of performance. In addition to this, crews have been increasingly engaged with their communities through fire safety initiatives, meaning they are off station more and working in high risk areas ready to respond more quickly. This activity is being captured through our Local Risk Management Plans. Joint fire control also continues to utilise the dynamic cover tool to ensure our resources are in the right areas at the right times ready to meet our response standards.							

Agenda Item 8
Appendix 1

Fire and Rescue		2023/24 Target	Performance Over The Last 3 Periods			DoT	Year End Forecast
<p>Actions: Monitoring and reviewing the performance data locally at stations through the Local Risk Management Plans via Service Delivery Governance meetings will continue, whilst seeking continuous improvements.</p>							
43	<p>Measure: Percentage of 'critical special service incidents' where the first appliance in attendance meets our emergency response standard</p> <p>Reporting Frequency: Quarterly.</p>	80.0%	Mar-23	Jun-23	Sep-23		G
			G	G	G		
			80.8%	82.2%	84.6%		
<p>Performance Analysis: Sep-23: Performance remains high for a fourth consecutive quarter, providing assurances that the established use of the Dynamic Cover Tool (which provides data on response times broken down to district/local level displayed to control room operators) is now embedded in the services' ways of working when mobilising fire engines to calls.</p> <p>Actions: Working with partner agencies has helped to improve the time taken to transfer calls and information, enabling control staff to mobilise quicker. Work also continues to be undertaken at fire stations to ensure everything is being done to enable quick responses to incidents, as well as maximising the availability of retained fire engines at times of the day when these incidents are most likely to occur using the Crewing Optimisation Group.</p>							

Community Support Performance Measures

Community Support		2023/24 Target	Performance Over The Last 3 Periods			DoT	Year End Forecast
4	<p>Measure: Percentage of interventions to identified West Sussex residents that demonstrate an increase in ability for resident to deal with scams.</p> <p>Reporting Frequency: Quarterly</p>	90.0%		Jun-23	Sep-23		G
				G	G		
			New Measure - No Data	91.0%	94.0%		
<p>Performance Analysis: Sep-23: No anticipated issues in meeting year-end target.</p> <p>Actions: The service continues to work with partners to keep residents safe.</p>							
33	<p>Measure: Use of virtual/digital library services by residents</p> <p>Reporting Frequency: Quarterly, Accumulative</p>	5.45m	Mar-23	Jun-23	Sep-23		G
			G	G	G		
			6.30m	1.69m	3.72m		
<p>Performance Analysis: Sep-23: Increased use driven by new ebook provision (ULibrary) which has increased choice and availability for customers. The summer period sees peak usage across all library services, driven by the annual Summer Reading Challenge.</p> <p>Actions: Continue to support growing demand though investment in eLibrary platforms and production of virtual and online library events content.</p>							
34	<p>Measure: Community Hub provides positive outcomes for residents at first point of contact.</p> <p>Reporting Frequency: Quarterly</p>	95.0%		Jun-23	Sep-23		G
				A	G		
			New Measure - No Data	92%	100%		

Community Support	2023/24 Target	Performance Over The Last 3 Periods	DoT	Year End Forecast
<p>Performance Analysis: Sep-23: Currently achieving 100% for Q2, The Community Hub continues to deliver a high-quality service to the residents of West Sussex providing information and guidance signposting practical support focusing on Cost of Living and Household Support Fund enquiries.</p> <p>Actions: Continuing to regularly review the streamlining of processes as Household Support Fund moves us to a more digital focus.</p>				

Finance Summary

Portfolio In Year Pressures and Mitigations

Pressures	(£m)	Mitigations and Underspending	(£m)	Year end budget variation (£m)
Community Support – Additional coroner costs projected following continued increase in the number of excess deaths since the pandemic.	£0.365m	Community Support – Additional ceremonies income projected.	(£0.100m)	
Community Support – Transfer of Coroner Officers from Sussex Police	£0.160m	Libraries and Archives – Staffing vacancies	(£0.080m)	
		Edes House – Addition income generation from external functions	(£0.020m)	
Community Support, Fire & Rescue Portfolio - Total	£0.525m		(£0.200m)	£0.325m

Financial Narrative on the Portfolio's Position

- As at the end of September, the forecast against the Community Support, Fire and Rescue budget is a projected overspend of £0.325m, an increase of £0.040m when compared to the June position.

Community Support

- As previously reported, the pressure on the Coroner's Service has continued into 2023/24 largely as a result of the continued increase in excess deaths since the pandemic which is being seen nationally. Currently £0.365m of additional costs associated with increased pathology, body storage, histology and coroner time are included within the overall projection.
- In addition, the Coroner's Service has also welcomed the transfer of Coroner Officers from Sussex Police from 1st April 2023. The projected costs associated with the transfer have increased by £0.040m from the £0.120m reported in June to £0.160m. Staff terms and conditions are still being finalised.
- Additional income forecast to be generated from the Registration Service has been reduced from £0.2m reported in June to £0.1m. This projection has been revised down following a review of ceremonies planned in 2023/24. This

reduction has been offset by £0.080m of projected staffing vacancies within the Libraries and Archives services alongside an additional £0.020m of income generation from external functions at Edes House.

Savings Delivery Update

7. There are £0.670m of planned savings to be delivered within the Portfolio. Details are shown in the table that follows:

Saving Activity	Year	Saving to be delivered in 2023/24 (£000)	September 2023		Narrative
Community Support - Optimise Use of Grants	2023/24	£0.200m	£0.200m	G	
Resilience and Emergency Team Structural Review	2023/24	£0.100m	£0.100m	G	
Staffing vacancy increase in vacancy factor from 5% to 6%	2023/24	£0.370m	£0.370m	G	Staffing budgets currently assume a vacancy factor of 5% but over the last few years, this has averaged 6% across the organisation and is expected to remain at this level for 2023/24.

Savings Key:			
R Significant Risk	A At Risk	G On Track	B Delivered

Capital Programme

Summary - Capital

8. The Community Support, Fire and Rescue capital programme; as approved by County Council in February 2023, agreed a programme totalling £9.089m for 2023/24. Budget of £4.864m originally profiled to spend in 2023/24, was accelerated into 2022/23, revising the capital programme to £4.225m.
9. Since this time, the profiled spend has decreased overall by £1.220m, to give a current year end projection for 2023/24 of £3.005m.
10. The portfolio's capital programme contains six projects. Five of the projects are in delivery and one is practically complete and is in its retention phase whilst snagging and cosmetic works are completed. The performance and financial details for each are reported below.

	Community Support, Fire Rescue Capital Projects	Performance RAG Status			Total Project Budget	Previous Years Expenditure To 2022/23	2023/24 Expenditure to Date	In-Flight Remaining Project Budget
		Time	Quality	Cost				
1	Project: Fire and Rescue Equipment Block Programme - Block	G	G	G	£0.263m	N/A	£0.263m	£0.000m
	Latest Estimated Completion Date: On-Going			Project Phase: In-Delivery				
	Narrative: Block funds have been spent. Scoping of future projects underway.							
2	Project: Fleet Replacement Programme - Block	G	G	G	£4.072m	N/A	£0.078m	£3.994m
	Latest Estimated Completion Date: On-Going			Project Phase: In-Delivery				
	Narrative: Projects are going through the governance process.							
3	Project: Live Training Centre and Horsham Fire Station	G	G	G	£25.608m	£23.935m	£0.958m	£0.715m
	Latest Estimated Completion Date: July 2023			Project Phase: Practically Complete - In Retention				
	Narrative: The new building and site has been handed over to the service. The site became operational on Monday 10th July 2023. Funding remains for final invoices and retention payments.							
4	Project: Fire and Rescue Estates Improvement Programme	G	G	G	£1.852m	£-	£-	£1.852m
	Latest Estimated Completion Date: TBC			Project Phase: In-Delivery				
	Narrative: Business Case being created by Service and is expected in October 2023.							
5	Project: Worthing Community Hub	G	G	G	£2.852m	£2.693m	£-	£0.159m
	Latest Estimated Completion Date: May 2022			Project Phase: Practically Complete - In Retention				
	Narrative: Works complete.							
6	Project: Libraries Digital Asset	G	G	G	£0.030m	£-	£0.006	£0.024m
	Latest Estimated Completion Date: TBC			Project Phase: In Delivery				
	Narrative: West Sussex Library Service were successful in obtaining a grant of £30k from LibraryOn, a project led by the British Library working in consultation with Arts Council England, to pay for a suite of new digital assets including films about library activities to go on the library webpages.							

11. A summary of the latest Capital Programme Budget Monitor is reported in **Appendix 4** and full details of all individual schemes are set out in the Budget Report published in February 2023.

Risk

12. There are no corporate risks assigned to this portfolio. Risks allocated to other portfolios are specified within the respective portfolio sections. Further detail on all risks can be found in **Appendix 5** - Corporate Risk Register Summary.
13. Full details of the latest Risk Register, including actions and mitigations can be found under the County Council's [Regulation, Audit and Accounts Committee Agenda](#) website.

Environment and Climate Change Portfolio - Summary Performance Summary

1. Performance highlights this quarter:



- The installation phase for the **Summer 2023 Solar Together Sussex Scheme** began this quarter. The scheme, which is coordinated by the County Council on behalf of all local authorities in West Sussex, East Sussex and Brighton and Hove, delivers high quality and competitively priced solar panels and battery systems to help residents to reduce their energy costs and their impact on the environment. So far approximately 700 renewable energy systems have been installed under the summer 2023 scheme. Two previous Solar Together Sussex rounds in 2020 and 2021 installed 1,700 systems across Sussex.
- Approval was given in July for a **technical feasibility study to be carried out on a project to build a new solar farm** of around 2MW in size on council-owned land at Baystone Farm near Horsham. Subject to the outcome of this study, the project will require the development of a full business case before it can be taken forward through the County Council's capital governance process.
- **Estate Decarbonisation** – A Key Decision was published in August to implement Phase 1a of the County Council's Estate Decarbonisation Programme. This phase of work will focus on 14 properties across the county including some libraries, fire stations and a day centre. It is estimated that the improvements will save around 237 tonnes of CO₂ emissions each year - around 4% of our total corporate emissions. Upon the conclusion of the procurement process, work is expected to commence in December 2023.
- This summer, County Council staff completed the first **Climate Change Awareness and Commuter Survey**. This staff-wide survey gauged knowledge of and engagement with the Climate Change Strategy and inquired about working from home (WFH) and commuting patterns. Over 900 staff responded to the survey with their experiences and feedback around the council's sustainability goals. The Sustainability Team will use the results of the survey to tailor engagement with services across the organisation. Importantly, the survey results will also help to inform the carbon baseline and improve the accuracy of the County Council's emissions reporting by incorporating commuting and WFH emissions for the first time. This survey will be administered annually to track progress over time towards the 2030 Climate Change Strategy objectives.
- There remains a level of uncertainty around the **Government's waste policy reforms** despite DEFRA announcing the introduction of "Simpler Recycling" in the place of the previous policy approach of "Greater Consistency in Recycling." It is noteworthy that this set a deadline for the introduction of separate food waste collections by March 2026 and this will require changes to the County Council's disposal arrangements. Further details are awaited in particular on funding and clarity on frequency of residual waste collections.
- All West Sussex district and borough councils have hosted a monthly

UKHarvest community food hub, where for a suggested small donation, residents have been able to acquire a diverse range of surplus foods that would otherwise have been discarded by their suppliers. During this period, it has fed over 3,400 people and saved £28,000 worth of food from being wasted.

- Since launching in July 2023, the **'Think Before You Throw' campaign** - working in partnership with the districts and borough councils, and supported by the West Sussex Communications Team - has had over 12,000 views of the campaign video animations. The total social media reach, including both organic and paid for impressions, sits at 1.29m. The second phase of the campaign launched in September, focusing on a 'back to basics' approach to kerbside recycling, including which materials are accepted, and the 'clean, dry, loose' message.

Our Council Performance Measures

2. The following section provides KPI updates comparing performance over the last three periods (each measure will explain the reporting period).

Environment and Climate Change		2023/24 Target	Performance Over The Last 3 Periods			DoT	Year End Forecast
22	Measure: Equivalent tonnes (te) of CO2 emissions from WSCC activities (CC) Reporting Frequency: Quarterly, Accumulative. 	22,833 CO2te	Mar-23	Jun-23	Sep-23	↘	G
	G		G	G			
			27,264 CO2te <small>(2022/23 Target: 29,910 CO2te)</small>	4,667 CO2te	9,611 CO2te		
Performance Analysis: Sep-23: Preliminary recorded carbon emissions for Q2 2023/24 totalled 4,944 tonnes. This is the first fiscal year of emissions reporting under a new baseline calculation and thus comparison to previous reporting is not accurate. There has been an increase of emissions within the transportation and additional sources categories, largely due to the recent update in County Council commuting and work from home activities data. This increase does not reflect a sudden change in activity, but rather a better reporting of existing activity. This increase was somewhat offset by decreases in emissions from our corporate and schools' estates. Overall emission performance remains on track to meet the targeted annual reductions. Actions: Work continues on the actions set out in the Carbon Management Plan to achieve net zero carbon by 2030.							
23	Measure: Household waste recycled, reused or composted (CC) Reporting Frequency: Quarterly, Reported two quarters in arrears. 	56.0%	Sep-22	Dec-22	Mar-23	↗	A
	A		A	A			
			52.9%	53.3%	53.7% <small>(2022/23 Target: 55%)</small>		
Performance Analysis: Sep-23: The recycling rate for Q4 2022/23 decreased by 0.03% when compared to the same quarter in 2021/22. The Q4 percentage has increased by 0.34% when compared to the Q3 of 2022/23, however, the target of 55% set for 2022/23 has not been achieved. Some of the possible reasons for this are detailed below: <ul style="list-style-type: none"> • The remaining wood stockpile of 237 tonnes has been cleared during the quarter. • The green waste in Q4 2022/23 was lower than the same quarter in 2021/22 and overall, was lower in 2022/23 than 2021/22. This could be due to the weather for this period. The Met Office reported that February 2023 had 							

Environment and Climate Change	2023/24 Target	Performance Over The Last 3 Periods	DoT	Year End Forecast
	<p>been the driest in 30 years for England and March 2023 had been the wettest in over 40 years for England. There has been a big increase at the start of 2023/24 in green waste being disposed through the sites which may improve the recycling rate in Q1 of 2023/24.</p> <ul style="list-style-type: none"> Total local authority collected waste continues to decrease, possibly due to the rise in the cost of living. There remains 1,726.18 tonnes of unprocessed material at the Mechanical Biological Treatment Centre as of 31st March 2023. The recycling rate could show an improvement once this has been completely cleared. <p>Actions: Further work will take place to improve our recycling and green waste processing rates in line with government guidelines.</p>			

Finance Summary

Portfolio In Year Pressures and Mitigations

Pressures	(£m)	Mitigations and Underspending	(£m)	Year end budget variation (£m)
Waste Services – Recycling. Projected POPs disposal legislation costs	£0.900m	Increase in Trade Waste income	(£0.720m)	
Waste Services – Non-delivery of saving - reduction in recycling income projection	£0.690m			
Waste Services – Shortfall in baled RDF contract	£0.600m			
Waste Services – Increase in waste volumes at Household Waste Recycling Sites and kerbside collections including increase in green waste tonnage	£0.430m			
Waste Services – Additional cost on waste recycling contract above budgeted inflation	£0.130m			
Energy Services – Delays in saving delivery on solar and battery storage project	£0.500m			
Other minor variations	£0.010m			
Environment & Climate Change Portfolio - Total	£3.260m		(£0.720m)	£2.540m

Financial Narrative on the Portfolio's Position

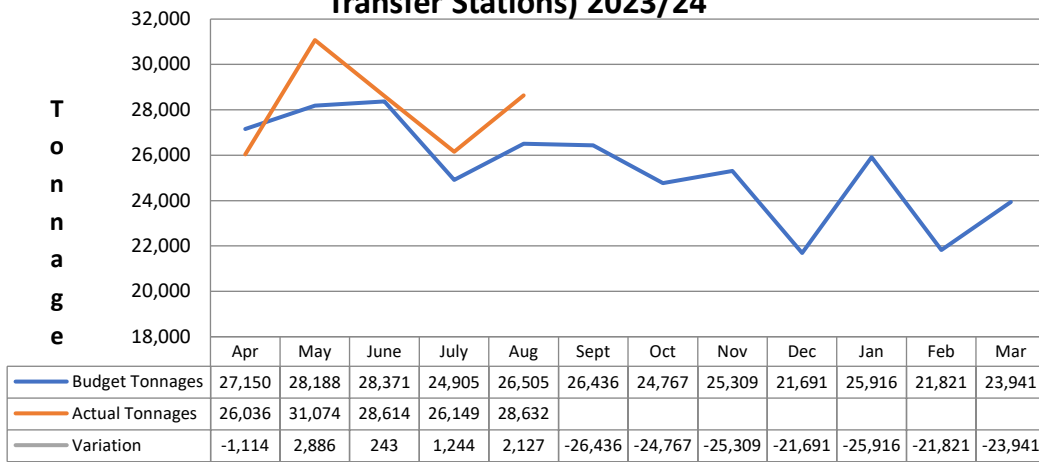
- As at the end of September, the forecast against the Environment and Climate Change budget is a projected overspend of £2.540m, an increase of £1.155m when compared to the June position.
- Identification, classification and disposal of **persistent organic pollutants (POPs) material** is a requirement recently mandated by Central Government. Waste Disposal Authorities are now responsible for identifying what types of waste contain POPs, sorting and storage of POPs waste and the removal of material and destruction of POPs content within the waste. The cost of meeting these new

obligations is projected to be around £0.9m for 2023/24 and covers the period January 2023 to March 2024.

5. In recent years, the value of **Recyclate** has fluctuated greatly. The start of 2023/24 had been less volatile, however during the second quarter, the recyclate values have generally seen a downturn. The largest driver of recycling income is waste paper and the value of this material has reduced from +£38 per tonne in May 2023 to +£28 in August which is an improvement from the 2022/23 low of +£18 in November 2022 but far below the high of +£124 per tonne in August 2022. Due to the reduction in recyclate values, the budget is projecting a £0.690m shortfall of income in 2023/24. This is reflected in the savings delivery update position.
6. Continuing issues with **Refuse Derived Fuel (RDF) baling** means that it is unlikely the County Council will meet its guaranteed minimum tonnage (GMT) as part of the agreement with the RDF contractor. The service have been working to solve this issue and there has been a recent increase in the number of RDF loads sent to continental Europe. It is anticipated that the GMT shortfall will create an overspend of £0.600m. This projection could fluctuate dependent on performance.
7. There has been an increase in **waste volumes** of around 4% above the budgeted tonnages so far this year. Additional green waste has been received due to a weather-related pro-longed growing season. When compared to the same period in 2022, approximately an additional 8,000 tonnes of green waste was processed during April to August. The Material Recycling Facility (MRF) has seen 2% higher than budgeted waste volumes due to the increase in household waste recycling collected at kerbside; in part due to the continued and likely permanent home working arrangements. Overall, the current net position is a £0.430m projected overspend.
8. This increase in waste volumes is also due to an increase in **trade waste service** volumes. Two district and borough councils have been temporarily using the County Council's Trade Waste Service following the termination of contracts with their previous providers. This short-term solution is expected to generate an additional £0.720m of income.
9. **Inflation** on the waste recycling contract was set at 12.4%, slightly lower than the actual inflation rate applied to the contract which averaged 12.9%. This has led to a budgeted shortfall of £0.130m.
10. Due to continued delays in the **Solar and Battery Storage site at Halewick Lane** becoming active, the income generation saving of £0.5m linked to this site is not expected to be delivered in 2023/24. It had been hoped that this shortfall could be mitigated by the County Council's other solar farms producing and selling more energy following recent favourable weather conditions. However, the current and projected sale prices suggest this may not be possible.

Cost Driver Information

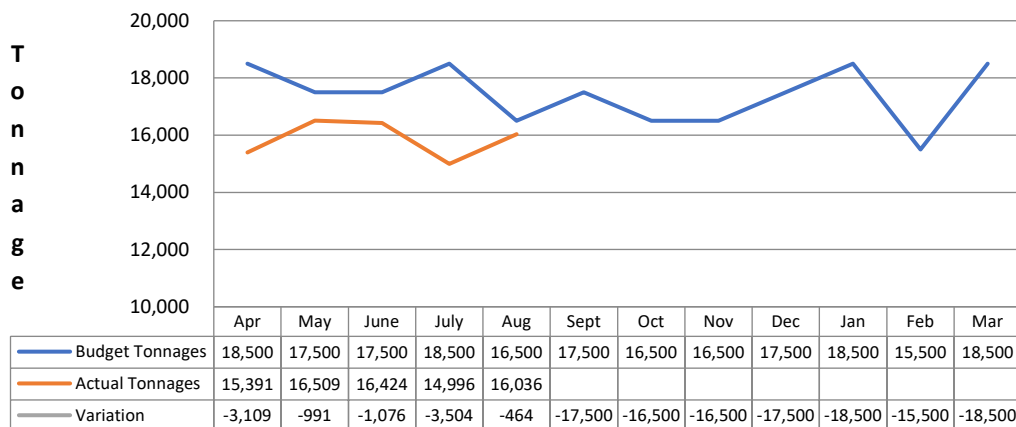
Contract Handling Fee Tonnage (Recycling Centres and Transfer Stations) 2023/24



This graph shows tonnages received at the Household Waste Recycling Sites (HWRS) and Transfer Stations.

The tonnages received to August are around 4% above the budgeted profile.

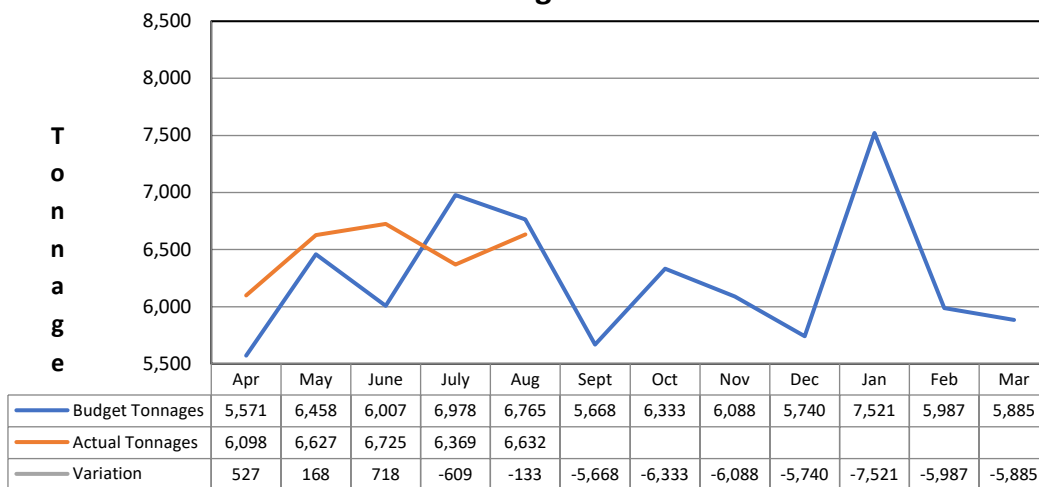
Monthly tonnage Profile and Actual Waste Entering the MBT and Waste Sent Direct to Landfill 2023-24



Waste is transferred to the Mechanical Biological Treatment Centre (MBT) with a small proportion directly sent to landfill, as the waste is not suitable for treatment through the MBT.

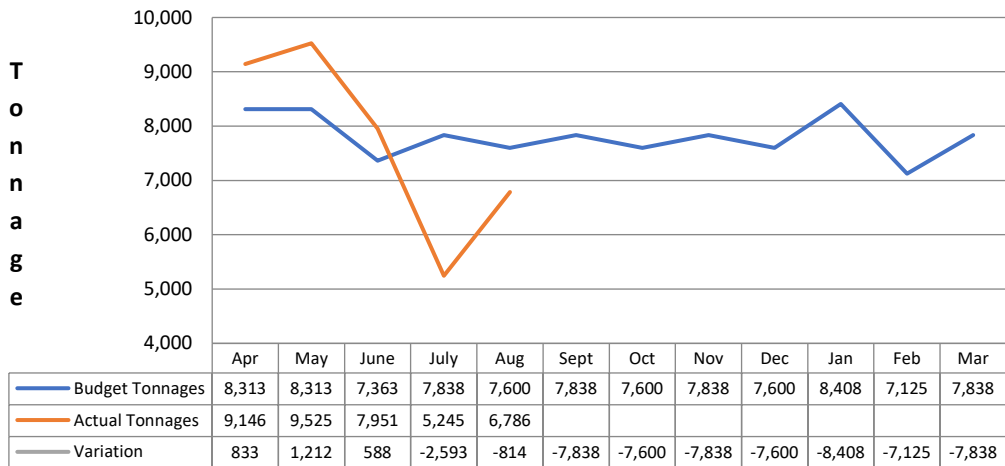
This graph demonstrates a 8% reduction in tonnes sent to the landfill so far when compared to the forecast profile.

MRF Tonnage 2023-24



This graph shows the monthly volumes of recycling taken to the Material Recycling Facility (MRF). The monthly tonnages taken to the MRF so far in 2023/24 are 2% above the budgeted profile.

Monthly Profile and Actual Waste Tonnage Converted Into RDF 2023-24

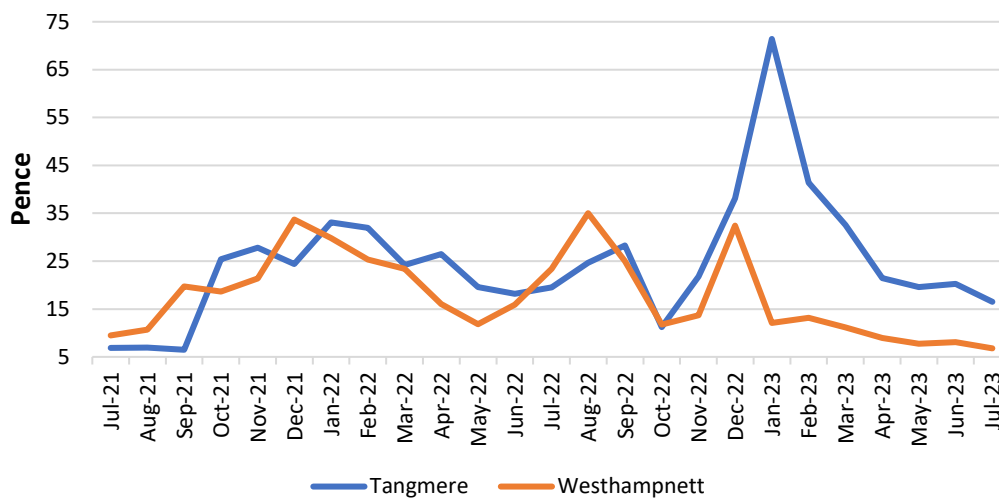


This graph shows the Refuse Derived Fuel (RDF) production compared to the estimated levels.

RDF levels are around 2% below the budgeted profile.

There has been a reduction in production of RDF in recent months due to operation issues at the plant. This is expected to improve going forward.

Solar Farm Income Unit Rate - Pence Per kWh



This graph demonstrates the average pence per kWh since April 2021 for both Tangmere and Westhampnett Solar Farms.

The sale of the power at Tangmere is agreed in advance whereas Westhampnett's sale of power is subject to a blend of agreed and demand system sell price due to the battery storage element. This difference can produce distinctive pricing variations.

Savings Delivery Update

11. There are £2.492m of savings to be delivered within the portfolio. Details are shown in the table below:

Saving Activity	Year	Saving to be Delivered in 2023/24	September 2023		Narrative
Recyclate income	2023/24	£0.800m	£0.110m	A	There has been a downturn in the value of recyclable material in the last 6-9 months. It is unlikely that the majority of this additional income will be achieved in 2023/24.
			£0.690m	R	
Solar and Battery Investments	2023/24	£0.500m	£0.500m	R	Continued delays at Halewick Lane, project will not complete or generate income in 2023/24.

Saving Activity	Year	Saving to be Delivered in 2023/24	September 2023		Narrative
			£	Rating	
Additional Energy Generation	2023/24	£0.200m	£0.200m	G	
Staffing vacancy increase in vacancy factor from 5% to 6%	2023/24	£0.072m	£0.072m	G	Staffing budgets currently assume a vacancy factor of 5% but over the last few years, this has averaged 6% across the organisation and is expected to remain at this level for 2023/24.
Development of Battery Storage Site	Prior Years	£0.100m	£0.100m	B	
Additional income from increased sales of Recyclates (2022/23 element)	Prior Years	£0.800m	£0.800m	B	
Review of Countryside Fees and Charges	Prior Years	£0.020m	£0.020m	G	

Savings Key:

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

Capital Programme

Summary - Capital

12. The Environment and Climate Change capital programme; as approved by County Council in February 2023, agreed a programme totalling £12.182m for 2023/24. Budget of £0.291m, originally profiled to be spent in 2022/23, was slipped into 2023/24, revising this year's capital programme to £12.473m.
13. Since this time, the profiled spend has decreased overall by £1.053m, to give a current year end projection for 2023/24 of £11.420m.
14. The portfolio's capital programme contains 12 projects with all projects currently in delivery. The performance and financial details for each scheme are reported below.

	Environment and Climate Change Capital Projects	Performance RAG Status			Total Project Budget	Previous Years Expenditure To 2022/23	2023/24 Expenditure to Date	In Flight Remaining Project Budget
		Time	Quality	Cost				
					In Flight Projects			
1	Project: Asset Decarbonisation - Carbon Net Zero Programme	G	G	G	£7.926m	£0.064m	£0.714m	£7.148m
	Latest Estimated Completion Date: March 2024			Project Phase: In Delivery				

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	Environment and Climate Change Capital Projects	Performance RAG Status			Total Project Budget	Previous Years Expenditure To 2022/23	2023/24 Expenditure to Date	In Flight Remaining Project Budget
		Time	Quality	Cost				
	Narrative: Key Decision published in July 2023. Programme progressing to plan.							
2	Project: Carbon Reduction (Salix) Programme – Block Allocation	G	G	G	£1.756m	£1.575m	£0.005m	£0.176m
	Latest Estimated Completion Date: On-Going			Project Phase: In Delivery				
	Narrative: Overall the programme is on track to deliver in year. One school project is due to start in October with three others at various stages of approval							
3	Project: Faygate Site Improvements	G	G	G	£1.121m	£0.504m	£0.03m	£0.614m
	Latest Estimated Completion Date: To Be Confirmed			Project Phase: In Delivery				
	Narrative: Quotation for new gas wells is still required and designs to be submitted for review. Works programmed for Q3 – as long as ground conditions remain favourable.							
4	Project: Flood Management	A	G	G	£1.069m	£0.704m	£0.004m	£0.361m
	Latest Estimated Completion Date: Year 2024			Project Phase: In Delivery				
	Narrative: Angmering project completion date slipped from Autumn 2023 to Spring/Summer 2024.							
5	Project: Property Maintenance - Carbon Net Zero – Block Allocation	G	G	G	£5.060m	£1.509m	£1.145m	£2.406m
	Latest Estimated Completion Date: On-going			Project Phase: In Delivery				
	Narrative: Programme progressing as planned.							
6	Project: Your Energy Sussex (YES) - Halewick Lane	A	G	G	£23.616m	£5.051m	£0.119m	£18.446m
	Latest Estimated Completion Date: To Be Confirmed			Project Phase: In Delivery				
	Narrative: Time status remains amber owing to the need to re-start the process with contractor and choose a manufacturer to design and create battery system.							
7	Project: Operation Watershed	G	G	G	£1.009m	N/A	£0.165m	£0.844m
	Latest Estimated Completion Date: On-Going to 2028			Project Phase: In Delivery				
	Narrative: Funds have recently been awarded to local communities to help with works to improve drainage and flood areas.							
8	Project: Your Energy Sussex (YES) - Schools Solar PV Programme	A	G	A	£4.685m	£4.170m	£-	£0.515m
	Latest Estimated Completion Date: To Be Confirmed			Project Phase: In Delivery				

	Environment and Climate Change Capital Projects	Performance RAG Status			Total Project Budget	Previous Years Expenditure To 2022/23	2023/24 Expenditure to Date	In Flight Remaining Project Budget
		Time	Quality	Cost				
	Narrative: Quality issues caused by one installer has caused some disruption to the programme. Solution to rectify installations currently under review.							
9	Project: Your Energy Sussex (YES) – Solar Battery PV corporate sites and schools	G	G	G	£7.700m	£-	£0.013m	£7.687m
	Latest Estimated Completion Date: January 2027				Project Phase: In Delivery			
	Narrative: Programme of work over 23 corporate and 56 school buildings. The Programme Team are currently moderating Tender Scores. A Key Decision for contract award is planned to take place before the end of the calendar year.							
10	Project: General After Care Works - Block	G	G	G	£0.434m	£0.403m	£0.013m	£0.018m
	Latest Estimated Completion Date: On-Going				Project Phase: In Delivery			
	Narrative: Works ongoing at Baystone Farm (gas vents and replacement boreholes), Westhampnett (gas well repairs) and Sompting (boreholes – still to be scoped).							
11	Project: Capital Receipts Funding Waste New Service Model – Transformation Project	G	G	G	£0.627m	£0.547m	£0.002m	£0.078m
	Latest Estimated Completion Date: March 2024				Project Phase: In Delivery			
	Narrative: Waste project is in its final phase with a trial for segregation and disposal of food and absorbent hygiene products in Mid Sussex underway. £0.080m expected to be spent in 2023/24 with remaining uncommitted funds returned to capital receipts budget.							
12	Project: Littlehampton Harbour – Infrastructure Maintenance	G	G	G	£1.100m	£-	£0.300m	£0.800m
	Latest Estimated Completion Date: To Be Confirmed				Project Phase: In Delivery			
	Narrative: Funding contribution towards the maintenance works required at Littlehampton Harbour.							

15. A summary of the latest Capital Programme Budget Monitor is reported in **Appendix 4** and full details of all individual schemes are set out in the Budget Report published in February 2023

Risk

16. The following table summarises the risks within the Corporate Risk Register that would have a direct impact on the portfolio. Risks to other portfolios are specified within the respective portfolio sections.

Risk Number	Risk Description	Previous Quarter Score	Current Score
CR73a	<p>Climate Change Mitigation - If there is a failure to adequately prioritise, finance, resource and embed into BAU our efforts to decarbonise in alignment with the commitments made in the Council's Climate Change Strategy, there is a risk that there will be insufficient capacity and capability to fully deliver the necessary actions within the stated timeframes. This will lead to additional resource strain, higher demand on capital programmes and threaten organisational reputation.</p>	12	12
CR73b	<p>Climate Change Adaptation - West Sussex faces the high risk of increasing impacts of climate change including extreme heat, severe storms, flooding and sea level rise, among others. Without proactive consideration of and preparation for these impacts, WSCC assets, service delivery and West Sussex residents are at increased risk of damage, disruption and injury. This will lead to protracted service disruptions, dangerous conditions and increased reliance on emergency services. In the longer term this could lead to displacement of residents and businesses in vulnerable, lower lying areas.</p>	12	12
CR76	<p>Natural England issued a Position Statement on 14 September 2021 that affects all planning applications not granted before that date within the Sussex North Water Supply Zone. This has essentially halted all WSCC plans and projects in the water supply zone until water neutrality can be demonstrated. There are a number of impacts on and, potentially, opportunities for WSCC arising. The principal corporate risk is that the council will be unable to provide sufficient school places in the water neutrality area.</p>	12	12

17. Further detail on all risks can be found in **Appendix 5** - Corporate Risk Register Summary. Full details of the latest Risk Register, including actions and mitigations can be found under the County Council's [Regulation, Audit and Accounts Committee Agenda](#) website.

Highways and Transport Portfolio - Summary


Performance Summary

1. Performance highlights this quarter:

- Officers and contractors continue to make best use of the **additional one-off £4.5m revenue funding allocated this year**. Jet patchers continue to be used across the county to help with repairs and maintenance works and discussions are taking place to consider whether this can be extended into the winter months.
- Efforts have also been focused on the **quality of pothole repairs** and in May, the service adopted a "Right First Time" approach where neat, cut repairs should be undertaken by the contractor unless there are exceptional circumstances. Feedback has been excellent and so this is to continue for the remainder of the year.
- **Drainage hot spot data** is being used to programme proactive drainage maintenance to reduce the impact on the network, provide better resilience and prevent incoming enquiries. This will be supplemented by a comprehensive ditch clearance and grip cutting programme.
- Work continues on the **implementation of the £17.4m Bus Service Improvement Plan**. Most recently, the Cabinet Member for Highways and Transport (via a Key Decision) and Department for Transport (DfT) agreed amendments to the spending plan given risks of non-delivery due to tight timescales required by DfT. In addition, the DfT announced further £1.1m of funding known as BSIP+. A proposal for use of these funds is under development.
- **Bus patronage** is still recovering however there remains a split between paid for (fares) and free (older persons bus pass) usage with the latter being around 20% below pre-pandemic levels. Further work to compliment the 'BusIt' campaign launched to attract older people with free bus passes to return or start to use buses again is being considered. The national £2 capped bus fare launched 1st January 2023 will now continue until 31 December 2024.

Our Council Performance Measures

2. The following section provides KPI updates comparing performance over the last three periods (each measure will explain the reporting period).

Highways and Transport		2023/24 Target	Performance Over The Last 3 Periods			DoT	Year End Forecast
17	Measure: Length of new cycle infrastructure across the County (CC) Reporting Frequency: Quarterly, Accumulative 	7.5km per year 30km over 4-year period	Mar-23	Jun-23	Sep-23	↑	G
			G	G	G		
Performance Analysis: Sep-23: There were three schemes completed in Q2: <ul style="list-style-type: none"> • Southgate Avenue, Crawley – 1.75km • Barrington Road, Horsham – 0.20km • A259 Bognor Road, Merston – 0.07km - this work was a further addition to the Toucan crossing scheme installed in 2022/23. Actions: Work towards the 2025 target continues (30km over a 4-year period), with the provision of a high-quality cycling network.							
18a	Measure: A roads in good condition. Reporting Frequency: Annually	70.5%	Dec-20	Dec-21	Dec-22	↑	G
			69.4%	68.2%	69.0%		
Performance Analysis: Jun-23: The annual National Road Condition data shows the following results: <ul style="list-style-type: none"> • 69.1% Good condition and no planned maintenance, • 15.1% Fair condition, requiring maintenance soon, • 15.8% Poor condition and in need of maintenance. Actions: Capital investment is the funding source which delivers proactive maintenance, directly contributing to condition scoring. Unfortunately, with the cycle of condition surveys, this KPI is a lagging indicator. This year sees a £19m investment in carriageways, which will help to improve the road network.							
18b	Measure: B and C roads in good condition. Reporting Frequency: Annually	68.5%	Dec-20	Dec-21	Dec-22	↑	G
			69.0%	68.4%	68.9%		
Performance Analysis: Jun-23: See text at Measure 18a above.							
19	Measure: Highway defects repaired within required time scale Reporting Frequency: Quarterly	96.0%	Mar-23	Jun-23	Sep-23	↑	A
			A	R	A		
Performance Analysis: Sep-23: Contractor performance has improved during this quarter. The contractor has continued to focus on quality repairs to ensure longevity and completed a significant number of repairs – over 40% more than the same quarter last year. Actions: The service continues to closely monitor contract performance.							
41	Measure: Killed and seriously injured casualties per billion vehicle miles Reporting Frequency: Annually (September)	99	2020	2021	2022	↑	A
			R	A	R		
Performance Analysis:							
Actions:							
			139 (2020 Target: 112)	118 (2021 Target: 107)	129 (2022 Target: 103)		

Highways and Transport	2023/24 Target	Performance Over The Last 3 Periods	DoT	Year End Forecast
<p>Performance Analysis: Sep-23: There were 511 killed and seriously injured (KSI) classified accidents in the 12 months between 1 Sep 2022 and 31 Aug 2023, this is a 1.2% decrease on the previous 12 months and a 1.2% increase on the average of the previous 60 months (5 years). Pandemic-related travel patterns have affected casualty data, and a change of collision reporting database on 27 May 2019 is a probable large factor for the increase in KSI.</p> <p>The 2020 value for this measure has changed as the previous year's outturns are not fixed and has been updated the Department for Transport (DfT) in this case.</p> <p>Actions: On-going road safety engineering schemes, education, training, and publicity include:</p> <ul style="list-style-type: none"> Partnership working with The Sussex Safer Roads Partnership, promoting a wide range of behavioural change programmes. Provision of Bikeability training to about 9,000 year 6 pupils. Approximately 35,000 offenders undertaking driver training courses each year. The County Council's Road Safety Facebook page, which allows us to engage with the community on road safety issues, run educational campaigns and generates discussion and dialogue between road users. 13 locations were treated last year as part of an annual local safety programme that looks to make road improvements to areas that have historically higher numbers of road traffic accidents. Measures ranged from signing improvements, resurfacing with high skid resistant materials, to altering junction layouts. Four schemes have been delivered this year and a further 34 are at feasibility or detailed design stage. 				

Finance Summary

Portfolio In Year Pressures and Mitigations

Pressures	(£m)	Mitigations and Underspending	(£m)	Year end budget variation (£m)
Non delivery of saving – Additional income from Street Works Enforcement	£0.100m	Street Lighting PFI – Reduction in cost of energy (inflation)	(£1.300m)	
		Reduced uptake in National Concessionary Fares	(£1.000m)	
Highways & Transport Portfolio - Total	£0.100m		(£2.300m)	(£2.200m)

Financial Narrative on the Portfolio's Position

- As at the end of September, the forecast against the Highways and Transport budget continues to project an underspend of £2.2m.
- The largest area of uncertainty within the budget relates to electricity prices for **street lighting**. The current projected underspending of £1.3m reflects prices broadly in line with 2022/23 levels (at an average of £0.38 per kWh), however, it is likely that prices will be lower this year. The outlook is cautiously optimistic but the confirmed winter rates secured through the LASER Energy consortium, effective from October 2023 to March 2024, are not expected to be finalised until later in the third quarter.
- Bus operators are currently being reimbursed for journeys made under the **English National Concessionary Travel Scheme** based upon pre-covid

patronage, but with adjustments for reduced service mileages (in-line with the approach taken in 2021/22 and 2022/23). This is running alongside the 'Bus It' campaign to encourage a return to greater bus use, which stood at 60-70% of pre-pandemic levels at the end of 2022/23.

6. The initial estimate for the budget position this year, based on the approach above, is a projected underspending of £1m. This may vary with changes to service mileages, frequencies or reimbursement arrangements and will continue to be monitored as data becomes available.
7. The 2023/24 budget includes a £0.1m additional income expectation from improved **street works enforcement**. Resource constraints have meant that it has not yet been possible to progress this activity and it is unlikely that additional net income will be delivered this year.
8. There is significant pressure on the **highways maintenance** budget from the increased volume of reactive pothole repairs required and the number of high priority drainage and jetting jobs identified, which need to be addressed to maintain safety on the highway. To help mitigate these extra costs and to enable investment into the road network, **additional one-off funding of £4.5m** has been provided in 2023/24 for Highways Maintenance including drainage maintenance and investigations, pothole repairs, signs and line maintenance and vegetation control.

Savings Delivery Update

9. There are £2.599m of savings to be delivered within the portfolio. Details are shown in the table below:

Saving Activity	Year	Savings to be Delivered in 2023/24	September 2023		Narrative
Concessionary Fares	2023/24	£1.000m	£1.000m	G	
Street Lighting LED Conversion	2023/24	£0.500m	£0.500m	G	The impact of the delay to the LED conversion programme is expected to be mitigated within the budget this year.
Highways Street Works Income Generation	2023/24	£0.400m	£0.400m	G	
Street Works Enforcement	2023/24	£0.100m	£0.100m	R	Resource constraints have meant it has not been possible to progress this activity and it is unlikely that additional income will be delivered in 2023/24.
Additional Parking Restrictions	2023/24	£0.050m	£0.050m	G	
Staffing vacancy increase in vacancy factor from 5% to 6%	2023/24	£0.123m	£0.123m	A	Staffing budgets currently assume a vacancy factor of 5% but over the last few years, this has averaged 6% across the organisation and is expected to remain at this level for 2023/24. Vacancy rates are being monitored.

On street parking	Prior Years	£0.376m	£0.376m	G	
Charge for monitoring travel plans	Prior Years	£0.050m	£0.050m	A	The new charge did not deliver additional income in 2021/22 and partially met the target in 2022/23. Income will continue to be monitored in 2023/24 to determine if this income is achievable.

Savings Key:

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

Capital Programme

Performance Summary - Capital

10. The Highways and Transport capital programme; as approved by County Council in February 2023, agreed a programme totalling £48.202m for 2023/24. Budget of £0.163m, originally profiled to be spent in 2023/24, was accelerated into 2022/23, revising this year's capital programme to £48.039m.
11. Since this time, the profiled spend has increased overall by £1.478m, to give a current year end projection for 2023/24 of £49.517m.
12. The delivery of the largest ever planned delivery programme is continuing well. More than 200 schemes have been completed or are in construction with a large proportion of some surfacing programmes now complete.
13. The portfolio's capital programme contains 14 projects with 13 in delivery and one practically complete and is within its retention phase whilst snagging and cosmetic works are completed. The performance and financial details for each scheme are reported below.

	Highways and Transport Capital Projects	Performance RAG Status			Total Project Budget	Previous Years Expenditure To 2022/23	2023/24 Expenditure to Date	In Flight Remaining Project Budget
		Time	Quality	Cost				
1	Project: A29 Re-alignment, Arun, Phase 1	A	G	R	£12.142m	£3.824m	£0.142m	£8.176m
	Latest Estimated Completion Date: 2025				Project Phase: In Delivery			
	Narrative: Cost pressure due to land purchase, inflation and other issues. Options are being considered.							
2	Project: A259 Bognor to Littlehampton Corridor Enhancement, Arun	G	G	A	£5.652m	£1.158m	£0.449m	£4.045m
	Latest Estimated Completion Date: 2025				Project Phase: In Delivery			

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	Highways and Transport Capital Projects	Performance RAG Status			Total Project Budget	Previous Years Expenditure To 2022/23	2023/24 Expenditure to Date	In Flight Remaining Project Budget
		Time	Quality	Cost				
	Narrative: Until the land costs are confirmed there is a credible risk that the remaining budget will be exceeded. If this risk materialises, proposals to resolve the budget pressure will be presented to the project board any approval through the capital governance process.							
3	Project: A259 Corridor Capacity Enhancement, Arun (MRN)	G	G	A	£29.503m	£26.342m	£0.853m	£2.308m
	Latest Estimated Completion Date: 2025			Project Phase: In Delivery				
	Narrative: The estimated scheme cost has exceeded the cost provided to DfT at Strategic Outline Business Case stage due to maturing design information, inflation and global cost increases. After discussion with the DfT, the team are working on a lower cost revised scheme.							
4	Project: Active Travel Fund	G	G	G	£2.809m	£1.909m	£0.050m	£0.850m
	Latest Estimated Completion Date: 2028			Project Phase: In Delivery				
	Narrative: Project on track.							
5	Project: A2300 Corridor Capacity Enhancement, Burgess Hill	G	G	G	£22.676	£22.395	(£0.636m)	£0.917m
	Latest Estimated Completion Date: 2025			Project Phase: In Delivery				
	Narrative: Project on track.							
6	Project: A284 Lyminster Bypass, Arun	G	G	G	£50.723m	£14.130m	£5.776m	£30.817m
	Latest Estimated Completion Date: 2025			Project Phase: In Delivery				
	Narrative: Project on track.							
7	Project: Bus Service Improvement Programme	G	G	G	£11.980m	£-	£0.647m	£11.333m
	Latest Estimated Completion Date: 2025			Project Phase: In Delivery				
	Narrative: Bus Service Improvement Programme scheme priorities have been revised to ensure projects can be completed within the Department for Transport funding timeline.							
8	Project: On-Street Pay & Display	G	G	G	£0.525m	£0.023m	£0.039m	£0.463m
	Latest Estimated Completion Date: 2025			Project Phase: In Delivery				
	Narrative: Project on track.							
9	Project: On-Street Residential ChargePoints (EV)	G	G	G	£1.804m	£-	£-	£1.804m
	Latest Estimated Completion Date: 2025			Project Phase: In Delivery				

	Highways and Transport Capital Projects	Performance RAG Status			Total Project Budget	Previous Years Expenditure To 2022/23	2023/24 Expenditure to Date	In Flight Remaining Project Budget
		Time	Quality	Cost				
	Narrative: Project on track.							
10	Project: Staff Capitalisation - Highways	G	G	G	£1.743m	N/A	£-	£1.743m
	Latest Estimated Completion Date: On-Going				Project Phase: In Delivery			
	Narrative: Eligible costs associated with capital projects will be allocated at the year-end based on actual spend.							
11	Project: LED Streetlight Conversion	A	G	R	£20.940m	£1.220m	£0.029m	£19.691m
	Latest Estimated Completion Date: 2028				Project Phase: In Delivery			
	Narrative: Legal discussions are ongoing with all partners involved in the PFI. Once these reach a conclusion, this scheme will progress.							
12	Project: Annual Works Programme	G	G	G	£53.717m	N/A	£19.351m	£34.366m
	Latest Estimated Completion Date: On-Going				Project Phase: In Delivery			
	Narrative: Works on carriageways, community highways schemes, footway improvements, highways operations, intelligent transport systems, local transport improvement programme, public right of way, road safety, signals and structures are underway.							
13	Project: West of Horsham – Junction Improvements	G	G	G	£7.871m	£7.871m	£-	£-
	Latest Estimated Completion Date: June 2023				Project Phase: Practically Complete – In Retention Period			
	Narrative: Scheme now open to the public.							
14	Project: Traffic Signals - Halogen Bulb Replacement Programme	G	G	G	£6.500m	£-	£0.716m	£5.784m
	Latest Estimated Completion Date: To Be Confirmed				Project Phase: In Delivery			
	Narrative: Project on track.							

14. A summary of the latest Capital Programme Budget Monitor is reported in **Appendix 4** and full details of all individual schemes are set out in the Budget Report published in February 2023

Risk

15. There are no corporate risks assigned to this portfolio. Risks allocated to other portfolios are specified within the respective portfolio sections. Further detail on all risks can be found in **Appendix 5** - Corporate Risk Register Summary.
16. Full details of the latest Risk Register, including actions and mitigations can be found under the County Council's [Regulation, Audit and Accounts Committee Agenda](#) website.

Corporate Risk Register Summary - September 2023

CR11

Current Score	Target Score	Initial Score	Risk Change
25	8	20	Unchanged

Risk Description

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

Date Risk Raised

01/03/2017

Risk Owner

Director of Human Resources & Org Dev

Risk Strategy

Treat

Risk Control/Action	Target Date
Benchmarking of salaries against peers across neighbouring LA's focussed on attracting and retaining talent for key areas, and consider activates to address outcomes.	Ongoing
Conduct planning session with HR team to review current recruitment practices, and meet with key stakeholders to develop comprehensive plan to address areas needing improvement.	Ongoing
Developing alternative arrangements to attract candidates for hard to recruit to roles including the use of specialist third party search agencies.	Ongoing
Development and regular communication of comprehensive employee value proposition to support recruitment and retention.	01/01/2024
Development of strategic workforce planning approach in collaboration with services, to identify cross organisational skills, capacity and capability risks and requirements (current and future) and work with services to establish action plan for high risk and priority areas and roles.	01/09/2023
Longer term strategies for addressing recruitment issues e.g. apprenticeships, growing our own.	Ongoing
Restructure of HR Resourcing function to ensure it better fits how recruitment now needs to be undertaken	01/04/2024

CR39a

Current Score	Target Score	Initial Score	Risk Change
25	16	20	Unchanged

Risk Description

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

Date Risk Raised

01/03/2017

Risk Owner

Director of Finance & Support Services

Risk Strategy

Treat

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

CR58

Current Score	Target Score	Initial Score	Risk Change
20	9	25	Unchanged

Risk Description

The care market, and in particular the Lifelong Services and Mental Health market is experiencing significant fragility. This is anticipated to be related to factors such as but not limited to cost pressures, changing requirements and expectations, and workforce challenges. There is a risk of failure of social care provision which will result in funded and self-funded residents of West Sussex being left without suitable care.

Date Risk Raised	05/09/2018
Risk Owner	Director of Adults and Health
Risk Strategy	Treat

Risk Control/Action	Target Date
Annual review of fees paid to providers to support financial sustainability.	Ongoing
Continue to risk assess services against CQC criteria/requirements to manage impact on pipeline activity.	Ongoing
Financial analysis of high risk provision - due diligence checks.	Ongoing
In the event of an incident, ensure the consistent implementation of Emergency Response Plans, including a full de-brief and lessons learned.	Ongoing
Provision of regular support and communication to market providers to monitor financial sustainability.	Ongoing
Review capacity of residential and non-residential services to ensure service availability and to support identification of contingencies if needed.	Ongoing

CR22

Current Score	Target Score	Initial Score	Risk Change
20	12	16	Unchanged

Risk Description

The financial sustainability of council services is at risk due to uncertain funding from central government and economic conditions (mainly inflation and interest rates) impacting on service delivery, and/or failure to make the required decisions to ensure the budget is balanced. This has been compounded further with the COVID-19 pandemic and the now cost of living crisis which is making economic conditions uncertain, and impacting on the cost of council services and demand for services.

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

Risk Control/Action	Target Date
Continue to lobby for fairer funding for Local Government through annual settlements, the Fair Funding Review, Levelling Up Agenda and Business Rates reset.	Ongoing
Financial Planning sessions with ELT and Cabinet taking place to ensure officers and Members understand and own the financial challenge.	Ongoing
Monitor the use of additional funds made available to improve service delivery.	Ongoing
Monthly monitoring of the financial position in 2022/23 and 2023/24 and reported to ELT and Cabinet Member for Finance to ensure pressures are visible and mitigating action put in place. This includes reporting on the delivery of savings in year.	Ongoing
Publication of annual MTFS (Revenue and Capital) across a five year planning period aligned to the Council Plan. The budget gap for 2024/25 remains challenging - currently estimated at £40 to £50m over the medium term that will require a long term approach to financial planning and a different approach to identifying cost reductions and income generation (aligned to the Council Plan and priorities limited resources).	Ongoing

CR73a

Current Score
12

Target Score
4

Initial Score
12

Risk Change
Unchanged
➡

Risk Description

Climate Change Mitigation - If there is a failure to adequately prioritise, finance, resource and embed into BAU our efforts to decarbonise in alignment with the commitments made in the Council's Climate Change Strategy, there is a risk that there will be insufficient capacity and capability to fully deliver the necessary actions within the stated timeframes. This will lead to additional resource strain, higher demand on capital programmes and threaten organisational reputation.

Date Risk Raised
01/01/2022

Risk Owner
Director for Place Services

Risk Strategy
Treat

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

CR73b

Current Score
12

Target Score
6

Initial Score
12

Risk Change
Unchanged
➡

Risk Description

Climate Change Adaptation - West Sussex faces the high risk of increasing impacts of climate change including extreme heat, severe storms, flooding and sea level rise, among others. Without proactive consideration of and preparation for these impacts, WSCC assets, service delivery and West Sussex residents are at increased risk of damage, disruption and injury. This will lead to protracted service disruptions, dangerous conditions and increased reliance on emergency services. In the longer term this could lead to displacement of residents and businesses in vulnerable, lower lying areas.

Date Risk Raised
01/01/2022

Risk Owner
Director for Place Services

Risk Strategy
Treat

Risk Control/Action	Target Date
Clear prioritisation of CC Strategy delivery within Our Council Plan	Ongoing
Existing assets and service delivery made climate change resilient & future developments designed to be as low carbon & climate change resilient	Ongoing
Recruitment and training policy to ensure all staff & elected members are suitably informed on climate change issues & that specialist skills are embedded through recruitment & training to enable delivery	Ongoing

CR76

Current Score
12

Target Score
4

Initial Score
12

Risk Change
Unchanged
➡

Risk Description

Natural England issued a Position Statement on 14 September 2021 that affects all planning applications not granted before that date within the Sussex North Water Supply Zone. This has essentially halted all WSCC plans and projects in the water supply zone until water neutrality can be demonstrated. There are number of impacts on and, potentially, opportunities for WSCC arising. The principal corporate risk is that the council will be unable to provide sufficient school places in the water neutrality area.

Date Risk Raised
01/06/2023

Risk Owner
Director of Place Services

Risk Strategy
Treat

Risk Control/Action	Target Date
Direct instruction and ongoing regular engagement with all schools (including academies) regarding entering into off-setting negotiations independently of WSCC.	01/11/2023
Produce centralised offsetting register that captures potential offsetting opportunities across WSCC estate.	01/11/2023
Regular engagement with Local Planning Authorities.	Ongoing
Resource a robust set of centralised controls and initiatives to ensure identified offsetting opportunities are supported and secured in legal agreements.	01/11/2023
Resources made available to support offsetting activities.	Ongoing

CR61

Current Score
10

Target Score
10

Initial Score
25

Risk Change
Unchanged
➡

Risk Description

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

Date Risk Raised
01/06/2019

Risk Owner
Director of Children, Young People and Learning

Risk Strategy
Tolerate

Risk Control/Action	Target Date
Implementation and monitoring of Continuous Practice Improvement Plan (CPIP).	Ongoing
Provide proactive improvement support to services to assure effective safeguarding practices.	Ongoing

CR69

Current Score
10

Target Score
5

Initial Score
25

Risk Change
Unchanged
➡

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

Risk Description

Children's Services have now been moved out of special measures as a result of the recent Ofsted inspection, however ILACS have outlined areas that require further development. If the council stall in their efforts to implement the planned improvements, there is a risk that the service will fail to progress all areas to a 'good' rating within a suitable timeframe.

Date Risk Raised
01/03/2020

Risk Owner
Director of Children, Young People and Learning

Risk Strategy
Treat

CR39b

Current Score
9

Target Score
9

Initial Score
20

Risk Change
Unchanged
➡

Risk Control/Action	Target Date
Adopt ISO27001 (Information Security Management) aligned process & practices.	Ongoing
Enable safe data sharing, including using appropriate data standards & appropriate anonymization techniques.	Ongoing
Maintain and refresh systems of control to ensure that access to sensitive data and information is controlled.	Ongoing
Maintain IG Toolkit (NHS) & Public Service Network security accreditations.	Ongoing
Review IT systems implemented prior to 25 May 2018 to confirm compliance with updated regulations.	Ongoing
Secure additional capacity for data protection team to further reduce risk of non-compliance with statutory deadlines.	01/01/2024
Test the effectiveness of DPIA	Ongoing

Risk Description

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

Date Risk Raised
01/03/2017

Risk Owner
Director of Law & Assurance

Risk Strategy
Tolerate

CR50

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

Risk Description

WSCC are responsible for ensuring the HS&W of its employees and residents/customers. If WSCC staff/services and maintained schools fail to comply with H&S statutory duties, responsibilities and processes (in accordance with WSCC governance arrangements), there is a risk that it will lead to a serious health, safety and wellbeing incident occurring.

Date Risk Raised
01/03/2017
Risk Owner
Director of Human Resources & Org Dev
Risk Strategy
Treat

Risk Control/Action	Target Date
Develop and introduce a more comprehensive risk profile approach and front line service based audits.	Ongoing
Incorporate HS&W information/performance measure onto new online audit tool.	01/12/2023
Purchase, develop and introduce an interactive online H&S service led audit tool.	01/12/2023
Regular engagement with other LA's on best practice and lessons learned.	Ongoing
Regular engagement with services to ensure H&S responsibilities continue to be fully understood and embedded in BAU activities.	Ongoing

CR7

Current Score	Target Score	Initial Score	Risk Change
4	4	16	Decreased ⬇

Risk Description

There are governance systems which are not used fully and to best effect, and some which do not fit well together. This inhibits effective performance and delivery and frustrates those involved. Skills and knowledge of systems are patchy and excessive effort required for sound decisions and outcomes.

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

Risk Control/Action	Target Date
Audit plan focussing reviews on key corporate support systems to identify areas in need of improvement.	Ongoing
Examples of non-compliance used to inform Directors to enforce compliance with standards.	Ongoing
Regular monitoring and active corporate support to establish better practice.	Ongoing
Training focused on CMT and senior officers involved in decision governance.	Ongoing

How to Read the Performance and Resources Report

The Performance and Resources Report is in three parts:

a. Summary Report – An overall summary of the quarter including:

- Performance highlights for delivery of the County Council's priorities,
- Overview of the revenue and capital financial outlook,
- Key corporate risks with a severity graded above the set tolerance level,
- The latest workforce overview.

The summary explains where further detail and explanation can be found in the portfolio reports. It does not seek to include any of this detail.

b. Portfolio Reports (Sections 1-9): organised alphabetically by Cabinet Portfolio.

- Section 1 – Adults Services
- Section 2 – Children's and Young People, Learning and Skills
- Section 3 – Community Support, Fire and Rescue
- Section 4 – Environment and Climate Change
- Section 5 – Finance and Property
- Section 6 – Highways and Transport
- Section 7 – Leader
- Section 8 – Public Health and Wellbeing
- Section 9 – Support Services and Economic Development

Each portfolio section is prepared as a stand-alone report and includes:

1. Updates of the performance KPIs in the Council Plan and the action being taken.
2. The KPI measures compare the last three periods - quarterly, annually or other depending on how data. Details include:
 - The last three periods and RAG status,
 - Black arrows show the direction of travel compared to the previous quarter.
3. Overview of the revenue financial position, risks and issues and savings update.
4. Overview of the capital performance and financial position.
5. Details of the corporate risks with a direct impact on the portfolio.

c. Supporting Appendices – for additional background and context:

- Appendix 1 – Performance by Priority - KPI Summary Table
- Appendix 2 – Revenue Budget Monitor and Reserves
- Appendix 3 – Revenue Portfolio Grant Listing
- Appendix 4 – Capital Monitor
- Appendix 5 – Corporate Risk Register Summary
- Appendix 6 – Workforce Information

Scrutiny Committee Documents

Relevant elements of the PRR are presented to Scrutiny Committees.

A matrix of the PRR's Sections and Appendices by Scrutiny Committee is below.

The dark green indicates the Scrutiny Committee's area of responsibility and the light green areas included for context and consideration where appropriate.

PRR Matrix – Documents for Scrutiny Committees

		CYPSSC	HASC	CHESC	FRSSC	PFSC
Summary Report						✓
Section 1	Adults Services Portfolio		✓			✓
Section 2	Children and Young People, Learning and Skills Portfolio	✓				✓
Section 3	Community Support, Fire and Rescue Portfolio			✓	✓	✓
Section 4	Environment and Climate Change Portfolio			✓		✓
Section 5	Finance and Property Portfolio					✓
Section 6	Highways and Transport Portfolio			✓		✓
Section 7	Leader Portfolio					✓
Section 8	Public Health and Wellbeing Portfolio		✓			✓
Section 9	Support Services and Economic Development Portfolio					✓
Appendix 1	Performance by Priority - KPI Summary Table					✓
Appendix 2	Revenue Budget Monitor and Reserves					✓
Appendix 3	Revenue Portfolio Grant Listing					✓
Appendix 4	Capital Monitor					✓
Appendix 5	Corporate Risk Register Summary	✓	✓	✓	✓	✓
Appendix 6	Workforce					✓

KEY:
Specific Committee Responsibility
To Be Included In Committee Papers

Future Meetings

Agenda Item 9 (Appendix A)

Select Committee Meeting date	Subject/Theme	Objectives/Comments	Category
17/11/23	Ash Dieback	An update on performance against the Ash Dieback Action Plan	Performance Monitoring
	Q2 PRR		Performance
	Strategic Intelligence Assessment Process	Statutory scrutiny of a Crime and Disorder issue. How this is undertaken, and how well the Community Safety Partnership uses the data to guide its priorities	Policy Review
	Scrutiny of any Budget Implications 2024/25	In the event any are forthcoming	
22/01/24	Combatting Drugs Partnership - Harm to Hope Strategy	Potentially a Member Briefing, TBC	Policy Development
	New Process for Traffic Regulation Orders and Community Highways Schemes	Scrutiny of the new arrangements introduced in April 2022. To include consideration of any impact of the new Speed Limit Policy. To include increase in number of TRO requests and where budget would come from (agreed to include this at October BPG).	Policy Review
	Major Schemes - Lessons Learned	To review how major completed schemes (such as the A2300 and A259) were undertaken, and confirm that any arising learning has been identified and will be applied to future schemes	Policy Review
04/03/24	Safer School Streets Pilots	To consider how the pilot schemes have performed, and if/how future schemes will be rolled out.	Policy Review
	Q3 PRR		Performance
	Update on Progress against the Climate Change Strategy	Progress report	Performance Monitoring
	Household Support Fund	Scrutiny of how funding was spent, and how effectively. To also consider any learning and how best this can be taken forward.	
	Lane Rental	Progress report of a policy due for implementation in April 2022 to allow the authority to charge works promoters for the time that street and road works occupy the highway. To include detail on how Innovation Fund is being distributed and spent	Policy Review

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Issues yet to be timetabled

Agenda Item No 9 (Appendix B)

Date to Committee or BPG	Subject/Theme	
TBC	Review of the Climate Change Strategy	To include whether links to land use policy are sufficient/appropriate.
TBC	Road Safety Strategy	Following the work undertaken by the Exec TFG. Pending the conclusion of a review into Sussex Safer Roads Partnership (SSRP)
TBC	Renewable Energy Guarantees of Origin (REGOs)	Currenty paused
Spring 2024	Local Flood Risk Management Strategy	Currently paused. Preparation scheduled to commence in spring 2023 with approval in spring/summer 2024 following public consultation. So, scrutiny in Q1/Q2 2024 - tbc.
TBC	Library Strategy 2025	Scrutiny of draft Strategy, prior to adoption. Possibly early 2024
TBC	Joint Waste Strategy	Government guidance around food waste having been published, awaiting internal scheduling
TBC	Network Management Policy	(formerly Streetworks Policy)
BPG TBC	Household Support Fund	Review of how rounds 1-3 were allocated and spent.
TBC	A27 Chichester	Scrutiny of draft consultation responses

Issues yet to be timetabled

Agenda Item No 9 (Appendix B)

Agenda Item 9
Appendix B

Date to Committee or BPG	Subject/Theme	
TBC	CPZ Policy	To review how well the new process has bedded in, after at least one scheme has been delivered. To include consideration of whether the consultation response threshold is appropriate (concern raised at CHESC Nov 2022)
BPG TBC	A27 Arundel Bypass Progress	Progress report, to identify where value could be added through to scrutiny
BPG spring 2024	West Sussex History and/or Heritage Centre	Record Office Expansion - at such time as a feasibility study is completed, and plans are forthcoming
Late 2024	Asset Management Strategy	To preview the draft Strategy, prior to adoption. To include consideration of how well the intervention criteria serves those with mobility needs
BPG early 2024	On Street Parking Management Strategy - Progress Report	Arising from discussion of TFG findings at CHESC 19/1/22. To include consideration of a permit scheme for independent traders in town centres and shopping parades (CHESC 10 June 2022). To include any change in the approach to verge/pavement parking (CHESC 10 June 2022)
TBC (2024)	Vehicle Removals	Changes to the Council's policy towards abandoned vehicles
Jan-24	Local Nature Recovery Strategy	Following consultation. Updates to be emailed to BPG members periodically
BPG TBC	Major Event and Lessons Learned	eg Midhurst Fire and Pulborough A29
BPG TBC	To scrutinise the impact on the County Council when local plans are not in place	
Feb 2024 BPG	Performance of the Community Hubs	To include information arising from quarterly returns
Bite Size Session	Digital Inclusion and Safety Strategy Action Plan	To review the partnership's proposed action plan.
Bite Size Session	New Duties Arising from the Domestic Abuse Act	

Issues yet to be timetabled

Agenda Item No 9 (Appendix B)

Date to Committee or BPG	Subject/Theme	
Bite Size Session	Afghan Refugees	As proposed at Sept 2023 CHESC

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Forward Plan of Key Decisions

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

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

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

A key decision is one which:

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

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

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

Finance, assets, performance and risk management

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

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

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

For questions contact Katherine De La Mora on 033 022 22535, email katherine.delamora@westsussex.gov.uk.

Published: 2 November 2023

Forward Plan Summary

Summary of all forthcoming executive decisions in Cabinet Member portfolio order

Decision Maker	Subject Matter	Date
Assistant Director (Property and Assets) (Andrew Edwards)	Decarbonisation Plan Implementation Programme (Phase 1a) - contract awards (Rolling Entry)	November 2023
Assistant Director (Environment and Public Protection) (Wayne Lewis)	Recycling Centres - Extension of Booking System to all Sites	November 2023
Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)	Energy Reinvestment Scheme	December 2023
Assistant Director (Environment and Public Protection) (Wayne Lewis)	Contract Award - Solar Photovoltaic and Battery Storage Programme	December 2023
Assistant Director (Environment and Public Protection) (Wayne Lewis)	Award of Design and Build contract at the Halewick Lane Battery Storage site	March 2024
Assistant Director (Highways, Transport and Planning) (Matt Davey)	Delivery of Bus Services Enhanced Partnership Schemes - Contract Awards (Rolling Entry)	November 2023
Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Streetlighting LED Conversion Project	November 2023
Cabinet Member for Highways and Transport (Cllr Joy Dennis)	Bus Service Improvement Plan: revised Enhanced Partnership Spending Plan (BSIP+)	November 2023
Assistant Director (Highways, Transport and Planning) (Matt Davey)	Highway Infrastructure and Asset Condition Surveys: Award of Contracts	November 2023
Assistant Director (Highways, Transport and Planning) (Matt Davey)	Contract award for a new bus service in Burgess Hill	November 2023

Community Support

Children and Young People Domestic Abuse Outreach Service

West Sussex County Council has been allocated £1,498,174 from Department for Levelling Up, Housing and Communities (DLUHC) to respond to the duties that have been placed on the council under the Domestic Abuse Act 2021. The Cabinet Member for Adults Services delegated authority to the Assistant Director (Communities) to approve appropriate funding allocations ([Key decision AS03 21/22 refers](#)).

This service is for children and young people residing in West Sussex, aged 5-18 (or up to 25 where the young person has care leaver status or additional needs) who are victims of Domestic Abuse (DA) as defined by the Domestic Abuse Act 2021. Children and young people are deemed to be victims under the 2021 Act as a result of seeing, hearing or otherwise experiencing DA between two people where the child is related to at least one of them whether that be the victim or perpetrator

The Assistant Director (Communities) has approved the procurement of the Children and Young People Domestic Abuse Outreach Service and will be asked to award the contract

to the successful bidder that meets the principles of good outcomes, quality of service and value for money.

The new contract is to be in place by the end of 2023. The initial term of the new contract will be for 3 years with the option to extend for up to a further 2 years. The contract will be paid for from funding supplied by the Domestic Abuse Act additional burdens for safe accommodation support, provided through the government's Department for Levelling Up, Housing and Communities.

Decision by	Assistant Director (Communities) (Emily King)
Date added	30 June 2023
Month	November 2023
Consultation/ Representations	No consultees currently identified Representations concerning this proposed decision can be made via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Lead officer (report author)	Jim Bartlett Tel: Mobile: 07548 125813
Contact	Erica Keegan Tel: 033 022 26050

Environment and Climate Change

Decarbonisation Plan Implementation Programme (Phase 1a) - contract awards (Rolling Entry)

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

The County Council has identified, amongst its highest carbon-emitting assets, 14 that fulfil the requirements for external funding via the Public Sector Decarbonisation Fund and which could be delivered within the timeframes of the grant.

Funding was [approved](#) to progress Phase 1a of the County Council's Heat Decarbonisation Programme to detailed design and contractor procurement and the capital funding and commencement of the procurement process have been [approved](#).

Upon the conclusion of the procurement process, the Assistant Director (Property & Assets) will be asked to award contracts to enable the delivery of the Heat Decarbonisation works (Phase 1a).

Decision by	Assistant Director (Property and Assets) (Andrew Edwards)
Date added	2 August 2023
Month	November 2023

Agenda Item 9
Appendix C

Consultation/ Representations	No consultees currently identified Representations concerning this proposed decision can be made to the decision maker via the report author.
Background documents (via website)	None
Lead officer (report author)	Lydia Schilbach Tel: 033022 25832
Contact	Judith Shore Tel: 033 022 26052

Recycling Centres - Extension of Booking System to all Sites

In March 2022, the Cabinet Member for Environment and Climate Change made a [decision to introduce a booking system](#) at the Bognor Regis, Crawley, Horsham, Littlehampton, Shoreham and Worthing Recycling Centres.

The Cabinet Member also delegated authority to the Assistant Director (Environment and Public Protection) to extend the booking system at Billingshurst, Burgess Hill, East Grinstead, Midhurst and Westhampnett Recycling Centres should this be needed to manage congestion or other issues in the future.

The Assistant Director (Environment and Public Protection) will be asked to consider a proposal regarding the introduction of a booking system at Billingshurst, Burgess Hill, East Grinstead, Midhurst and Westhampnett Recycling Centres.

Decision by	Assistant Director (Environment and Public Protection) (Wayne Lewis)
Date added	18 October 2023
Month	November 2023
Consultation/ Representations	Communities, Highways and Environment Scrutiny Committee 17 November 2023 Representations concerning this proposed decision can be made to the decision maker via the report author.
Background documents (via website)	None
Lead officer (report author)	Paul Madden Tel: 033 022 25679
Contact	Judith Shore Tel: 033 022 26052

Energy Reinvestment Scheme

The West Sussex Energy Reinvestment Scheme will be a new loan style scheme that supports energy efficiency and renewable energy projects across the corporate estate and schools. This County Council fund will operate on a similar basis to the SALIX

scheme which has been used successfully by the County Council for several years but is being wound down by the government.

The Cabinet Member for Environment and Climate Change will be asked to approve the establishment of the Energy Reinvestment Scheme and the allocation of funds from the County Council's capital programme.

Decision by	Cabinet Member for Environment and Climate Change (Cllr Deborah Urquhart)
Date added	30 June 2023
Month	December 2023
Consultation/ Representations	Maintained schools and academies Representations concerning this proposed decision can be made to the decision maker via the report author.
Background documents (via website)	None
Lead officer (report author)	Daire Casey
Contact	Judith Shore Tel: 033 022 26052

Contract Award - Solar Photovoltaic and Battery Storage Programme

In December 2022, the Cabinet Member for Environment and Climate Change [approved](#) the procurement of a single supplier to survey, design, supply and install solar photovoltaic (PV) panel systems and 'Behind-the-Meter' (BTM) battery storage technology across suitable corporate and school sites and delegated authority to the Assistant Director (Environment and Public Protection) to award the contract.

The County Council is now seeking to identify a suitably qualified and interested organisation from the private, public and third (voluntary, community and charitable) sectors to undertake the work.

The Solar PV and Battery Storage Programme will support the County Council's commitment to becoming carbon neutral by 2030 as set out in the Climate Change Strategy 2020-2030.

It will also help meet the agreed priorities in the 2030 Energy Strategy by reducing grid electricity consumption, increasing renewable energy generation in the county, enhancing grid resilience, and reducing carbon dioxide emissions. In addition to electricity cost savings from the corporate sites, schools will also benefit from a reduction in electricity costs over 25 years.

Upon the conclusion of the procurement process, the Assistant Director (Environment and Public Protection) will be asked to award the contract to the bidder submitting the most economically advantageous tender with regard to cost and quality.

Decision by	Assistant Director (Environment and Public Protection) (Wayne Lewis)
Date added	20 September 2023

Agenda Item 9
Appendix C

Month	December 2023
Consultation/ Representations	No consultees currently identified Representations concerning this proposed decision can be made to the decision maker via the report author.
Background documents (via website)	None
Lead officer (report author)	Emma Ford Tel: 033 022 22196
Contact	Judith Shore Tel: 033 022 26052

Award of Design and Build contract at the Halewick Lane Battery Storage site

The Halewick Lane Battery Storage project proposes the re-development of the previously derelict North Sompting Waste Management Site into an income generating battery storage project.

Following a review of the details previously approved by the Cabinet Member for Environment and Climate Change, a revised business case indicates that revisions to the scheme by using a first-life battery option will generate increased revenue from the project and expanding the scheme will provide better value for money. Therefore, the Cabinet Member for Environment and Climate Change [approved](#) a re-procurement process increasing the system size to 24MW with the specification of first life batteries.

A pre-construction service agreement (PCSA) was [awarded](#) to KIER Construction Limited in September 2022.

At the conclusion of the PCSA contract, the Director of Place Services will be asked to award the full design and build contract for the scheme.

Decision by	Assistant Director (Environment and Public Protection) (Wayne Lewis)
Date added	11 April 2023
Month	March 2024
Consultation/ Representations	No consultees currently identified Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Lead officer (report author)	Emma Ford Tel: 033 022 22196
Contact	Judith Shore Tel: 033 022 26052

Highways and Transport

Delivery of Bus Services Enhanced Partnership Schemes - Contract Awards (Rolling Entry)	
<p>In April 2022 the Government confirmed that the County Council would be awarded c. £17.4m to deliver some of the ambitions in its Bus Services Improvement Plan.</p> <p>The ambitions will be delivered through a new Enhanced Partnership with the local bus companies. The work will also require collaboration with other partners including borough and district councils.</p> <p>The funding is available until 31 March 2025 by when the ambitions must be delivered.</p> <p>In January 2023, the Cabinet Member for Highways and Transport approved the capital and revenue budgets for the delivery of ambitions in the Enhanced Partnership Spending Plan and delegated authority to the Assistant Director (Highways, Transport and Planning) to undertake the procurement process and award contracts for the capital projects and for revenue expenditure.</p> <p>The procurement processes are underway and, upon their conclusion, the Assistant Director (Highways, Transport and Planning) will be asked to award the contracts for the various schemes.</p>	
Decision by	Assistant Director (Highways, Transport and Planning) (Matt Davey)
Date added	21 March 2023
Month	November 2023
Consultation/ Representations	<p>Communities, Highways and Environment Scrutiny Committee on 10 June 2022, and a Scrutiny Task and Finish Group met on several occasions to consider the proposals</p> <p>Borough and district councils Local bus operators Residents via online 'Westsusbus' portal User representatives Traffic Commissioners Police Transport Focus Competition and Markets Authority</p> <p>Representations concerning this proposed decision can be made to the decision maker via the report author.</p>
Background documents (via website)	None
Lead officer (report author)	Bill Leath Tel: 033 022 25438
Contact	Judith Shore Tel: 033 022 26052

Streetlighting LED Conversion Project

The Streetlighting Light Emitting Diode (LED) Conversion Project aims to convert all of the County Council owned Street Lighting Asset Luminaires to LEDs and introduce a Central Monitoring System to allow the remote operation of lighting.

In July 2019, the Cabinet Member for Highways and Infrastructure [approved the capital allocation and delegated authority](#) to approve the changes to the Street Lighting Private Finance Initiative (PFI) contract.

Delays have arisen as a result of lengthy negotiations about the Deed of Variation which is required to amend the PFI contract to allow the installation of LEDs. Cost increases have occurred due to inflationary pressures since the above decision was made. In February 2023, following discussions with suppliers, the County Council re-evaluated the costs required to deliver this project and identified a shortfall.

The Cabinet Member for Highways and Transport will be asked to approve an additional budget allocation in order to allow the project to proceed.

Decision by	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
Date added	21 March 2023
Month	November 2023
Consultation/ Representations	No consultees currently identified Representations concerning this proposed decision can be made to the decision maker, via the report author, by the beginning of the month in which the decision is due to be taken.
Background documents (via website)	None
Lead officer (report author)	Simon Osborne Tel: 033 022 26351
Contact	Judith Shore Tel: 033 022 26052

Bus Service Improvement Plan: revised Enhanced Partnership Spending Plan (BSIP+)

In April 2022 the Government confirmed that the County Council could be awarded c. £17.4m to deliver some of the ambitions in its Bus Services Improvement Plan (BSIP).

The ambitions are being delivered through an Enhanced Partnership between the Council and local bus companies.

The grant funding is available until 31 March 2025 by when the ambitions will have to be delivered. The [BSIP Spending Plan](#) was approved in January 2023 and includes both revenue funded service improvements and capital highways schemes. Variations to the spending plan are required in addition to the inclusion of additional Bus Services Improvement Plan (BSIP) revenue funding which has recently been awarded to the County Council.

The Cabinet Member for Highways and Transport will be asked to approve the application of the additional BSIP revenue funding and revisions to priorities in the Enhanced Partnership Spending Plan.	
Decision by	Cabinet Member for Highways and Transport (Cllr Joy Dennis)
Date added	10 August 2023
Month	November 2023
Consultation/ Representations	Consultation undertaken with Bus Operators and DfT Relationship Manager Representations concerning this proposed decision can be made to the decision maker via the report author.
Background documents (via website)	None
Lead officer (report author)	Bill Leath Tel: 033 022 25438
Contact	Judith Shore Tel: 033 022 26052

Highway Infrastructure and Asset Condition Surveys: Award of Contracts

West Sussex County Council has a statutory duty to ensure regular surveys are undertaken to determine the condition of public highways in West Sussex. An invitation to tender was published in July for the provision of this service.

The tender was split into five lots:

- Lot 1: Highway inventory data collection
- Lot 2: Visual inspection survey of unclassified 'D' roads and all roundabouts
- Lot 3: Scanner survey of A, B and C roads
- Lot 4: Footway maintenance survey
- Lot 5: Skid resistance survey and site investigations

The Assistant Director (Highways, Transport and Planning) will be asked to award five contracts for the delivery of Highways Infrastructure and Asset Condition Surveys.

Decision by	Assistant Director (Highways, Transport and Planning) (Matt Davey)
Date added	20 September 2023
Month	November 2023
Consultation/ Representations	No consultees currently identified Representations concerning this proposed decision can be made to the decision maker via the report author.
Background documents (via website)	None

Lead officer (report author)	David Kitt Tel: 033 022 26382
Contact	Judith Shore Tel: 033 022 26052

Contract award for a new bus service in Burgess Hill

Funding has been agreed through a Section 106 agreement with Homes England to provide a new direct bus service (no. 38) linking the development in north Burgess Hill with the town centre and railway station.

The contract for the no. 38 bus service will be procured through the Public Bus Service Dynamic Purchasing System.

Upon the conclusion of the procurement process, the Assistant Director (Highways, Transport and Planning) will be asked to award the contract for the no. 38 bus service in Burgess Hill.

Decision by	Assistant Director (Highways, Transport and Planning) (Matt Davey)
Date added	9 October 2023
Month	November 2023
Consultation/ Representations	In 2015, Mid Sussex District Council carried out consultation on Northern Arc transport plans. Included in Burgess Hill Public Transport Strategy published by Aecom in 2016. Representations concerning this proposed decision can be made to the decision maker via the report author.
Background documents (via website)	None
Lead officer (report author)	Bill Leath Tel: 033 022 25438
Contact	Judith Shore Tel 033 022 26052

Scrutiny Business Planning Checklist

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

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