

**To all Members of the County Council**

An ordinary meeting of the County Council will be held at **10.30 am** on **Friday, 19 October 2018** at **County Hall, Chichester**.

**Agenda**

1. **Apologies for Absence**

2. **Members' Interests**

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

3. **Minutes** (Pages 11 - 38)

The Council is asked to confirm the minutes of the ordinary meeting of the County Council held on 20 July 2018.

4. **Appointments**

10.45 am

(a) **Appointments to Committees**

To consider any proposed changes by the Groups to appointments.

Any proposals will be circulated and changes will take effect from the end of the meeting.

(b) **Appointment of Co-opted Member**

The Council is asked to approve the appointment of Mr Trevor Cristin, Director of Education, Church of England Diocese of Chichester, as a voting co-opted member of the Children and Young People's Services Select Committee (to fill a vacancy).

5. **Address by a Cabinet Member**

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

6. **Petition**

The Council is asked to debate the following petition in accordance with Standing Order 3.39.

A statement by the petitioners and a briefing note by the Executive Director Children, Adults, Families, Health and

Education will follow.

### **Save Crawley Open House!**

'This petition demands that West Sussex County Council rejects the proposed cuts to Housing Related Support, which will cause untold misery for the most vulnerable members of our society, and instead maintains this vital support for our local homeless.'

(5 minutes is allocated for the Lead Petitioner, 5 minutes for the Cabinet Member's response followed by an opportunity for a members' debate of no more than 30 minutes with each member allowed to speak for a maximum of 3 minutes. At the end of the debate and before any proposition is put, the Lead Petitioner and Cabinet Member will each be given 3 minutes for a closing statement.)

## 7. **Notices of Motion**

### (a) **Motion on Tackling Homelessness and supporting those at Risk**

To consider the following motion, submitted by Mr Jones, notice of which was given on 21 September 2018.

'This Council is extremely concerned that 2018 has seen the number of people sleeping rough in West Sussex reach its highest level since modern records began. It supports the aims of the Government's Rough Sleeping Strategy to tackle rough sleeping and pledges to do it all it can to ensure the aims to eradicate rough sleeping become a reality in West Sussex, including targeted prevention activity. Furthermore, this Council values the work of voluntary sector organisations around the county who support some of the most vulnerable residents who are at risk of homelessness or who need support to prevent them from being homeless. The Council is concerned to note that:

- (1) The current proposals being considered by the Cabinet Member which might cut the entire funding for housing support will bring significant impacts in the medium to longer term by adding to the demand for acute higher cost specialist services and that implementation of these proposals would not only put this Council at odds with national government policy but crucially will deny local councils the opportunity to secure government funding in tackling this major social problem. In addition, the 'floating support' services at threat are a key tool for promoting social inclusion and stable communities through tenancy sustainment, community engagement and a reduction in

anti-social behaviour, all key planks in meeting strategic objectives within the Council's own West Sussex Plan 2017-22;

- (2) Without this support this Council expects to see a rise in homelessness across all client groups, including families with associated social and health costs. These include direct costly impacts on social care services through family breakdown with increased child protection issues, foster and other care placements and temporary accommodation placements for intentionally homeless families. Poor educational attainment and increased truancy rates for children in unsettled and temporary accommodation will inevitably be added consequences;
- (3) The termination of housing support for young people over 18, through such initiatives as the foyers across the county, puts vulnerable young people who have either suffered a troubled family life, or are care leavers, in a position where they will be moved from a relatively stable and secure environment which can be used as a stepping stone into living independently, and either be immediately forced into shared temporary accommodation or sharing in the private rented sector, with people who will not be vetted or motivated to act in that young person's best interest. While this would be undesirable for all young people placed in that situation, it will be particularly inconsistent with the Council's duty as a corporate parent to care leavers, who form a significant proportion of the current service users; and
- (4) If funding is removed and refuge accommodation for women and their children subjected to domestic abuse is no longer available, this will put women's lives and children's lives directly at risk, as well as taking away support for women with their recovery and helping to rebuild their confidence and self-esteem, and losing specialist support workers for the children who accompany them.

This Council believes that the proposals clearly and directly fly in the face of three of the key areas of focus agreed by the Council – best start in life for children and young people, a strong, safe and sustainable place for communities and a council that works for communities. This Council further believes that a fourth key area of focus, independence in later life, is also significantly impacted by these proposals because the current preventative service

model extra care housing schemes give vulnerable older people whose disabilities, frailty or mental health make ordinary housing unsuitable the opportunity to live independent for longer.

Therefore this Council requests that the Cabinet Member for Adults and Health ensures that the existing funding through 18 contracts with housing related support services is maintained in full for 2019/20 and rejects the current proposals being considered to terminate them.'

(b) **Motion on Cycling** (Pages 39 - 40)

To consider the following motion, submitted by Dr O'Kelly, which was referred to the Cabinet Member for Highway and Infrastructure at the meeting of the County Council on 20 July 2018.

'This Council recognises the significant work being done by the Cabinet to promote the benefits of increasing cycle journeys, in terms of improving fitness, reducing congestion and the need to provide additional parking spaces, and improving air quality, as well as opening up the countryside for both residents and visitors. Along with the undoubted benefits of making cycling easier, there are also a number of issues that need to be addressed for the benefit of all residents and visitors to West Sussex. There are also new developments, such as electric bikes and increasing numbers of motorised scooters, which should, ideally, be segregated from pedestrians as far as possible in town centres.

The Council therefore calls on the Cabinet to hold a county-wide Cycling Summit to explore all the issues more fully, involving the whole range of stakeholders to address at least the following issues:

- (1) The health benefits of increasing cycling miles and how this can be achieved;
- (2) The role of cycling in addressing congestion and air quality;
- (3) Increasing cycle commuting and the role of employers in encouraging this;
- (4) Cycling Safety;
- (5) Cycle tourism - opportunities and threats, including a presumption against road closures for large cycle events and damage to popular off-road routes;
- (6) Cycling education, and involving schools and other educational establishments in promoting cycling;

- (7) Involving businesses, and encouraging them to promote cycling through their travel plans;
- (8) Maximising grant funding and exploring other ways of funding new high quality infrastructure;
- (9) Design standards and increasing cycling infrastructure and capacity; and
- (10) Recognising the different challenges of promoting cycling in urban and rural environments and working with district, borough, parish and neighbourhood councils, and the South Downs National Park Authority.'

and the report by the Cabinet Member for Highways and Infrastructure.

(c) **Motion on consultation on Shale Gas and Other Oil and Gas Exploration and Production**

To consider the following motion, submitted by Ms Lord, notice of which was given on 28 September 2018.

'This Council notes that, in May this year, Ministers outlined a proposal in a Written Ministerial Statement to redefine non-hydraulic fracturing shale gas exploration applications as permitted development and to redefine large scale shale gas production sites as Nationally Significant Infrastructure Projects which would mean central government would determine planning applications rather than local authorities.

This Council believes that the wishes of local communities should be considered in decisions on shale gas and other oil and gas exploration and production, and that these decisions are best determined by local Mineral Planning Authorities through the planning process.

This Council resolves to ask the Cabinet Member for Environment respond to the Government's consultation that applications for shale gas exploration, and for other oil and gas exploration, should not become permitted development and that they, along with planning applications for shale gas production, should be determined by local planning authorities in accordance with planning law and guidance, and also to share this response with West Sussex MPs and relevant government ministers.'

(d) **Motion on Scrutiny of Strategic Budget Options**  
(Pages 41 - 44)

To consider the following motion, submitted by

Dr Walsh, notice of which was given on 28 September 2018.

A briefing note by the Director of Law and Assurance is attached.

'It is noted that the Forward Plan published on 29 August contained 10 Strategic Budget options for 2019/20, originally scheduled for Cabinet Member decisions in September/October, and that following member representations, most of these decisions were delayed until December to allow Select Committees to consult and scrutinise them first.

However, it is difficult for Select Committee members properly to consider proposals specific to their area of business, or to consider other options in the absence of the whole budget and the full set of savings proposals.

Therefore this Council requests that the Cabinet Member for Finance and Resources confirms that, prior to each Select Committee's final scrutiny of these 10 Strategic Budget Options, all members should have sight of the draft 2019/20 Budget proposals in October or November and that no 2019/20 Budget-related Cabinet Member decision should be taken unless and until that has taken place.'

(e) **Motion on Fire and Rescue Service Funding**

To consider the following motion, submitted by Mr Jones, notice of which was given on 2 October 2018.

'This Council notes the existing, and increasing, gap in the funding provided per person from the Government towards West Sussex Fire and Rescue Service (WSFRS), in comparison to the per person funding in all of those Fire and Rescue Services immediately surrounding it. Not only are many of these surrounding authorities receiving much higher sums to protect their communities, but with further government cuts in 2019/20, the gap is set to become far worse, and even more unfair, for West Sussex. Moreover, the local government Settlement Funding Assessment for fire authorities shows West Sussex having the biggest funding cut in England, between 2016/17 and 2019/20, of 45%. The English average is a 15% cut.

This Council also notes that despite assurances by the previous Chief Fire Officer that there would always be a minimum of 30 fire appliances and crews available, out of 35 across the county at any one time, that in practice, between 7 am and 7 pm, there are rarely more than 15 available, sometimes as few as 10, and that firefighters are having to

work hard to keep such numbers and maintain the resilience of the Service.

This Council further notes that WSFRS has already had very deep cuts made to it in recent years, with £2.5 million and £1.6 million in 2012 and 2014 respectively, making it according to the FBU the second worst hit fire authority in the proportion of its overall number of firefighters lost in the whole of Great Britain, with a reduction of 37% of its firefighters, during that time.

The Council is aware that it was confirmed at the September meeting of the Environment, Communities and Fire Select Committee, that the Cabinet Member for Safer, Stronger Communities would be coming forward with proposals for further cuts to the Service in November, although as of the date this motion was submitted, this was still not indicated on the Council's Forward Plan of key decisions.

The Council is also aware the forthcoming HMI inspection of WSFRS is not due to begin until November, and aside from some preliminary feedback expected during the following month, is not due to formally publish its conclusions until its final report, expected in May 2019.

This Council believes in the context of the circumstances outlined above, and also because it is impossible to predict what issues or extra demands the HMI inspection may reveal which will require action, it would be inappropriate at this time to come forward with any measures which would reduce the amount of funding WSFRS receives.

The Council therefore resolves:

- (1) To request the Cabinet Member for Safer, Stronger Communities abandons any plans to bring forward further proposals for cuts to WSFRS, as the service has taken as many cuts as it can bear without further compromising public and firefighter safety, and further threatening the availability of crews and appliances at the county's fire stations; and
- (2) To request the Leader and the Cabinet Member for Safer, Stronger Communities jointly write to the relevant Government Minister, questioning the inequalities in funding for WSFRS and calling for it to be raised so that it is in line with the funding that other neighbouring fire authorities receive, per person.'

**Lunch (In the event that the morning business is**

**finished before lunch the afternoon business will be brought forward as appropriate.)**

8. **Question Time** (Pages 45 - 58)

Questions to the Leader and Cabinet Members on matters contained within the Cabinet report, written questions and any other questions relevant to their portfolios. Members may also ask questions of the Leader on anything that is currently relevant to the County Council. The report covers relevant Council business or developments in respect of portfolios arising since the meeting of the Council on 20 July 2018. A supplementary report may be published.

*(2 hours is allocated for Question Time)*

9. **Performance and Finance Select Committee: Annual Scrutiny Performance 2017/18** (Pages 59 - 76)

The Council is asked to approve the Annual Scrutiny Newsletter 2017/18 which summarises the work of the Select Committees and reports the performance measures for the end of the year, in the light of a report by the Performance and Finance Select Committee.

10. **Report of Urgent Action** (Pages 77 - 78)

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

**County Council concludes**

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

Director of Law and Assurance  
10 October 2018

The times stated indicate the latest end times for previous business and should not be relied on as start times for subsequent items

**Webcasting**

Please note: this meeting may be filmed for live or subsequent broadcast via the County Council's website on the internet - at the start of the meeting the

Chairman will confirm if all or part of the meeting is to be filmed. The images and sound recording may be used for training purposes by the Council.

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

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## West Sussex County Council – Ordinary Meeting

**20 July 2018**

At the Ordinary Meeting of the County Council held at 10.30 am on Friday, 20 July 2018, at the County Hall, Chichester, the members present being:

Mr Barnard (Chairman)

Lt Cdr Atkins, RD	Mrs Kitchen
Mr Baldwin	Mr Lanzer
Mr Barling	Ms Lord
Mr Barrett-Miles	Mr Markwell
Lt Col Barton, TD	Mr Marshall
Mrs Bennett	Mr McDonald
Mr Boram	Mrs Millson
Mr Bradford	Mr Mitchell
Mrs Bridges	Mr Montyn
Mr Buckland	Mrs Mullins
Mr Burrett	Mr R J Oakley
Mr Catchpole	Mr S J Oakley
Mr Cloake	Dr O'Kelly
Mr Crow	Mr Oppler
Mrs Dennis	Mr Oxlade
Dr Dennis	Mr Parikh
Mrs Duncton	Mr Patel
Mr Elkins	Mrs Pendleton
Mr Fitzjohn	Mr Petts
Ms Flynn	Mrs Purnell
Ms Goldsmith	Mr Quinn
Mr High	Mrs Russell
Mr Hillier	Mr Simmons
Mr Hunt	Mrs Smith
Mrs Jones, MBE	Mr Smytherman
Mr M G Jones	Mrs Urquhart
Mrs Jupp	Mr Waight
Mr Jupp	Dr Walsh, KStJ, RD
Ms Kennard	Mr Whittington

### **50 Apologies for Absence**

50.1 Apologies were received from Mrs Arculus, Mr Bradbury, Mrs Brunson, Mr Edwards, Mrs Hall, Mr Lea, Mr Purchase, Mrs Sparkes, Mr Turner and Mr Wickremaratchi. Mr Acraman and Mr Markwell were absent.

50.2 Apologies for the afternoon session were received from Lt Col Barton and Ms Lord. Mr Oxlade gave his apologies and left at 2.30 pm. Mr S J Oakley and Mr Buckland were absent for the morning and afternoon sessions respectively. Mr Oppler left at

2.50 p.m., Ms Flynn and Mrs Pendleton at 3.15 p.m. and Dr Walsh at 3.50 p.m.

**51 Members' Interests**

51.1 Members declared interests as set out at Appendix 1.

**52 Minutes**

52.1 It was agreed that the minutes of the Ordinary Meeting of the County Council held on 8 June 2018 (pages 9 to 38), subject to the correction of Mrs Dennis' name in minute 45, be approved as a correct record.

**53 Appointments**

53.1 The Council approved appointments as set out below.

<b>Committee</b>	<b>Change</b>
Health and Adult Social Care Select Committee	Mr Barling to fill vacancy
Rights of Way Committee substitute	Mrs Pendleton to fill vacancy

**54 Motion on Academies**

54.1 The following motion was moved by Mr High and seconded by Mr Jones:

'This Council recognises the concerns raised with members by a number of parents and residents about recent events at Thomas Bennett Community College in Crawley. The Council also recognises that many people have been looking to the County Council to provide a lead on this issue and to intervene in a way which many would expect of their Local Education Authority, but that whilst the Director of Education and Skills has been able to raise her concerns about the matter with the Regional Schools Commissioner, the Council has been unable to take any more proactive action on this as the school is an Academy under the control of a Multi-Academy Trust.

This Council is concerned that, whilst schools which have been judged to be Inadequate by OFSTED can be the subject of a Directed Academy Order imposed by the Regional Schools Commissioner, there is no legal mechanism via which an Academy which is experiencing difficulties can be returned to local authority control, even if it is clear that that is the outcome which parents want. This leaves the County Council powerless to act directly in response to parents' concerns.

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The Council therefore requests the Leader and the Cabinet Member for Education and Skills to write to the Secretary of State for Education urging him to change the law to enable local authorities to have greater powers of intervention, challenge and support when Academies are causing concern, and to introduce a mechanism to enable Academies to be returned to local authority maintained status when circumstances deem that to be in the best interests of the individual school in question.'

54.2 The motion, as set out in minute 54.1, was agreed.

## **55 Motion on Cycling**

55.1 The following motion was moved by Dr O'Kelly and seconded by Ms Lord.

'This Council recognises the significant work being done by the Cabinet to promote the benefits of increasing cycle journeys, in terms of improving fitness, reducing congestion and the need to provide additional parking spaces, and improving air quality, as well as opening up the countryside for both residents and visitors. Along with the undoubted benefits of making cycling easier, there are also a number of issues that need to be addressed for the benefit of all residents and visitors to West Sussex. There are also new developments, such as electric bikes and increasing numbers of motorised scooters, which should, ideally, be segregated from pedestrians as far as possible in town centres.

The Council therefore calls on the Cabinet to hold a county-wide Cycling Summit to explore all the issues more fully, involving the whole range of stakeholders to address at least the following issues:

- (1) The health benefits of increasing cycling miles and how this can be achieved;
- (2) The role of cycling in addressing congestion and air quality;
- (3) Increasing cycle commuting and the role of employers in encouraging this;
- (4) Cycling Safety;
- (5) Cycle tourism - opportunities and threats, including a presumption against road closures for large cycle events and damage to popular off-road routes;
- (6) Cycling education, and involving schools and other educational establishments in promoting cycling;
- (7) Involving businesses, and encouraging them to promote cycling through their travel plans;

- (8) Maximising grant funding and exploring other ways of funding new high quality infrastructure;
- (9) Design standards and increasing cycling infrastructure and capacity; and
- (10) Recognising the different challenges of promoting cycling in urban and rural environments and working with district, borough, parish and neighbourhood councils, and the South Downs National Park Authority.'

55.2 The motion was referred to the Cabinet Member for Highways and Infrastructure for consideration.

## **56 Motion on Velo South**

56.1 The following motion was moved by Dr O'Kelly and seconded by Mrs Millson.

'This Council recognises that the forthcoming Velo South on-road cycle event will raise the profile of West Sussex. This Council equally acknowledges the impact the proposed road closures will have on those residents and businesses who are along and within the loop of the route and therefore calls on the Leader and the Cabinet for Highways and Infrastructure to take steps to minimise that impact by working with the event organisers to either abandon the road closures or introduce 'short rolling road closures for the elite cyclists only', noting that 'rolling' closures have been the norm for previous major cycle events in the county.'

56.2 The motion was lost.

## **57 Motion on Costs of Citizenship for Children**

57.1 The following motion was moved by Mrs Mullins and seconded by Mr Oxlade.

'In the UK today, there are significant numbers of children who do not currently have British citizenship, but have rights to register as British citizens. Many of these children were born in the UK, and others have lived here from a young age, been raised here, educated here, and have never known any other home. Without access to their citizenship rights, children may find themselves denied opportunities extended to their peers, such as the chance to participate in a school trip, or to be eligible for funding, so they can undertake higher education.

There are a number of barriers to children registering their citizenship. Registration can be a complex process of prohibitive cost. Children are charged £1,012 for a process whose administrative cost is published at £372, meaning government is making a profit of £640 from every child who claims their rights. No child should be denied their citizenship rights by reason of a fee.

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There is no substitute for citizenship, which is vital to future security and sense of belonging.

This Council recognises:

- (a) That the profit-making element of the fee, to register citizenship, discourages the best outcomes for many of the UK's children;
- (b) Because of their duties as corporate parents, the fee for children to register will fall on councils, in the many cases where children looked after qualify for citizenship; and
- (c) The fee puts councils, in the unacceptable position, of having to weigh the benefits of citizenship, to a child in their care, against the cost to the council of assisting a child in claiming that right.

This Council therefore resolves to ask the Cabinet Member for Children and Young People:

- (1) To write to the Minister of Immigration, demanding that the fee for children to register as British citizens is reduced to the administrative cost; and demanding that children looked after are exempted from the fee in its entirety; and
- (2) To identify children in the Council's care who are entitled to citizenship, and make sure they are aware of their rights and supported to claim them.'

57.2 An amendment was moved by Mr Hillier and seconded by Mrs Jones.

'In the UK today, there are significant numbers of children who do not currently have British citizenship, but have rights to register as British citizens. Many of these children were born in the UK, and others have lived here from a young age, been raised here, educated here, and have never known any other home. Without access to their citizenship rights, children may find themselves denied opportunities extended to their peers, such as the chance to participate in a school trip, or to be eligible for funding, so they can undertake higher education.

***It is reported that*** there are a number of barriers to children registering their citizenship. Registration can be a complex process of prohibitive cost. Children are charged £1,012 for a process whose administrative cost is published at £372, meaning government is ***apparently*** making a profit of £640 from every child who claims their rights. No child should be denied their citizenship rights by reason of a fee. There is no substitute for citizenship, which is vital to future security and sense of belonging.

This Council recognises:

- (a) That **there is a risk that** the profit-making element of the fee, to register citizenship, discourages the best outcomes for many **some** of the UK's children;
- (b) Because of their duties as corporate parents, the fee for children to register ~~will~~ **may** fall on councils, in the ~~many~~ **few** cases where children looked after qualify for citizenship **and put an application in**; and
- (c) **in such instances**, the fee **could** puts councils, in the ~~unacceptable~~ position, of having to weigh the benefits of citizenship, to a child in their care, against the cost to the council of assisting a child in claiming that right.

This Council therefore resolves to ask the Cabinet Member for Children and Young People:

- (12) To identify children in the Council's care who are entitled to citizenship, and **to continue to** make sure they are aware of their rights and supported to claim them;-
- (21) To write to the Minister of Immigration, ~~demanding that~~ **suggesting that the level of** the fee for children to register as British citizens ~~is~~ **could be a barrier to a young person wishing to regularise their citizenship and asking that consideration be given to** ~~demanding that~~ the fee **being** reduced to the administrative cost; and ~~demanding that~~ children looked after **being** are exempted from the fee in its entirety; and
- (3) **To also ask that the Home Office undertakes to take up its statutory responsibilities in relation to those young people who have been refused refugee status in more timely fashion and not leave the burden on local authorities.'**

57.3 The amendment was carried.

57.4 An amendment was moved by Ms Lord and seconded by Mrs Millson.

'In the UK today, there are significant numbers of children who do not currently have British citizenship, but have rights to register as British citizens. Many of these children were born in the UK, and others have lived here from a young age, been raised here, educated here, and have never known any other home. Without access to their citizenship rights, children may find themselves denied opportunities extended to their peers, such as the chance to participate in a school trip, or to be eligible for funding, so they can undertake higher education.

There are a number of barriers to children registering their citizenship. Registration can be a complex process of prohibitive cost. Children are charged £1,012 for a process whose administrative cost is published at £372, meaning government is making a profit of £640 from every child who claims their rights. No child should be denied their citizenship rights by reason of a fee. There is no substitute for citizenship, which is vital to future security and sense of belonging.

This Council recognises:

- (a) That the profit-making element of the fee, to register citizenship, discourages the best outcomes for many of the UK's children;
- (b) Because of their duties as corporate parents, the fee for children to register will fall on councils, in the many cases where children looked after qualify for citizenship; and
- (c) The fee puts councils, in the unacceptable position, of having to weigh the benefits of citizenship, to a child in their care, against the cost to the council of assisting a child in claiming that right.

This Council therefore resolves to ask the Cabinet Member for Children and Young People:

- (1) To write to the Minister of Immigration, demanding that the fee for children to register as British citizens is reduced to the administrative cost; and demanding that children looked after are exempted from the fee in its entirety; and
- (2) To identify children in the Council's care who are entitled to citizenship **or other leave to remain**, and make sure they are aware of their rights and **fully financially and administratively** supported to claim them, **including those aged between 21 and 25 if requested by the care leaver.**

57.5 The amendment was lost.

57.6 The motion as amended and set out below was agreed.

'In the UK today, there are significant numbers of children who do not currently have British citizenship, but have rights to register as British citizens. Many of these children were born in the UK, and others have lived here from a young age, been raised here, educated here, and have never known any other home. Without access to their citizenship rights, children may find themselves denied opportunities extended to their peers, such as the chance to participate in a school trip, or to be eligible for funding, so they can undertake higher education.

It is reported that there are a number of barriers to children registering their citizenship. Registration can be a complex process of prohibitive cost. Children are charged £1,012 for a process whose administrative cost is published at £372, meaning government is apparently making a profit of £640 from every child who claims their rights. No child should be denied their citizenship rights by reason of a fee. There is no substitute for citizenship, which is vital to future security and sense of belonging.

This Council recognises:

- (a) That there is a risk that the fee, to register citizenship, discourages the best outcomes some of the UK's children;
- (b) Because of their duties as corporate parents, the fee for children to register may fall on councils, in the few cases where children looked after qualify for citizenship and put an application in; and
- (c) in such instances, the fee could put councils in the position of having to weigh the benefits of citizenship to a child in their care, against the cost to the council of assisting a child in claiming that right.

This Council therefore resolves to ask the Cabinet Member for Children and Young People:

- (1) To identify children in the Council's care who are entitled to citizenship, and to continue to make sure they are aware of their rights and supported to claim them;
- (2) To write to the Minister of Immigration, suggesting that the level of the fee for children to register as British citizens could be a barrier to a young person wishing to regularise their citizenship and asking that consideration be given to the fee being reduced to the administrative cost; and children looked after being exempted from the fee in its entirety; and
- (3) To also ask that the Home Office undertakes to take up its statutory responsibilities in relation to those young people who have been refused refugee status in more timely fashion and not leave the burden on local authorities.'

## **58 Motion on the Military Covenant**

58.1 The following motion was moved by Lt Cdr Atkins and seconded by Mrs Duncton.

'This Council congratulates the work undertaken by the Cabinet Member for Safer, Stronger Communities for the work she has undertaken to obtain the Military Covenant Silver Award. As demonstrated at the last County Council meeting, the Council:

- (a) Applauds the work of our military service personnel, acknowledges the personal sacrifices in battle and peace time.
- (b) Acknowledges the challenges faced on entering civilian life.
- (c) Is deeply conscious of the impact of PTSD on veterans.

The Council therefore calls on the Cabinet Member to make every effort to achieve the Gold Award for the Military Covenant in this coming year by:

- (1) Actively ensuring that the County Council's workforce is aware of the positive policies towards defence people matters.
- (2) Actively promoting the County Council's good practice to other councils, our contractors and suppliers and other partner organisations.
- (3) Working with the Military Covenant Board to develop more 'drop in centres' across West Sussex similar to the Littlehampton Veterans Breakfast Club.'

58.2 The motion, as set out above, was agreed.

## **59 Adoption of the West Sussex Joint Minerals Local Plan**

59.1 The Cabinet Member for Highways and Infrastructure moved the report on West Sussex Joint Minerals Local Plan (pages 39 to 42), subject to a correction to the fourth line of paragraph 6.10.12 on page 75 of Appendix B to read 'This railway link is safeguarded **for** this form of development'.

59.2 Resolved –

That the West Sussex Joint Minerals Local Plan, incorporating the main modifications recommended by the Inspector and other minor changes (Appendix B to the report), subject to the correction set out in minute 59.1 above, be adopted to replace the West Sussex Minerals Local Plan (2003).

## **60 West Sussex County Council Annual Report 2017/18**

60.1 The Leader moved the report on West Sussex County Council Annual Report 2017/18 (pages 43 to 44).

60.2 Resolved - That the West Sussex Annual Report 2017/18 be noted.

## **61 Governance Committee: Review of the Constitution**

61.1 Members were informed that a technical review had been undertaken of the County Council's Constitution, with an aim of

making it a more accessible document, removing duplication and simplifying some of the more technical language. The Council considered the proposed changes, in the light of a report by the Governance Committee (pages 45 to 52).

61.2 Resolved –

- (1) That the proposed changes to governance arrangements set out in paragraph 8 of the report be approved;
- (2) That the revised the Constitution be approved; and
- (3) The Director of Law and Assurance be authorised to make any minor consequential changes to the Constitution arising from the review.

## **62 Standards Committee: Review of the Constitution - Codes of Conduct**

62.1 The Council considered changes to the Codes of Conduct with the intention of simplifying and streamlining the Constitution in the light of a report from the Standards Committee (pages 53 and 56).

62.2 Resolved –

- (1) That the proposed revisions to the Code of Conduct included in Part 5, Sections 1 and 2 be approved;
- (2) That the proposed removal of Part 5, Sections 8 to 13 and the proposed removal of the Corporate Advice Notes be approved; and
- (3) That authority be delegated to the Director of Human Resources to make and amend future policies relating to staff conduct, in consultation with the Director of Law and Assurance.

## **63 Governance Committee: Independent Remuneration Panel Review of Member Allowances**

63.1 The Council was reminded that a new Members' Allowances Scheme had come into effect in May 2017, based on a Scheme recommended by the Independent Remuneration Panel (IRP) to Council in December 2016. The Council had asked the IRP to review the Scheme after about a year of operation and the IRP had now completed that review. The Council considered the IRP's proposals, in the light of a report by the Governance Committee (pages 57 to 64).

63.2 The Chairman agreed to raise with the IRP a comment that for members with children in nursery settings where there was usually a need to commit to using care every week, the maximum annual amount might not be sufficient.

63.3 Resolved –

That the Independent Remuneration Panel’s report and recommendations be approved.

**64 Governance Committee: Staff Appeals Panel - Proposals for Change**

64.1 The Council considered changes to the working of the Staff Appeals Panel in the light of a report from the Governance Committee (supplement pack pages 3 to 8).

64.2 Resolved -

(1) That the changes to the constitutional arrangements for the Appeals Panel to deal with staff disciplinary or grievance appeals, as set out in Option 1 in the report, be approved; and

(2) That the Discipline and Grievance policies, and other relevant procedures and guidance be amended accordingly.

**65 Governance Committee: Pay Policy Statement 2018/19**

65.1 The Council considered changes to the Pay Policy Statement 2018/19 in the light of a report from the Governance Committee (supplement pack pages 9 to 19).

65.2 The Cabinet Member for Finance and Resources informed the Council that the words ‘in consultation with the Cabinet Member for Finance and Resources’, should be added to paragraph 4.2 of Appendix 1.

65.3 Resolved –

That the proposed revisions to the text of the Pay Policy Statement, as set out in Appendix 1 to the report, subject to the addition of the words ‘in consultation with the Cabinet Member for Finance and Resources’ in paragraph 4.2 of Appendix 1, be approved.

**66 Annual Report of the Standards Committee**

66.1 The Council considered the report from the Standards Committee on its activities for the period May 2017 to April 2018 (pages 65 and 66).

66.2 Resolved –

That the report be noted.

**67 Question Time**

67.1 Members asked questions of members of the Cabinet on matters relevant to their portfolios and asked questions of chairmen, as set out at Appendix 3. This included questions on those matters contained within the Cabinet report (pages 67 to 78) and a supplementary report (supplement pages 1 and 2) and written questions and answers pursuant to Standing Order 15(2) (set out at Appendix 2).

## **68 Motion on the EU**

68.1 The following motion was moved by Dr Walsh and seconded by Dr O'Kelly.

'West Sussex County Council believes:

- (1) That there is mounting and indisputable evidence of damage that a 'hard Brexit' would cause both to the national economy and to our regional economy.
- (2) The damage to our international relationships, the reducing influence with other states and the complete loss of say and control over the rules of the European Single Market and Customs Union, the largest market in the world will be very severe.
- (3) That the Government has totally mismanaged the Brexit negotiations and has failed to work closely with Scotland/Wales/regions and local authorities and listen to our concerns.
- (4) That businesses within our region, like those elsewhere in the UK, are reconsidering investment plans in new production and new jobs while they await the Brexit deal.
- (5) That the current rights of EU citizens living in the UK should always be fully protected and not used as a bargaining chip by the UK Government.

The Council notes:

- (1) The increasing problems that the NHS is having in recruiting nurses and doctors since the decision to leave the European Union was made and that this is having a real impact on the health of local residents.
- (2) With concern, the potential impact of Brexit both on our local economy and on established mutually beneficial partnerships and links with European businesses.
- (3) That the UK economy is now the slowest growing economy in Europe, reducing the prosperity of the UK and our local residents.

- (4) That new investment in the region is being jeopardised and new job opportunities are being lost.
- (5) That Inflation caused by Brexit-related depreciation of the pound is driving up living costs for all our residents, and a further squeezing on living standards.
- (6) That Bristol, Brighton & Hove and Hammersmith & Fulham councils have already passed motions that back a vote on the final deal with an option to stay within the European Union.

West Sussex County Council resolves to:

- (1) Request the Leader of the Council to write to our local Members of Parliament and the Secretary of State for Housing, Communities and Local Government, expressing this Council's strong desire for a public referendum on the final deal, including the option to maintain full EU membership; and
- (2) Request the Leader of the Council to write to all Leaders of local authorities and/or the Local Government Association urging them to also adopt a policy calling for a public referendum on the final deal including an option to maintain full EU membership.'

68.2 The motion was lost.

Chairman

The Council rose at 4.05 pm

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## Interests

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

<b>Item</b>	<b>Member</b>	<b>Nature of Interest</b>
Item 6(a) – Notice of Motion on Academies	Mr Patel	Director of RCAL Regis School
	Mr Smytherman	Chairman of Local Governing Committee of St Mary’s Primary School (part of the Bosco CET(MAT))
Item 6(c) – Notice of Motion on Velo South	Mr Marshall	Trustee of RSPCA Sussex and Chichester
Item 6(e) – Notice of Motion on the Military Covenant	Lt Cdr Atkins	Veteran and member of Royal Naval Association for Veterans
	Mr Barling	Member of Royal British Legion and Trustee of Building Heroes
	Lt Col Barton	Armed Forces Champion for Adur District Council
	Mr Jupp	Armed Forces Champion for Horsham District Council
	Mrs Smith	Portfolio Holder for Armed Forces at Crawley Borough Council
Item 15 – QT all paragraphs	Mrs Jones	Member of Mid Sussex District Council and Burgess Hill Town Council
	Mr Patel	Member of Arun District Council
Item 15 – QT paragraph 13 (Govia Thameslink Railway)	Dr Dennis	Annual season ticket holder between Horsham and London
Item 15 – QT (Gatwick Airport Legal Agreement)	Mr Lanzer	Member of Crawley Borough Council
Item 15 – QT paragraph 24 (review of the Pension Fund Investment Strategy)	Mr Burrett	Deferred member of Local Government Pension Scheme

<b>Item</b>	<b>Member</b>	<b>Nature of Interest</b>
Item 15 – QT paragraph 24 (review of the Pension Fund Investment Strategy) (cont)	Mr Lanzer	Member of Local Government Pension Scheme
Item 15 – QT paragraph 26 (Homes England – Northern Arc)	Mr Barrett-Miles	Member of Member Steering Group of Burgess Hill Growth Project
	Mrs Dennis	Member of Member Steering Group of Burgess Hill Growth Project
Item 15 – QT any question relating to the proposed closure of the Wrenford Centre, Chichester	Ms Flynn	Daughter works at the Wrenford Centre

## Written Questions: 20 July 2018

### 1. Written question from **Mr Jones** for reply by the **Cabinet Member for Children and Young People**

#### Question

I would be grateful if the Cabinet Member could outline for me what financial, emotional and practical support the County Council provides for children looked after aged 18 or over who express a desire to search for their birth parents.

Can he also outline what financial costs are required of any individual, if they wish to pursue the search for their birth parents, in terms of this Council's charges, the request for records from external bodies such as other local authorities, and other services such as advice from qualified staff in advising whether to proceed with such a search.

Can he confirm whether there is any discretion for the Council to waive charges, should they exist, if the individual concerned is a former child looked after either:

- (a) by this authority; or
- (b) another local authority?

#### Answer

Children Looked After have a legal right to see their original birth certificate when they reach age 18, without cost, and the County Council will fully support them to exercise this wish. In practice, most care leavers maintain some personal contact with their birth families during their time in care. For the remaining 20%, the County Council maintains records of birth families and these can be made available on request at the appropriate time. Where further action was required beyond the supply of records, we would look sympathetically at each case on an individual basis.

The Customer Relations team oversees this process and Children's Services considers it is well and sensitively managed. Pre-access counselling is offered, recognising that the details to be disclosed to the young person may be emotionally charged.

All care leavers have a Personal Adviser (PA) who will give practical and emotional support automatically to age 21, and to age 25 on request. This enables them to build their adult lives more securely, which naturally includes understanding their own original circumstances where they wish to do so.

In the particular case of Unaccompanied Asylum Seeking Children, the County Council will put the young person in touch with the Red Cross Family Finding service. Inevitably, due to their circumstances, no outcome can be guaranteed for these enquiries. No costs are charged either by the County Council, or any other local authority.

In addition, adopted adults have a legal right to access their original birth

certificate at the age of 18. This costs £9.25 from the general register. In the case of post commencement adoptions - those taking place after December 2005 – the original birth certificate is required under the regulations to be placed on the adoption file. In practice most adopted adults know their birth name because when they were placed they should have had a life story book/letter, and many will have had letterbox exchange with birth family members up until the age of 18.

Should young adopted adults wish to access their adoption records and/or trace birth parents there is a specialist worker within the adoption support service who will offer counselling support and help with access to records. Should they wish to trace their birth parents/siblings/other relatives then support can be provided to do this through to reunion and beyond. The intermediary service would be offered at no cost. If it is not possible to trace birth family members then an independent researcher would be suggested. A cost would be applicable for this service – this is usually on a sliding scale depending on individual circumstances (ranging from £30 upwards to around £400). On occasion the County Council has financed this for young adults and also paid for the birth certificates.

The adoption service has a contract with the Post Adoption Centre (PAC) and is able to signpost young people to this provider if they do not wish to use the County Council's adoption service. This is free at the present time. PAC can offer counselling and access to birth records and support through to reunion. They will charge for tracing, but West Sussex has funded this in the past.

**2. Written question from Mrs Mullins for reply by the Cabinet Member for Education and Skills**

**Question**

Young people are required to continue in education or training until at least their 18<sup>th</sup> birthday, choosing to participate through full time education, a job or volunteering combined with part time study, or by undertaking an apprenticeship or traineeship.

I understand that local authorities have a statutory duty to encourage, enable and assist them to participate in education or training.

Furthermore, under the September guarantee all 16 and 17 years olds are entitled to an offer of a suitable place in education or training regardless of what qualifications they have gained when they left school. I understand that West Sussex is performing well below its peer authorities in the South East and nationally with regard to the percentage of young people with an unknown education, employment or training (EET) status.

Can the Cabinet Member please:

- (a) Confirm the figures of those young people with an unknown EET status. In respect of West Sussex, the South East region and nationally for April 2018 and how this compares to the figures for April 2017 and April 2016?;

- (b) Explain how it is possible to lose track of these young people after they have finished their secondary school education, outlining the steps he is planning to take to address this area of poor performance and confirm what support is provided to those missing young people once they have been identified, to encourage them back in education or training?; and
- (c) Confirm how many young people in West Sussex aged 16-24 are currently identified as not in education, employment or training, and of those, what percentage:
- (i) Have a low GCSE attainment level?
  - (ii) Have special educational needs or disabilities?
  - (iii) Are/were previously children looked after?
  - (iv) Are of black, Asian or ethnic minority origin?

**Answer**

- (a) Below are the figures for young people with an Unknown EET status for West Sussex, the South East region and nationally for April 2018 with comparison to April 2017 and 2016:

	<b>National (England)</b>	<b>South East</b>	<b>West Sussex</b>
<b>April 2018</b>	2.9%	3.6%	7.1%
<b>April 2017</b>	3%	4%	7.4%
<b>April 2016*</b>	6.2%	6.5%	13.8%

\*At this time local authorities were measured on 16-18 year olds as opposed to 16-17 year olds.

- (b) Once young people leave statutory education the local authority is reliant on robust information sharing procedures involving schools, colleges, training providers and others so that we can update our database. The majority of young people are successfully tracked in this way but if young people are not participating, or the information sharing procedures break down, it becomes much more difficult to keep up to date with every young person's EET status.

Responsibility for tracking Unknowns has only recently transferred across to Education and Skills from the Integrated Prevention and Earliest Help Service (IPEH). It should not be underestimated how huge a task it is to track the EET destinations for all 16- and 17-year-olds in the county. At the beginning of every academic year every 16- and 17-year-old's EET status moves to Unknown until we can prove otherwise. Despite the efforts of individual staff within IPEH there has been a need for a robust strategy and sufficient resource to make a significant impact on improving our Unknowns figures – we are currently in the bottom quintile nationally. Education and Skills are committed to addressing these challenges over the coming year. We have already started to do this by:

- Better data sharing from schools and colleges.
- More responsibility given to delivery teams to ensure better information sharing within their local networks.
- Recruitment of apprentices to focus on calls and texts to Unknowns.
- Additional resource through our new European Social Inclusion Fund (ESIF) programme to look strategically and innovatively at improving our data collection approach.

We are likely to lose contact with three times as many Year 13s as Year 12s so we will need to ensure a focus on those coming to the end of one-year courses.

Our Post-16 Support Team delivers 1:1 careers support for young people who are NEET. Careers advisers aim to work with all NEETs but some are difficult to engage. During this summer term the team has also been providing 1:1 careers support to over 260 Year 11s who have no intended Post-16 destination in an attempt to prevent these pupils becoming NEET.

Our new ESIF Think Futures programme will enhance our work with NEETs and Unknowns. The programme brings £984,382 of new money which is match-funded through in-kind contributions. The County Council is the Lead Partner working with our Delivery Partners - Surrey County Council and Brighton & Hove City Council. The funding split involves the County Council contributing 60% and the remainder being funded by Surrey County Council and Brighton & Hove City Council. The programme commenced on 1 July 2018 and ends on 31 December 2020.

We believe this programme, together with our existing work and focus, will aid our aim of being in the top tier of local authorities for NEETs and tracking performance by 2022.

- (c) We have currently 425 NEETs aged 16 to 24 years.
- (i) We are not able to extract this information
  - (ii) 7.2%
  - (iii) 0.47%
  - (iv) 2.6%

**3. Written question from Mr Quinn for reply by the Cabinet Member for Education and Skills**

**Question**

I understand that a meeting between officers from West Sussex County Council and the Governors from Woodlands Mead School, Burgess Hill took place on 4 July 2018 to discuss the results of the recent feasibility study with a number of options identified for further discussion with the Cabinet. Could the Cabinet Member confirm what progress has been made with those discussions and confirm

to members what has been agreed and when action will be taken on this matter.

### **Answer**

On 4 July 2018 a meeting was held between officers of the County Council and Woodlands Meed School Governors to discuss the feasibility study into the various options for improving the facilities for Woodlands Meed College students.

Following a lengthy discussion, County Council officers and School Governors agreed that the option of replacing the current Woodlands Meed College buildings and facilities on the College site, also known as the Newick House site, was to be presented to Cabinet Members for further consideration.

The County Council's Cabinet Members met on 17 July 2018 and considered all the proposals in the feasibility study. Cabinet Members resolved to ask officers to commission detailed design work on the proposal for a new build on the College site, noting that this was the School Governors' preferred option.

All the options presented and considered would require a significant amount of financial investment from the County Council over a long period of time in order to progress from concept, through detailed specification and planning to delivery.

If this project is to progress the County Council would need to look at resourcing this programme of work from the Capital Programme. This would require very difficult choices on other projects if this scheme is to be accommodated.

Therefore, the cost of any scheme would need to be kept as low as possible while ensuring that we are still meeting the needs of the children and young people to get the education they deserve, recognising the financial constraints of the County Council. We look forward to continuing our partnership working with the School's Governors in order to enable us to achieve a solution that is in the interests of the children yet is able to be delivered within the financial purse of the County Council.

#### **4. Written question from Mrs Mullins for reply by the Cabinet Member for Finance and Resources**

### **Question**

At a recent meeting of the Performance and Finance Select Committee members learnt that the County Council had recently purchased the Kamelia Kids Children's Centre in Worthing in order to provide medium term security for the services being delivered there.

I understand that the County Council has been providing financial support in addition to advice and direct support over the past few years in recognition of the fact that the Centre fulfils an essential need for young children in the locality, particularly those with Special Educational Needs and Disabilities. Can the Cabinet Member provide me with the following information:

- (a) How much the County Council has paid for the purchase of the Centre, when members agreed to the purchase of the site and when the purchase was completed;
- (b) Details of how much funding the County Council has provided to the Centre in each of the last five years, including any Community Initiative Fund (CIF) funding, but excluding payments directly related to individual nursery places, and what that funding was for;
- (c) Confirm the basis on which the Centre is currently being used by Kamelia Kids Children's Centre and how long the current arrangement is anticipated to be in place for; and
- (d) Confirm the long term plans for both the site and the services for young children in the locality.

**Answer**

There are two separate plots adjacent to each other in Marlborough Road, Goring by Sea:

- The larger plot is occupied by the Kamelia Kids nursery (formerly the Camelia Botnor Children Centre) and leased from the County Council on a long term basis.
  - Camelia Hall –a small, separate but linked, site previously owned by Camelia Botnor Centre, sold to the County Council in 2017.
- (a) The County Council paid £200,000 for the site (as valued by the District Valuer), completing the purchase on the 7 September 2017. Being under £250,000, the decision was taken by the Director of Economy, Planning and Place in accordance with capital programme governance rules and the County Council's Scheme of Delegation. Consultation with the Cabinet Member for Finance and Resources took place after the purchase, owing to the urgency of the transaction, and the acquisition was later noted in the capital programme performance report.
  - (b) Kamelia Kids is the nursery name for what was formerly Camelia Botnor Children Centre. The nursery was funded using a large trust fund which became exhausted in 2016/17. The purpose of the trust fund was to provide childcare for young children with highly complex additional needs. The following funding was made available to support the nursery's transition from being Trust fund dependent to becoming a viable inclusive nursery to support a more diverse mix of 0 to 4-year-old children whilst retaining their specialist skills and high reputation for this specialist provision.

2014/15 - £112,000  
2015/16 - £ 60,000

The transition payments were approved by the Acting Director of Children's Services and the Cabinet Member for Children – Start of Life in 2014/15 and 2015/16. Other than funding for Early Years places, including SEND

support for Early Years children, there have been no further payments.

- (c) The County Council owns the freehold of the Kamelia Kids Day Nursery site which is leased to The Camelia Botnar Centre on a long-term leasehold from September 1978 for 99 years. The extension to the site at the rear was also leased to the Camelia Botnar Centre by the County Council under long-term leasehold from 1984 until the expiry of the main lease. The freehold of Kamelia Hall (previously known as Camelia Hall) is now owned by the County Council and it is anticipated that this will continue to be used by the Worthing Portage Team. The Portage Team supports children with disabilities, including their parents and carers, in the Worthing area. A number of these children attend the Kamelia Kids Day Nursery.
- (d) **Property strategy:** There are no other plans in the developing Asset Strategy for these sites.

**Childcare in Worthing area:** Data currently shows that across the area, there is currently sufficient childcare to meet the needs of the families needing or wanting it. Officers will monitor and analyse sufficiency and the impact of the 30 hours Extended Free Entitlement based on information gathered from parents, settings and other local knowledge such as building developments and setting openings and closures that may affect sufficiency of childcare.

**5. Written question from Mr Jones for reply by the Cabinet Member for Safer, Stronger Communities**

**Question**

I remain concerned about the delays with the Sussex Fire Control Centre such that West Sussex emergency calls are still being managed using an outdated West Sussex computer system. Can the Cabinet Member please tell me:

- (a) What progress has been made since the last Council meeting to ensure that the Rescue 4i system is compatible with, and will work seamlessly with, the various West Sussex County Council and West Sussex Fire & Rescue Service systems and equipment necessary for reliable operation;
- (b) When members can expect to learn whether it is still intended that West Sussex emergency incidents will be managed using the Rescue 4i system; and
- (c) Whether any alternative options are being explored.

Furthermore, I understand that grants from the Department for Communities and Local Government (DCLG) in respect of £1.8m for each Fire Authority was provided for transitional costs (including IT) to complete the project. Can she advise if it is decided not to proceed to using the Rescue 4i system, will there be a need to return any of that grant funding to the DCLG?

**Answer**

Our current NX mobilising system is operating to its designed specification and mobilising fire engines and other resources successfully to emergency incidents. We are enhancing the maintenance and resilience of the system to ensure operational requirements for the current period.

- (a) We are working with East Sussex Fire Service to ensure the Rescue 4i system is compatible and will work seamlessly with West Sussex County Council and West Sussex Fire & Rescue Service systems and equipment necessary for reliable and consistent operation.
- (b) Members will be informed of progress as and when there is progress or change to report.
- (c) We are always open to exploring new and improved options as opportunities arise.

There have been no discussions with the DCLG.

## **Question Time: 20 July 2018**

Members asked questions of members the Cabinet and chairmen as set out below. In instances where a Cabinet Member, the Leader or a chairman undertook to take follow-up action, this is also noted below.

### **Best Start in Life**

Paragraph 4, Home Education – Call for Evidence (Cabinet Member for Education and Skills), from Mrs Jones, Mrs Millson and Mrs Mullins.

In response to a request from Mrs Millson for clarification as to what the definition of a child's home education experience should encompass, the Cabinet Member said he would write to all members.

In response to questions from Mrs Mullins as to how many home-educated children had special educational needs and how many unregistered schools there were in the county and where they were, the Cabinet Member said he would provide the figures that were available.

Paragraph 8, Recognition for the Young Carers Service Volunteers (Cabinet Member for Children and Young People), from Mrs Dunton.

### **A Prosperous Place**

Paragraph 10, Bognor Regis Digital Hub – MP visit (Leader/Economy), from Mr Patel.

Paragraph 11, Bus Strategy Consultation Results (Cabinet Member for Highways and Infrastructure), from Dr Dennis.

Paragraph 12, A27 Chichester: Submission to the Government's Roads Investment Strategy (Cabinet Member for Highways and Infrastructure), from Dr Walsh.

Paragraph 13, Govia Thameslink Railway (Cabinet Member for Highways and Infrastructure), from Dr Dennis, Mr Jones and Dr Walsh.

In response to a request from Dr Dennis as to whether the Cabinet Member could investigate whether the infrastructure on the Brighton line and adjoining routes, which dated from the 1980s, was responsible for the growing number of signal and points failures and, if so, what measures Network Rail were taking to address the problem, the Cabinet Member said he would contact GTR.

Dr Dennis also commented that the Gatwick Express Services usually had spare capacity whereas many London Victoria to Gatwick Airport passengers were using Southern Services to save money on the fare. He asked if the Cabinet Member would raise the matter with the operator, as both services were run by GTR, to see whether a more sensible pricing structure could be developed to get as many airport passengers as possible onto the Gatwick Express trains thereby freeing up capacity on other trains, the Cabinet Member said he would make representations.

In response to a request from Dr Walsh for a delegation to be made to the Secretary of State for Transport, facilitated by one of the county's MPs, to request an end to the GTR franchise, the Leader said she would raise the matter with MPs during the summer recess.

Paragraph 14, Care Worker Recruitment (Cabinet Member for Adults and Health), from Mr Simmons.

Road-side verge cutting (Cabinet Member for Highways and Infrastructure) from Mrs Dennis, Mr Elkins, Mr High and Mrs Millson.

In response to a request from Mrs Dennis for grass cutting in rural areas to be based on safety and road visibility, the Cabinet Member said he would look at the suggestion.

Safety around schools (Cabinet Member for Highways and Infrastructure), from Mrs Millson.

In response to a request from Mrs Millson for a publicity campaign to raise the profile of road safety around schools, the Cabinet said he was happy to consider the suggestion.

A27 Ikea Housing Development planning application and access to Coombes Road, Lancing (Cabinet Member for Highways and Infrastructure), from Mr Barling.

Mr Barling asked to see a copy of the representations made to Adur District Council on highways matters and asked the Cabinet Member to reconsider what was the best solution for residents. The Cabinet Member said he would consult officers.

Gatwick Airport legal agreement (Cabinet Member for Highways and Infrastructure), from Mrs Kitchen and Mrs Smith.

### **A Strong, Safe and Sustainable Place**

Paragraph 19, Armed Forces and Veterans Breakfast Club (Cabinet Member for Safer, Stronger Communities), from Lt Cdr Atkins.

Paragraph 20, Westminster Energy Environment and Transport Forum (Leader), from Mr Quinn.

Paragraph 26, Homes England – Northern Arc (Leader/Economy), from Mr Barrett-Miles and Mrs Dennis.

Additional archive storage space (Cabinet Member for Safer, Stronger Communities), from Mrs Mullins.

In response to a question about whether money in the capital programme 2016 for additional archive space had been spent yet, the Cabinet Member said she would provide Mrs Mullins with a time line for the project.

Fire fighter numbers (addressed to the Leader), from Mr Barling and Mr Jones.

Withy Patch Gypsy, Roma and Traveller site (Cabinet Member for Safer, Stronger Communities), from Mr Jones.

Beacon Project on domestic abuse advice services (Cabinet Member for Safer, Stronger Communities), from Mrs Smith.

Your Energy Sussex (Leader/Cabinet Member for Environment), from Mr Quinn.

### **Independence in Later Life**

Housing associations and quality of care (Cabinet Member for Adults and Health/Leader), from Mrs Jones.

In response to a question from Mrs Jones about Housing Associations and the quality of care provided, the Cabinet Member for Adults and Health offered Mrs Jones a briefing with herself and the officers responsible.

Wrenford Centre (Cabinet Member for Adults and Health), from Dr O'Kelly and Mrs Smith.

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## Notice of Motion: Cycling

### Background

- 1 The Chairman of the County Council referred the notice of motion on cycling, submitted to the County Council on 20 July 2018, to the Cabinet Member for Highways and Infrastructure, for consideration. The motion called on the Cabinet to hold a county-wide cycling summit to explore the issues set out in the motion.
- 2 The Cabinet Member met Dr O’Kelly on 5 October 2018 to discuss the motion.
- 3 The Cabinet Member is keen to promote the health and well-being of increasing cycle journeys and improved facilities for cyclists and is grateful to Dr O’Kelly for acknowledging the significant amount of work already undertaken.
- 4 The Cabinet Member also referred to the following:
  - The West Sussex Walking and Cycling Strategy 2016-26, which was adopted in October 2016.
  - Six feasibility studies are currently being progressed and three new studies are expected to form part of the 2019/20 programme. Construction of two schemes (Ifield Avenue, Crawley and Horsham Town Centre contraflows) is also expected in 2019/20.
  - A corporate target in relation to cycling was adopted this year. The target is to achieve a 15% year-on-year increase in the length of cyclable infrastructure installed up to 2021/22 based on the average for 2015/17 (5km). This equates to 28km over the four year period. The County Council is on track to achieve the 2018/19 target (5.75km).
  - An indicative future programme of work (the Local Transport Improvement Plan) has been developed and, where available, developer funding has been allocated to schemes.
  - The County Council is working in partnership with five of the district and borough councils and the South Downs National Park to develop Local Cycling and Walking Infrastructure Plans (LCWIPs). This work only recently began and is due to be completed in spring 2020.
  - A West Sussex Cycle Summit – led by the West Sussex Cycle Forum (WSCF) in partnership with the WSCC - was held in 2016 and another in 2017. WSCF has decided not to organise a summit in 2018.
- 5 The Director for Public Health (DPH) was invited to comment on the notice of motion/the Council’s work to-date and responded as follows:
  - It could be helpful if the LCWIPs could be used as an opportunity to address inequalities by enabling those who are least active to become more active. (Residents of more deprived areas are less active than those in more affluent areas. They are also more likely to be overweight or obese and present with other long-term conditions.)
  - LCWIPs could also be designed to support those who are not current cyclists to become cyclists and make it easier for people to connect with their community using active travel modes. (The most recent public health

- profiles using Active People Survey data shows that 25.6% of adults in West Sussex complete less than 30 minutes of activity a week; 60.3% achieve the Chief Medical Officer's guidelines of 150 minutes a week.)
- Behavioural change aspects of the West Sussex Walking and Cycling Strategy should not be overlooked by focusing purely on its infrastructure elements
- 6 Dr O'Kelly was very supportive of the large amount of work being undertaken by the County Council to promote cycling, supported the partnership approach the County Council was taking with district and borough councils to encourage the development of LCWIPs for towns, and agreed that this partnership working had and would continue to achieve good benefits across the county.
  - 7 It was agreed that a cycling summit would be organised in 2019 and may include the following issues: district and boroughs' LCWIPs; the County Council's revised cycling and walking strategy; the South Downs National Park's revised plan and cycling promotion.
  - 8 Dr O'Kelly highlighted the importance of member engagement in achieving West Sussex cycling ambitions. The district and borough councils are responsible for developing local LCWIPs and, to-date, have determined that these will cover Chichester, Worthing, Horsham and Crawley. It was agreed that, where possible, members could take the opportunity to engage in the development of LCWIPs in their local areas via the district and borough councils. It was also agreed that there was the potential for some member engagement in the development of the 2019 cycling summit.
  - 9 Consideration was given to ways of encouraging planners and developers to ensure that cycling infrastructure is built into strategic development sites and the exploration of more formal routes for this option would be pursued. A new set of cycling infrastructure design standards, which will result in higher quality provision, is under development. Statistics recently published by the government indicate that the proportion of West Sussex adults who do any walking or cycling for any purpose is above the national average.
  - 10 Dr O'Kelly confirmed that she still wishes to debate the motion at County Council on 19 October 2018.
  - 11 In light of the information above, the Cabinet Member cannot support the entirety of the motion as drafted, so will prepare an amendment in advance of the County Council meeting on 19 October 2018. The Cabinet Member's decision on this matter was published via the Executive Decision Database on 9 October 2018.

**Roger Elkins**

Cabinet Member for Highways and Infrastructure

**Contact:** Judith Shore, 033 022 26052

**Background Papers:** None

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## **Notice of Motion: Scrutiny of Strategic Budget Options – Briefing Note**

### **Arrangements for savings decisions and budget preparation**

It remains the responsibility of the County Council to agree the annual revenue budget. That will happen at the February Council meeting. The timetable is **set out at Appendix 1**, including a meeting for all members on 9 January and a full timetable of Select Committee meetings and of the Performance and Finance Select Committee to consider the draft budget proposals in January.

As in previous years specific savings proposals made by individual Cabinet Members have been published as soon as they are ready to be considered. Those are to be scrutinised by service Select Committees as explained when the Forward Plan was published at the end of August. The timetable for Select Committee meetings has not changed. No decisions have been rescheduled.

As was explained at the Performance and Finance Select Committee on 5 October there is significant pressure to bridge a potential budget gap for 2019/20 and so the Cabinet will continue to identify savings opportunities in advance of the final budget setting process in the New Year. All such proposals will be available for scrutiny in advance of any decision. All Select Committee members will be considering proposals on the context of the Medium Term Financial Strategy as published with the Performance and Finance papers for 5 October.

This does not constrain the authority of the Council in February to set a budget. The opportunity for members to propose alternative budget options at the February meeting will remain. This can include proposals to reverse savings decisions that may have been made by individual portfolio holders.

The timing of the meeting of all members in advance of the budget setting process has been scheduled for 9 January to follow the publication of the draft local government settlement, the completion of Cabinet proposals for savings and to precede the Select Committee meetings which lead up to the Council meeting on 15 February.

It would not be financially prudent to prevent or delay the taking of any individual service related savings proposals until the meeting of all members in January as this may create greater budget pressures than currently exist. It is not necessary or usual for full Council to approve or ratify spending or savings decisions taken by individual cabinet members in relation to their portfolio as this does not determine or inhibit the setting of the Council's budget.

**Tony Kershaw**

Director of Law and Assurance

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**Savings Decisions and Budget Timetable: Summary**

<b>Date</b>	<b>Meeting</b>	<b>Tasks</b>
<b>2018</b>		
27 September	Health and Adult Social Care Select Committee	Preview savings decisions
5 October	Performance and Finance Select Committee	Review of Medium Term Financial Strategy
31 October	Children and Young People's Services Select Committee	Preview savings decisions
14 November	Environment, Communities and Fire Select Committee	Preview savings decisions
15 November	Health and Adult Social Care Select Committee	Preview savings decisions
22 November	Performance and Finance Select Committee	Budget gap and update on savings
<b>2019</b>		
9 January	Member Day	Presentation on Draft Budget
17 January	Performance and Finance Select Committee	Draft Budget papers
29 January	Cabinet	Agree budget to recommend to County Council
15 February	County Council	Agree budget, amended capital programme and council tax

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## Cabinet Report: Delivering the West Sussex Plan 2017-22



# BEST START IN LIFE



**All children and young people are ready for school and work**

### **1 Implementation of a new School Effectiveness Strategy 2018-22 (Cabinet Member for Education and Skills)**

A new School Effectiveness Strategy for West Sussex has been published to coincide with a new school year. Following the implementation of new national arrangements for funding schools, alterations to the Ofsted inspection regime, and changes to education policy and practice, it was considered that a new strategy was required. The Strategy will continue to take account of the need for high quality education and a diversity of schools in West Sussex and will ensure the needs of children and their learning are prioritised. To assist in shaping the new Strategy the County Council conducted a widespread public consultation; this provided an opportunity for partners and key stakeholders including young people, Dioceses, school leaders, governors and parents to contribute to and actively participate in its development and refinement. The Strategy sets out the ambition that by 2022 West Sussex will be one of the top 25% of councils nationally for quality and provision of learning across all age groups and abilities. To achieve this it will be essential to work in close partnership with school leaders, governors, the Dioceses and other providers to ensure that standards are continually raised and educational outcomes are improved for all children and young people.



**Families and children have a health family, home and work life**

### **2 Recognition for the work of the Youth Emotional Support Service (Cabinet Member for Children and Young People)**

The Youth Emotional Support service (YES) has been recognised for the work they do in supporting the emotional wellbeing of young people. The service has been shortlisted for the Children and Young People Now Mental Health and Wellbeing

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award. The highly acclaimed 'Children and Young People Now' awards have become the 'gold standard for everyone working with children, young people and families' and recognise those who 'strive day in day out to improve the lives of others'. The team will learn if they have been successful at an awards ceremony in London in November. The YES service is available to those aged between 11 and 18 and aims to address issues such as poor self-esteem, self-harm and anxiety through one-to-one support and group working which is tailored to the needs of the young person. Last year, YES was used by more than 2,500 young people and has considerably lowered the number of referrals to the Child and Adolescent Mental Health Service (CAMHS). Less than 2% of those who receive an intervention from YES require referring to CAMHS, demonstrating the effectiveness of the service in tackling issues that negatively impact the emotional wellbeing of young people in West Sussex.

### **3 Children's Mental Health (Cabinet Member for Children and Young People)**

The BBC has aired a Panorama programme focusing on children's mental health services which mentioned services in West Sussex. The programme highlighted the concerns of families about access to services and care within an inpatient setting. The County Council has a joint arrangement with the local Clinical Commissioning Groups (CCGs) for the commissioning of emotional wellbeing and mental health services. Sussex Partnership Foundation Trust, which was rated as Good by the Care Quality Commission in January 2018, delivers the Child and Adolescent Mental Health (CAMHS) service for the County Council; Inpatient units for children and young people are commissioned by NHS England as part of the national inpatient bed arrangements. The County Council recognises the importance of early intervention and prevention and has invested in services to support young people with emotional wellbeing issues. There is evidence that this early intervention is having a positive impact, as since 2014, the rate of hospitalisation or self-harm among young people in West Sussex has fallen, compared to an increase both nationally and regionally over the same period.



### **Children and young people feel safe and secure**

#### **4 Implementing Improvements at Seaside Children's Home, Shoreham (Cabinet Member for Children and Young People)**

A Residential Improvement Plan being implemented to deliver positive change within children's homes across the county has been strengthened following an Ofsted inspection which judged Seaside Children's Home to be 'Inadequate'. In response to this outcome the four children living at the home, which can accommodate up to six young people aged 12 to 16, have been found good quality alternative accommodation which is appropriate to their needs. A robust and targeted approach has been adopted to implement rapid improvements at the home including addressing inconsistencies in safeguarding practice, identifying additional training for staff and providing mentoring for those with a supervisory position. Progress with implementing these improvements continues to receive close oversight from members of the senior management team. Following the outcome of the Ofsted inspection a proactive assessment of the other County Council Children's Homes was undertaken; areas for improvement in two other homes are being addressed in a similarly robust manner. The actions being taken

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across the residential estate aim to ensure provision of a consistently high level of care for all children throughout the county.



### **Access to education that meets the needs of our community**

#### **5 Pupil Attainment at Key Stages 1 and 2 (Cabinet Member for Education and Skills)**

The performance of primary age pupils has continued to improve with provisional Key Stage 1 and 2 results indicating more children are gaining expected outcomes in Reading, Writing and Mathematics than in previous years. It has been two years since the implementation of the new framework for testing. In that time, for the assessment in the combined areas of Reading, Writing and Mathematics (RWM), West Sussex children have added over 13 percentage points to the countywide results at Key Stage 1 (KS1) and nearly 17 percentage points at Key Stage 2 (KS2). This exceeds the increases achieved nationally since 2016 of 5 percentage points at Key Stage 1 and 11 percentage points at KS2. Results for 2018 indicate that 62% of West Sussex pupils met or exceeded the standard in RWM at KS1, with the national average being 65%, and 61.3% achieved the standard at KS2, compared with 64% nationally. There has been a significant focus on raising standards in Writing and Mathematics specifically in West Sussex schools, and the improved figures reflect the hard work that has been carried out. The County Council is working with primary school leaders on plans to continue to sustain this upward trend and to build further on the successful gains in performance over the last two years.



### **Children and young people are able to thrive**

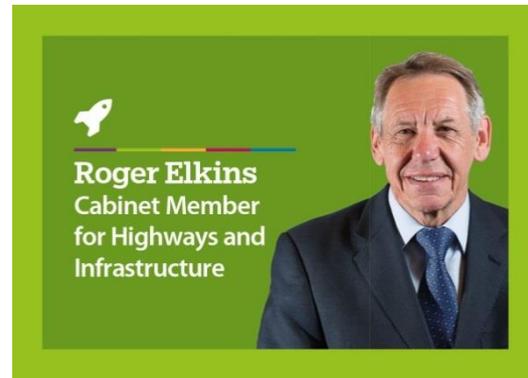
#### **6 Fun and Breaks (FAB) rated Outstanding by Care Quality Commission (Cabinet Member for Children and Young People)**

The Care Quality Commission (CQC), have recently completed an inspection of Fun and Breaks (FAB) and concluded that it is an outstanding service. FAB is a domiciliary care service which provides volunteers for disabled children and young people. FAB volunteers are matched with a child with a disability and give two hours a week to support the child and their family at home or in the community. This provides parents, carers and siblings with a much-needed break from their caring responsibilities. The CQC report commended the leadership for being "caring, competent and dedicated, and having the young people's needs at the heart of the service" and also highlighted that having a volunteer helped to avert crises within families. Feedback from young people and their families demonstrated that they were exceptionally happy with the support they received from their volunteers. The popularity of the service means that there is a waiting list of families wishing to access the service. FAB is actively seeking more volunteers to support the County Council in delivering quality, cost-effective services for disabled children and enable more children and families to contribute to a richer quality of life in West Sussex.

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## A PROSPEROUS PLACE



### A place where businesses thrive

#### **7 'Let's Talk about our Towns' High Street Event (Leader/Economy)**

On 6 November the County Council is hosting an interactive 'Let's Talk about our Towns' event. The event will bring together local businesses, key influencers and district and borough partners to discuss ideas and suggestions on how to innovatively support the vibrant, sustainable towns of the future in West Sussex. Developing town centres is a key part of the County Council's [Economic Growth Plan 2018-23](#) which recognises the importance of developing high streets into successful community centres to ensure the continued economic growth of the county. The event will also be attended by three of the country's best known thought leaders - specialists in the field of town centre development and improvement. These are Bill Grimsey, the author of the [Grimsey Review 2\\*](#) that was launched earlier in the year and explores the future of Britain's Town Centres, Jackie Sadek, the founder and CEO of UK Regeneration and former advisor to the Minister of Cities, and Wayne Hemmingway, the lead designer and CEO of Hemmingway Design.



### Infrastructure that supports a successful economy

#### **8 Horsham Enterprise Park (Leader/Economy)**

The public consultation on the proposed masterplan for the former Novartis site began on 26 September with a public exhibition in Horsham. The County Council has been progressing plans for the regeneration and development of the former Novartis site since its acquisition in December 2016, which includes the introduction of the new name - Horsham Enterprise Park - for the next phase. An innovative sustainable development is proposed with high quality business space, local facilities and new homes with the aim of benefitting the existing community, attracting new investment into the town and boosting the local economy. The public exhibition will seek views from the local community and businesses to help to shape the masterplan prior to submitting an outline planning application later in the year. A further exhibition event will take place on 30 October from 12 noon to

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8.00 p.m. in the Holbrook Club, Horsham, and residents are also able to find out more and provide their views at [haveyoursay.westsussex.gov.uk](http://haveyoursay.westsussex.gov.uk).

## **9 Parliamentary Transport Select Committee – Rail timetable changes inquiry (Cabinet Member for Highways and Infrastructure)**

The County Council has responded to the Transport Select Committee's rail timetable changes inquiry which seeks to understand what went wrong, what the train companies and Network Rail are doing to resolve the current issues and how well they are prepared for the next timetable change in December. The response emphasised the far reaching impacts of the timetable changes on the local economy and transport networks and highlighted the significant problems that the timetable changes created for the West Sussex rail network and the disruption suffered by commuters and businesses. It also flagged that the current system for timetable changes lacks transparency and, in particular, that there is no requirement for the rail industry to listen to the views of local authorities when they consult on new timetables.

## **10 A27 Improvements (Cabinet Member for Highways and Infrastructure)**

Technical work is underway to develop the design of the preferred route for the A27 Arundel Bypass. A series of stakeholder workshops have been set up by Highways England to discuss key issues with stakeholders, including elected representatives, before a statutory consultation in 2019. Highways England has received confirmation that it will face two Judicial Reviews of its decision to select a modified version of Option 5A as the preferred route for the Arundel scheme and hearings are expected to take place in spring 2019 at the earliest. Additionally, the two conceptual options for the A27 at Chichester put forward by the County Council for inclusion in the Roads Investment Strategy 2020-25 are currently being reviewed by Highways England and feedback is expected in autumn 2018. A preferred route announcement for the A27 Worthing and Lancing improvements has been delayed but is expected shortly.



## **A great place to live, visit and work**

## **11 Experience West Sussex (Leader/Economy)**

The County Council continues to work with partners and businesses to promote the county's visitor economy through its [Experience West Sussex](#) initiative to recognise the county as an active, vibrant and dynamic place to visit. The autumn campaign focuses on art, culture, heritage and gardens in the county, to expand on and encourage visitors all year round. In partnership with Gatwick Airport, an Experience West Sussex installation has been created in the arrivals area of the Airport to help showcase the wide variety of attractions the county has to offer. A Taste West Sussex event has also been sponsored by Sir Peter Bottomley, MP for Worthing West, to take place in the Houses of Parliament on 29 November, which will showcase the variety and quality of food and drink produced in West Sussex and Experience West Sussex highlights including vineyard tours, artisan baking and cheese-making. Since its launch in 2015, Experience West Sussex has gained a significant social media following across Instagram, Facebook and twitter with over 35,000 followers. An updated web site to better showcase the breadth of the offer was launched in July and the economic

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impact has been demonstrated. Experience West Sussex continues to raise the profile of West Sussex as a great place to visit.



## A STRONG, SAFE AND SUSTAINABLE PLACE



### A safe place

#### **12 Stay Safe Online and Avoid the Fraudsters (Cabinet Member for Safer, Stronger Communities)**

The Cabinet Member had the opportunity to emphasize the importance of sharing information on new types of online and telephone crime at an event held in partnership between the County Council and the Citizen's Advice Bureau (Arun and Chichester branch). 'Don't Miss A Trick – Stay Safe Online – Avoid the Fraudsters' event was held on 20 September at the Arun District Council Civic Centre in Littlehampton. Key professional speakers provided information and facts on scammers and online fraud crimes. The event was held to raise awareness with key community groups who come into contact on a daily basis with vulnerable adults and equip these professionals with the knowledge and preventative measures to empower and safeguard residents. The Sussex Police and Crime Commissioner also spoke at the event.

#### **13 National Hate Crime Awareness Week 13 to 20 October 2018 (Cabinet Member for Safer, Stronger Communities)**

The County Council is supporting the national Hate Crime Awareness Week which raises awareness of hate crime, the impact it has on victims, as well as the reporting and support channels available to victims and witnesses. Hate incidents and hate crimes occur when an individual is subjected to hostility or prejudice by another person or group because of their race, faith, disability, sexual orientation and/or gender identity. The County Council works in partnership with [Victim Support Sussex](#), to provide the Hate Incident Support Service. Last year in West Sussex there was a record number of reports. However, it is believed many still go unreported. It is important that each incident is captured so that victims can access support and that the County Council, along with Sussex Police and district and borough council colleagues, can understand the sort of sentiments being expressed within West Sussex communities. The Cabinet Member asks that

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members continue to raise awareness of hate crime and the support available within their communities.



### **Strong communities**

#### **14 Worthing Community Hub Pilot (Cabinet Member for Safer, Stronger Communities)**

A period of community engagement has recently finished regarding an exciting pilot project in Worthing, looking at how County Council services are offered to the local community. Residents have been asked for their views on whether different County Council services, such as the children and family centre and registration services, could be brought together as one community hub in the town's library building, in addition to the those services currently provided by the library service. Having listened to early feedback, residents have been assured that there are no plans to reduce the books available to borrow and that there will still be quiet places to study. Other ideas for a community hub could include support for young people, an outside area, better links to the museum next door, areas for start-up businesses to access and even a community kitchen. Bringing a range of services together in one space could cut down on travel and make life easier for a range of users of the various services including parents of young children needing different support.



### **Sustainable environment**

#### **15 Emissions Reduction Pledge 2020 (Cabinet Member for Environment)**

The County Council has reaffirmed its commitment to reducing its carbon emissions by being one of the first organisations to sign up to the Government's new Emissions Reduction Pledge 2020. The pledge, which is aimed at all public sector bodies, aims to reduce greenhouse gas emissions across the sector by 30% by 2020/21, compared to a 2009/10 baseline. As well as reducing emissions, organisations that sign up to the pledge commit to sharing knowledge and data which should help the County Council to benchmark its performance. The County Council has a long history of working to reduce its carbon footprint, and in the West Sussex Plan has reaffirmed the target of halving carbon emissions from its activities, bringing the target forward from 2025 to 2022. The target includes the energy used to heat, light and power corporate buildings, the energy to power street lights and signs across the county, and mileage from staff business travel (including pool vehicles and staff-owned cars). By the end of 2017/18, the County Council had achieved a 45% reduction in emissions from its 2011/12 baseline, and is continuing to take steps to ensure that it reaches the final target by 2022 which will be reported quarterly through the [West Sussex Performance Dashboard](#).

#### **16 Household Waste Recycling Sites Permit Scheme (Cabinet Member for Environment)**

The new permit scheme for West Sussex Household Waste Recycling Sites (HWRSSs) came into effect on 1 October 2018. The new scheme means householders in West Sussex who use a van, pickup or single-axle trailer for

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private purposes will need to obtain a free permit to use a HWRS. The permit is available to West Sussex residents and allows those who drive a commercial-type vehicle or have a trailer to continue to use it to dispose of their household waste. The scheme does not cover waste generated by a business or household waste that has been collected by a trader for a charge. The permits are being introduced to help address congestion at the sites, eliminate illegal disposal of commercial waste and discourage out-of-county visitors from bringing in large loads for disposal. The scheme was promoted during August and September at the HWRS, via the County Council's web site and on social media, and so far over 10,000 permits have been issued. As well as the new permit scheme, some vehicles will no longer be allowed to use HWRSs. Restricted vehicles include multi-axle trailers (four wheels), horse boxes, tipper trucks, flatbed or dropside trucks and Luton (box) type vans.

### **17 West Sussex Waste Partnership Food Waste Campaign (Cabinet Member for Environment)**

The County Council, as a partner of West Sussex Waste Partnership (WSWP), launched a campaign in August to tackle food waste in West Sussex. To launch the campaign the WSWP recruited 2018 Masterchef Champion Kenny Tutt from Worthing to deliver two events to demonstrate how you can cook with left overs. In 2017, the waste composition analysis showed that approximately one third of the average rubbish bin in West Sussex was made up of food waste, which is the equivalent of nearly 20 rubbish trucks full of food being thrown away every day. It is also considered that most food waste is avoidable, with the Waste and Resources Action Programme suggesting that 41% is not used in time and 25% is thrown away because we cook too much. The cost of food thrown away is expected to be the equivalent of £20 per month per person or £70 per month for a family of four. The campaign, which will run until March 2019, will cover four key themes; Join our #FightAgainstFoodWaste, Be a Smart Shopper, Freeze with Ease and Love your Leftovers which will aim to tackle the amount of food thrown away in West Sussex.



## **INDEPENDENCE FOR LATER LIFE**



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## **A good place to grow old**

### **18 'The lives we want to lead' – Local Government Association Green Paper for Adult Social Care (Cabinet Member for Adults and Health)**

The County Council has responded to the Local Government Association's (LGA's) 'The lives we want to lead' Green Paper for adult social care which seeks the views of people and organisations from across society on how best to pay for care and support for adults of all ages, as well as how to shift the overall emphasis of our care and health systems to focus more on a more preventative approach. The response highlighted: the challenges faced by the County Council as a result of increasing demographic pressures coupled with reduced funding; the need for the Government's Care and Support Green Paper to make decisions about universal services and the level of financial contribution individuals should be making to their own care; the need for professionalisation of the care work career path; and the importance of the preventative agenda. The LGA will respond to the findings of the consultation in the autumn to inform and influence the Government's Green Paper and spending plans.



## **People are healthy and well**

### **19 Stoptober - Public Health England Annual Stop Smoking Challenge (Cabinet Member for Adults and Health)**

In West Sussex, 12.8% of adults still smoke, so the annual Public Health England (PHE) Stop Smoking Challenge – Stoptober - will run throughout October to support and encourage smokers towards quitting for good. This year's campaign will encourage smokers to find the most suitable support for them, rather than trying to go 'cold turkey', and discusses the options available from apps to medications to e-cigarettes. The West Sussex Public Health Team will implement the campaign locally, targeting manual workers in particular, who are over twice as likely to smoke than those in other occupations, and pregnant women and their families. Working with partners, key messages will be shared through various communication channels including social media messaging and a campaign on Spirit FM. The [West Sussex Stop Smoking Service](#) is e-cigarette-friendly, and services are available in 180 venues across the county.

### **20 Seasonal Influenza Campaign (Cabinet Member for Adults and Health)**

The Cabinet Member will again support the West Sussex Public Health Team's work to assist this year's [NHS seasonal influenza \(flu\) campaign](#), to improve the uptake of the flu vaccination county-wide. The viral illness can lead to increased deaths in elderly and at-risk groups, increased emergency admissions to hospital, GP consultations, school absences and calls to 111, and outbreaks of flu in care homes can lead to temporary home closures. The immunisation target is 75% in the over 65s and 55% in the under 65s who are in an at-risk group. A new more effective flu vaccine is available for those aged 65 and over this winter, and it is expected to significantly boost effectiveness by improving the body's immune response to the vaccine, as typically older adults' bodies do not respond as well to the flu vaccine due to their naturally weaker immune systems. The campaign will encourage everyone who is eligible for the free flu jab to take up the offer. The

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pneumococcal vaccine is also available to certain groups and protects against serious and potentially fatal pneumococcal infections, more information on who is eligible is available [on the NHS website](#).

### **21 'Going Local' Project (Cabinet Member for Adults and Health)**

The County Council is continuing to work in partnership with Adur and Worthing Councils and Coastal West Sussex Clinical Commissioning Group as part of the '[Going Local](#)' (Youtube link) project, which began as a two-year pilot and now has funding until September 2020. GPs from six participating GP surgeries in Adur and Worthing refer patients to the project if they think that non-medical problems might also be impacting on their health, or they are attending primary care for non-clinical reasons. Those referred are helped to identify solutions to the problems ranging from housing, employment and financial worries to loneliness, bereavement and lifestyle issues. It is hoped the project will not only help people improve their wellbeing but up the time of those participating GPs to concentrate on patients with purely medical issues. On 4 September this year the 1,000<sup>th</sup> person was referred to the service.



## **A COUNCIL THAT WORKS FOR THE COMMUNITY**



### **Customer focused**

### **22 Customer Service Training Programme (Cabinet Member for Corporate Relations)**

The West Sussex Plan expresses the County Council's commitment to customers, 'ensuring they get the information and service they need'. The aim is to be customer centred in every decision and every action and to learn positively from any customer compliments and complaints. To help achieve this the County

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Council has launched a new customer service training programme to give all staff a range of tools to help them build upon their customer service skills. The training focuses on real life customer feedback and experience, the importance of taking ownership of customer contact and building upon skills such as effective communication, building confidence to resolve problems and dealing with challenging conversations. It also covers tips to de-escalate situations, to think about the behaviours County Council staff need to demonstrate as a customer-centred organisation and how each staff member plays a part in continuous improvement. The first session, delivered by Learning and Development trainers and supported by the Customer Experience service, took place on 25 September and will be delivered monthly thereafter across the county.

### **23 Public Services Infrastructure: Gigabit (Cabinet Member for Corporate Relations)**

The Government is keen to increase the amount of full fibre network covering the UK which currently only stands at around 4% of premises. The West Sussex Gigabit project will support the Council and its partners to deliver public services in new and digital ways by getting the County Council's own buildings ready for the future. It is anticipated that the project will be completed in summer 2019. CityFibre has now begun building the full fibre infrastructure in Chichester and Crawley. The County Council is working closely with local services including the Network Permit Office and contractors to keep any roadwork disruption to a minimum. Meanwhile, County Council initiatives to improve digital options for private homes and local businesses continue, including the continued delivery of the Better Connected superfast project and working with district and borough councils to promote the availability of Gigabit business vouchers for small and medium enterprises.



### **Value for money**

### **24 Local Government Pension Fund Awards (Cabinet Member for Finance and Resources)**

The West Sussex Pension Fund was shortlisted this year for the Local Government Pension Fund of the Year awards (those with assets over £2.5bn). The nomination was based on strong investment performance, a high funding level and effective governance. The West Sussex Fund has a clear strategy and has been successful in choosing managers with an ability to generate strong investment returns. Over the year to date, the Fund returned 7.1%, significantly above a market return of 3.1%, and over three years it has returned 10.6% versus a market return of 8.8%. While the Fund did not receive an award this year it continues to be a competitive contender in the category and to perform strongly for its investors. The Fund has also been confirmed by Ministry of Housing Communities and Local Government (in their role as funding regulator for the Local Government Pension Scheme (LGPS)) as best-funded open local authority LGPS fund in the country, reflecting the prudent management of investments by the Panel and officers.

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## **Open and transparent**

### **25 County Council Funding (Cabinet Member for Finance and Resources)**

The County Council has saved over £216m between 2010/11 and the current financial year, and seen core funding from the Government reduce by £145m over the same period. Despite this the budget gap is significant and current estimates suggest that it will be around £145m over the next four financial years, before any council tax increase. The County Council faces growing demand pressure in statutory services; in adults' social care, children's social care and for supporting residents who have special educational needs. This is set against continued reductions in core funding from central government, with austerity expected to extend into the medium term impacting local authority funding. There are plans in place to close the budget shortfall in 2019/20 which include strict controls on staff recruitment; going through spend line by line to ensure that it delivers the West Sussex Plan ambitions. The County Council is legally obliged to set a balanced budget and can no longer close shortfalls on the scale required by incremental efficiency savings alone so it will have to take some very difficult decisions on what to reduce.

### **26 Audit opinion on the annual Statement of Accounts (Cabinet Member for Finance and Resources)**

The County Council's external auditor Ernst and Young (EY) issued its audit opinion on the annual Statement of Accounts for 2017/18 for both the County Council and the Pension Fund on 24 July. This is the first year that the accounts had to be produced and audited in line with the new statutory deadline of 31 July. The auditors have again given the County Council a clean bill of health (for the ninth year running) on both the accounts and the value for money conclusion. Within their value for money work EY examined the County Council's commissioning, procurement and contract management arrangements and the Council's financial resilience. EY concluded that adequate arrangements were in place during the year for commissioning, procurement and contract management and noted that further improvements will be made in the forthcoming year. EY were satisfied that adequate arrangements were in place to ensure the Council remained financially resilient. However, like many other councils, West Sussex remains subject to significant financial pressures and uncertainties over the medium term. They then concluded that continued robust financial planning and monitoring arrangements, financial discipline and a preparedness to take difficult decisions will be required to maintain its financial resilience. The audited version of the accounts has been published on the County Council's [website](#).



## **Works in partnership**

### **27 Government and Parliamentary Engagement (Leader)**

Following the passing of the notice of motion at July's full Council meeting, the Leader and the Cabinet Member for Education and Skills wrote to Damian Hinds MP, Secretary of State for Education, calling for a greater role for local authorities in improving the performance of failing academies. As a result, the Leader is meeting Lord Agnew, Parliamentary Under Secretary of State for the School

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System, in November. Following the separate notice of motion on citizenship for looked after children, the Leader and the Cabinet Member for Children and Young People have written to Rt Hon Caroline Noakes MP, Minister of State, to highlight the issues relating to the level of citizenship-fees charged for looked after children. The Leader has also written to Andrea Leadsom MP following her appointment as chair of the cross-government ministerial group on family support, highlighting the County Council's commitment to improving outcomes through early intervention and offering our support. The County Council has also raised with West Sussex MPs the need for sustainable local government funding; seeking action from central government as the County Council seeks to address the significant £145m budget gap that is projected over the next four financial years.

**Contact:** Helen Kenny, 033 022 22532

**Background Papers**

None

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## **Performance and Finance Select Committee: Annual Scrutiny Performance 2017/18**

### **Background**

- 1** Each year an assessment is carried out on the performance of the four County Council Select Committees. The assessment takes the form of a questionnaire which is sent to all members of the select committees. The findings are reported through an Annual Newsletter which is presented to the Performance and Finance Select Committee (PFSC). The newsletter also includes details of the specific performance which is measured each year. The newsletter was reviewed by PFSC in July 2018.
- 2** In February 2018 an all-member session also took place to review scrutiny at West Sussex. One of the recommendations from that session was that scrutiny performance should be reported through County Council in order to raise the profile and benefits of strong scrutiny.

### **Discussion**

- 3** PFSC has overall responsibility for monitoring the performance of the scrutiny function at the County Council. It carries this out through the publication and review of the scrutiny newsletter, which is intended to provide members with information to fulfil this monitoring role. The newsletter provides an annual overview of the work of the select committees, reports overall performance of the scrutiny function, shares best practice and highlights any future development or training required by select committee members.
- 4** 2017/18 was not a typical year for scrutiny due to it being an election year and a lot of new members being appointed to the committees. There was also a Parliamentary Committee set up to review the effectiveness of scrutiny in Local Authorities.
- 5** The newsletter, **attached at Appendix 1** for the Council's approval, provides a summary of information collated from the Select Committee Annual Survey and feedback from the all member scrutiny session held in February 2018. This identifies aspects of scrutiny that have worked well; structure of scrutiny, support by the Cabinet and also those areas that had not worked quite so well; long meeting agendas, meetings over-running and reports being provided late.
- 6** The newsletter was reviewed at the July meeting of PFSC and recommendations made to improve the efficiency and effectiveness of scrutiny.

### **Recommended**

That the Annual Scrutiny Newsletter 2017/18, as attached at Appendix 1, be approved.

**Pieter Montyn**

Chairman, Performance and Finance Select Committee

**Contact:** Helen Kenny 033 022 22532

**Background Papers**

None



This is the end-of-year Scrutiny Newsletter for the year 2017-18. It includes performance information, shares best practice and highlights key aspects of the work of the Council's four select committees, which carry out the scrutiny function. There are links included to enable readers to find further detailed information as required.

### Select Committee Annual Survey Results

Select committee members were invited to complete a short questionnaire in March 2018 to give their views on the scrutiny function. 38 completed surveys were returned which is a 60% response rate. This is a decrease in response rate compared to 2016/17 (69%).

The percentages used in the table below are based on the number of respondents, so as the numbers are small, any change in scores can have a fairly significant effect on the percentages and therefore should be treated with some caution.

	2016-17	2017-18
1. The select committee work programme reflects issues of greatest public concern/importance	85%	76%
2. I have had reasonable opportunity to influence the committee's work	73%	79%*
3. The timing of committee involvement in issues is appropriate	53%	74%*
4. There is adequate input from external witnesses into the scrutiny process	66%*	57%
5. The agenda papers provided for meetings met my needs	90%	76%
6. Select committees are able to influence decisions appropriately	49%	47%
7. There are clear, measurable outcomes from the scrutiny process	46%	57%*
8. The committee has had the opportunity to input into policy development	44%	55%*
9. Overall, scrutiny undertaken by the committee has been effective	66%*	58%
10. I have been able to commit the necessary time to undertake my role	93%*	92%
11. There is good support from Democratic Services support staff	100%	97%
12. The Scrutiny newsletter produced by Performance & Finance Select Committee provides useful information	41%	57%*
13. The Members' Guide to Scrutiny (provided in Summer 2013 and available on The Mine) provides useful information	39%	59%*

\* indicates an increase in performance from the previous year

The survey asked members to rate statements about scrutiny in 2017-18. The feedback shows that six areas improved their scores in 2017/18 whilst seven decreased their scores. There is greater satisfaction from members that scrutiny undertaken by the committee is timely and members are able to influence the

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Committee's work. However there is less satisfaction around whether committees are reviewing items of the greatest public concern. The results of the survey will help to focus the development of scrutiny in the future. Individual Business Planning Groups (BPGs) will review the full survey results to identify any specific committee development issues to address in the future. The Performance and Finance Select Committee has a role in the overview and development of scrutiny. The Committee will review the survey results and identify any areas to develop over the next year.

The survey also included a set of new questions in relation to scrutiny of the budget during 2017/18. The results are shown in the table below, which shows that the timing and supporting papers of budget scrutiny was generally felt to be satisfactory but overall only 45% of respondents thought that scrutiny of the budget was effective. The results of the survey have been used by the PFSC Business Planning Group when working with senior officers in the Finance Team to develop the timeline for the 2018/19 budget process.

	<b>2017/18</b>
I have had reasonable opportunity to influence the development of the County Council's budget.	40%
The timing of scrutiny of the budget was appropriate.	63%
The supporting papers met my needs.	67%
Overall, scrutiny input into the budget process was effective.	45%

- **CYPSSC** = Children & Young People's Services Select Committee
- **ECFSC** = Environmental, Community and Fire Services Select Committee
- **HASC** = Health & Adult Social Care Select Committee
- **PFSC** = Performance & Finance Select Committee

### Performance Monitoring

In order to assess the effectiveness of scrutiny, performance is monitored on an annual basis. Performance indicators have been established as part of the business planning and scrutiny review process. Table A below shows the full year performance figures for select committees. Further information on issues scrutinised are set out later in this newsletter.

	<b>CYPSSC</b>	<b>ECFSC</b>	<b>HASC</b>	<b>PFSC</b>
Number of recommendations				
• Accepted	9	43	2	23
• Declined	2	2	0	0
• Awaiting a response	0	0	2	6
• No response required	10	8	10	4
Number of call-in requests	0	2	0	1
Number of call-in requests accepted (and considered by a select committee)	0	1	0	1

	<b>CYPSSC</b>	<b>ECFSC</b>	<b>HASC</b>	<b>PFSC</b>
Number of external witnesses	5	11	11	2
Number of public attending meetings (includes members of the public, press and other interested officers and members)	27	90	21	19
Number of select committee meetings webcast	1	3	1	0
Total number of live and archive* views	9 164	100 319	12 49	0 0
Member attendance at meetings	81%	79%	85%	82%

\* Archive figures as at May 2018.

### **What has worked well**

- Following the Council elections in May 2017 there was a large number of new members, both to the organisation as a whole and to the scrutiny function. Time was spent in developing an **induction process** for each committee to set out their key roles and responsibilities and the requirements of scrutiny. From feedback received, members generally felt that this induction process met the needs of members and enabled them to carry out their role effectively. It is recognised that some reports to committee meetings are very detailed and in-depth which often presents a steep learning curve for members. Democratic Services officers will continue to work with service officers and members to ensure scrutiny members are able to challenge and scrutinise items effectively. This includes the provision of background information and informal briefings as and when required.
- **All Member scrutiny sessions** – two sessions were held for all members in relation to scrutiny in 2017/18. The first was to identify member priorities for inclusion on the Scrutiny Work Programme. The Chief Executive of the Centre for Public Scrutiny presented at this session to provide members with the national context of scrutiny and key issues for members to think about when developing their work programmes. Information was also provided in relation to the structures and priorities specifically at West Sussex. The results from the session were used to develop the work programme agreed at County Council in December 2017. The second session was held to review how scrutiny is working at West Sussex following the House of Commons Select Committee review of how scrutiny is working in local authorities. The overall view was that scrutiny at West Sussex is working effectively and that no major changes to how it is structured or works is needed. Both these sessions received very positive feedback from the members who attended the sessions.
- **Members' comments** received through the annual scrutiny survey include: -
  - The provision of information, clear papers, guidance and the support of officers was welcomed by scrutiny members.
  - Members commented that the use of Business Planning Groups to prioritise the work of the Committee was effective.
  - Good cross-party working and in-depth scrutiny of issues took place.

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- Following a Serious Case review, members of the CYPSSC examined the safeguarding process at West Sussex. As well as members gaining important knowledge, positive attention to this item was reporting through the press and social media, with members of the public pleased to see the Council scrutinising this important topic in public.
- The call-in procedure was recognised through the member survey as an effective process. This was seen in action through the call-in of the increase to fees and charges heard by PFSC in March 2018. The call-in was heard by PFSC and resulted in parking charges across the County being further reviewed. Extra work was carried out and evidence sought by officers to ensure that the amended charges were based on sound information.
- The HASC Project Day became an all member session, to give all County Councillors the opportunity to receive a presentation from the county's Clinical Commissioning Groups (CCGs), on the structure of health services in the County and developments planned locally. Members were split into geographically-based groups and had the opportunity to ask questions of their local CCG senior officers. As a result of the day, Coastal West Sussex CCG attended a number of County Local Committees to present the development of Local Community Networks (LCNs), so that all local members could hear plans and ask questions.
- **Task and Finish Groups**
  - The CYPSSC examined the Education and Skills Annual Report through a task and finish group. This gave members an opportunity to dig deeper into the data, and report back to the whole Committee.
- **External input into scrutiny**
  - Through the survey members commented on the timely and useful input of external witnesses.
  - A total number of 29 **external witnesses** contributed to formal select committee meetings during the year. These included representatives of Capita, Horsham Matters, headteachers and School Governors. External input from such witnesses can provide valuable evidence for the scrutiny process, enabling service user/customer views to be heard, and providing additional information that would not otherwise have been heard.
  - The external witnesses recorded do not include NHS organisations scrutinised by HASC, for example representatives from clinical commissioning groups across the wider Sussex area, local hospital trusts, ambulance service, NHS England South East, although many of these organisations have provided evidence to the scrutiny process.
  - Both HASC and CYPSSC have **co-opted members**, bringing valuable experience and knowledge into the scrutiny process. HASC has representation from [Healthwatch West Sussex](#), the consumer champion for health and social care, as well as from all seven district and borough

councils; and CYPSSC membership includes two parent governors and two Diocesan representatives (Church of England and Roman Catholic).

### Areas to Develop

The following areas to develop have been identified through the annual scrutiny survey and from feedback received during the year. These will be considered by select committee chairmen and individual BPGs.

- Members' comments in the annual scrutiny survey identified a number of issues for improvement, as set out below. These will be reviewed and used to identify opportunities to develop and improve scrutiny over the year ahead:
  - **Budget** – members wanted extra time to be allowed at all member sessions and scrutiny meetings for a more in-depth discussion around the savings proposals and budget figures. They also requested earlier input and clarity over what decisions are to be taken and when.
  - **Meetings** – Agendas are often too long which means not enough time is allowed to scrutinise some items. Officer presentations should be kept to a minimum to allow more questions from members. The circulation of late papers reduces the time members have to prepare for the meeting. The feedback from officers following the meeting needs to be improved.
  - Members wanted more **TFGs** set up to review certain policies and performance in-depth.
  - Request that **papers** clearly set out the key issues for scrutiny.
  - Proposal made that scrutiny **reports** should be shared in County Council papers so that all members know what has been scrutinised. This has been discussed by PFSC during the year and it has been agreed that the Annual Scrutiny Newsletter should be presented to County Council each year, to highlight to all members the work of scrutiny.
  - Request for more specific **evidence** on how scrutiny has made a difference, for example what the recommendations from the committee were, what has been done as a result and what the outcomes were. This links to the need to develop SMART (Specific, Measurable, Achievable, Realistic, Timely) objectives for scrutiny so that outcomes can be measured. Need a clear identification of objectives, key outcomes, timescales and results.

### Overview of Select Committees – key issues scrutinised

#### Children and Young People's Services Select Committee (CYPSSC)

##### 2017-18 Chairman – Michael Cloake

<p><b>29 June 2017</b> <a href="#">Planning School Places</a></p>	<p>Members considered a report on the planning of school places and were asked to support the approach undertaken in West Sussex to plan school places and the opportunities taken to secure external financing of such places. Members welcomed the news that very high percentages of children had got their first choice school in the county and asked the Cabinet member to continue working with the district and borough council, headteachers and neighbouring authorities to identify local need and preferences as well as suitable locations for new provision</p>
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	<p>Members expressed concern over the role of the Regional Schools Commissioner, and recommended closer working with the Council.</p>
<p><b>5 October 2017</b> <a href="#">Serious Case Review 'Key' – the Serious Case Review into Child Sexual Exploitation in West Sussex between 2012-2015</a></p>	<p>Following a Serious Case Review, the Committee considered and commented on the changes and improvements in the multi-agency safeguarding partners' response to child sexual exploitation in West Sussex and the effectiveness of the campaigns to raise awareness and the role of members in ensuring that these messages are communicated.</p> <p>Members were pleased with progress made, and requested that officers develop a toolkit for members to use in order to ensure they are able to communicate messages relating to child sexual exploitation. They also wanted to ensure that the role of members was continued to be used to ensure that the profile of child sexual exploitation was raised.</p>
<p><a href="#">Educational Improvement</a></p>	<p>The Committee was asked to consider the impact on Key Stage 1 and 2 outcomes as a result of the improvement activity plan implemented in the autumn term of 2016.</p> <p>Members welcomed the direction of travel and were keen to see continued progress. The Committee also supported the implementation of the Crawley Action Zone and the Worthing, Adur &amp; Arun Action Zone in key target areas for improvement, and would like to see data from these areas come to the Committee at the appropriate time.</p>
<p><b>8 November 2017</b> <a href="#">School Funding 2018/19</a></p>	<p>This meeting was webcast, and members heard evidence from five witnesses, including headteachers and governors, on the implications of the National Funding Formulae and spending pressures for schools and the Local Authority. The Committee felt that collaborative working between the Council, schools and MPs was crucial to push for fairer funding and that the cutbacks that schools were having to make to staffing (teachers, teaching assistants, pastoral staff and SENCOs) were very worrying.</p> <p>The Committee put forward a series of recommendations to highlight the issues concerning school funding, and to ensure closer collaboration with schools, MPS and other partners on this issue.</p>
<p><a href="#">Post 16 School Transport Charges</a></p>	<p>Members previewed a Cabinet Member decision, which asked them to support a proposal to raise the charges made for transport arranged by the County Council for Post-16 students.</p> <p>Members were concerned on the rising cost, specifically that the costs could impact Post-16 children with special educational needs and disabilities. The Committee asked the Cabinet Member for Education &amp; Skills not to increase the school transport costs for Post-16 children with special educational needs and disabilities and that costs for other Post-16 school transport users should increase by 10% only.</p>
<p><b>11 January 2018</b> <a href="#">- Outcome of school funding review 2018/19</a></p>	<p>The Committee considered the position of West Sussex schools as a result of the new National Funding Formula (NFF). The 2018/19 Dedicated Schools Grant (DSG) settlement proved the situation remained challenging, and that the High Needs block</p>

<p><a href="#">consultation – local formula and changes to funding arrangements for special support centres (sscs)</a></p>	<p>in particular was an area of cost pressure of tension. The Committee were provided with the results of an Autumn term consultation, and were advised a second wave of consultation would be undertaken in the Spring term. In view of the problematic funding situation faced by West Sussex, a disapplication request had been lodged with the Secretary of State to make a one-off transfer of funds from the Schools block to the High Needs block. The Committee expressed concern about this situation and it was resolved that a single task and finish group be established to report to the Cabinet Member for Education and Skills on the school funding position when the outcome of the appeal was known.</p>
<p><b>14 March 2018</b> <a href="#">West Sussex Partnership Families Strategic Plan 2020</a></p>	<p>The Committee considered the West Sussex Partnership Families Strategic Plan 2020, which was to replace the previous Families Plan. The purpose of the new plan was to improve the outcomes of the most vulnerable and marginalised children, young people and families within the County. In 2015, a disparate range of plans designed to address the above were brought together to form the West Sussex Partnership Families Strategic Plan (The Families Plan). The Families Plan is no longer an active document, and the policies contained within it will now be undertaken through the West Sussex Plan under the ‘best start in life’ priority. The Committee endorsed the West Sussex Plan as a replacement for the Partnership Families Strategic Plan, and requested the 1,001 Days principle be a future item for scrutiny.</p>

**Environmental and Community Services Select Committee (ECSSC)**

**2017-18 Chairman – Andrew Barrett-Miles**

In November 2017 the Committee changed its name to better reflect the Committee’s role and responsibilities in relation to the Fire Service. The Committee is now called the Environmental, Community and Fire Select Committee (ECFSC); membership of the Committee remained the same.

<p><b>15 November 2017</b> <a href="#">Household Waste &amp; Recycling Sites Opening Hours &amp; Waste Performance / Fly-Tipping Update</a></p>	<p>The Committee scrutinised three waste management issues.</p> <p>The Committee considered the impact of changes to Household Waste and Recycling Site (HWRS) opening hours, roughly one year after their introduction. The session was informed by the findings of a Task and Finish Group convened by the Cabinet Member, in the light of issues raised by residents and businesses. The Committee supported “option 6” of the options considered by the TFG, which was the option subsequently adopted by the Cabinet Member.</p> <p>The Committee also considered proposals for the introduction of a permitting scheme, recommending that, while supportive in principle, the decision be informed by site survey data. The Cabinet Member agreed to recommendation to gather more data, and to bring proposals back to a future meeting of the Committee.</p> <p>The Committee was briefed on trends in respect of fly-tipping,</p>
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	and the partnership work underway to combat it. Evidence, at the Business Planning Group's (BPG's) request, was heard from a rural area (via Chichester District Council) and from an urban area (via Worthing Borough Council). The evidence heard indicated that the previous years' changes to HWRS opening hours had not resulted in an increase in incidence.
<p><b>30 November 2017</b></p> <p>Community Intelligence</p> <p><a href="#">Community Intelligence</a></p>	<p>The Committee learned of a number of threats facing West Sussex residents, and the benefits realised through work undertaken in partnership with Sussex Police and Safer West Sussex Partnership. At the time, given HMIC itself had warned of an erosion in "local policing", partners had identified a concerning need to focus on proactive and preventative work in the community. The item was informed by witnesses from Sussex Police, and illustrated using examples of successful outcomes from around Sussex. Crimes ranged from cuckooing (where drug dealers take over the home of a vulnerable person in order to use as a base for drug-dealing), to county lines, modern slavery and violent extremism.</p> <p>Members learned of their role in this work, as community leaders and were supportive of the approach to community intelligence, but noted the reliance on internet access and social media for reporting purposes, and voiced concerns that this would exclude some communities/residents.</p>
<p><b>Various</b></p> <p>Highways Maintenance Contract</p> <p><a href="#">Highways Term Contract</a></p>	<p>Throughout the year the Committee monitored the progress and the implications of the work underway to re-procure the highways maintenance contract, at times through verbal updates. Areas of particular focus were service levels and the specific KPIs under the new contract, as well as the break clauses, the expected schedule for savings, and performance management and monitoring arrangements more generally.</p>
<p><b>Various</b></p> <p>Economic Growth Plan</p> <p><a href="#">A Prosperous Place: Economic Growth Plan 2018 - 2023</a></p>	<p>The Committee received reports and verbal progress updates on the Economic Growth Plan throughout the year. Members committed to remain focussed on this work, with plans to scrutinise the emergent action plans in autumn 2018.</p>
<p><b>31 January 2018</b></p> <p>Options for Improved Control and Management at Household Waste and Recycling Sites</p> <p><a href="#">Household Waste Recycling Site (HWRS) Management Controls.</a></p>	<p>Following the consideration of survey data gathered at the County's household waste recycling sites (in line with earlier Committee recommendations), the Cabinet Member brought revised proposals for a permitting scheme back to the Committee for further scrutiny. The data demonstrated that residents from other counties were using West Sussex's sites to avoid paying charges imposed in their county of residence. Scrutiny focussed on the potential unintended consequences of the proposals, and if/how the proposals might disadvantage West Sussex residents. Ultimately, the Committee supported the proposals.</p>
<p><b>7 February 2018</b></p> <p>New Approach to Community Grant Funding – Call-in</p>	<p>The Committee held a meeting to scrutinise a decision to take a new approach to grant funding using crowd-funding, following a successful call-in request. Whilst the Committee was supportive of the crowdfunding concept, following a thorough examination of the proposals</p>

<p><a href="#">New Approach to Community Grant Funding - Decision report</a></p>	<p>and a vote, the Committee agreed to not support the proposals in their present form, and suggested two alternative approaches. The Cabinet Member noted the Committee's recommendations, but decided to implement her proposals in their original form, subject to reviewing progress one year after the scheme's implementation.</p>
<p><b>Various</b></p> <p>West Sussex Fire and Rescue Service</p> <p><b>30<sup>th</sup> Nov 2017</b></p> <p><a href="#">The Implications for the Fire and Rescue Service of the Policing and Crime Act 2017</a></p> <p><a href="#">Fire and Rescue Service - Future Governance and Scrutiny</a></p> <p><b>16<sup>th</sup> March 2018</b></p> <p><a href="#">The Publication of a Draft 2018 – 2022 Integrated Risk Management Plan for Fire and Rescue, for the Purposes of Consultation with the Public.</a></p>	<p>The Committee enhanced already strong scrutiny arrangements around the strategy, policy, and performance management of the Fire and Rescue Service. In November 2017 the Committee supported a change in its name, to reinforce for residents and stakeholders its central role in respect of FRS governance. At the same time, scrutiny engagement arrangements were formalised, with the Committee agreeing, for example, that its Business Planning Group should undertake performance management of the Service at its quarterly meetings. Key principles around transparency were also agreed including that the performance data considered by the Business Planning Group would be subsequently published with the papers for the next formal meeting of the Committee, and that any formal meeting at which FRS business was to be considered would be webcast.</p> <p>At its meeting in March 2018, the Committee had an opportunity to scrutinise and influence the consultation arrangements for the draft Integrated Risk Management Plan, and the content of the draft itself. This key document will drive all future planning for the Service. The Committee made a number of suggestions for enhancing the text of the draft, and the Cabinet Member agreed to the Committee's recommendation that the Chairman and Vice Chairman review the final draft prior to its publication for consultation purposes.</p>
<p><b>Various</b></p> <p><a href="#">Options for the A27 at Worthing/Lancing, and Arundel.</a></p> <p><a href="#">Improvements to the A27 at Chichester</a></p>	<p>The Committee previewed the Council's decisions on responses to Highways England's consultations on options for the A27 at Worthing/Lancing and Arundel. Consideration of the options was in each case informed by the views of local members. The session in respect of Arundel was also informed by evidence from community groups. The sessions were webcast, and well attended by residents and the press.</p> <p>The Committee also submitted its views to the Cabinet Member on how best to progress improvements to the A27 at Chichester. The Committee supported the Cabinet Member in pursuing the option which built on the community-backed Build a Better A27 work.</p>

**Health and Adult Social Care Select Committee (HASC)**

**2017 -18 Chairman – Bryan Turner**

<p><b>7 July 2017</b> Radiotherapy Services –</p>	<p>The first item for the new HASC, following the May elections, was an item that had been requested by a West Sussex resident regarding the accessibility of linac radiotherapy units for West</p>
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<p><a href="#">Public Submission</a> &amp; <a href="#">NHS England Submission</a></p>	<p>Sussex cancer patients. Following representations from the resident and representatives from NHS England, who are the commissioners of radiotherapy provision and local acute providers, the Committee concluded it supported the need for a two linac radiotherapy unit within West Sussex. It asked the Chairman to write to NHS England to request that central capital investment is released to assist its development. In addition, the Committee requested that Brighton &amp; Sussex University Hospitals NHS Trust and Western Sussex Hospitals NHS Foundation Trust keep the Committee updated on progress and asked to be provided with information on location and condition of linacs in relation to the survival/drop out rates for cancer patients within West Sussex and evidence surrounding the use and possible use in West Sussex of mobile radiotherapy units.</p>
<p><b>7 July 2017</b> Adult Social Care Grant - improved Better care Fund (iBCF) – <a href="#">Presentation</a> &amp; <a href="#">Outline</a> <a href="#">Spending Plan</a></p>	<p>In the Spring 2017 budget, the Government announced that local authorities would receive additional funding for adult social care. This funding is known as the improved Better Care Fund (iBCF). The Committee were presented with provisional plans detailing how the iBCF would be allocated in year one of a three year funding period. Members were informed that discussions and approval of the plan were required with health partners. The Committee welcomed the opportunity to have sight of provisional plans and highlighted the importance of ensuring that outcomes would be appropriately measured. The Committee will consider the outcomes of iBCF investment at its June 2018 meeting.</p>
<p><b>29 September 2017</b> Patient Transport Service Update - <a href="#">High Weald Lewes Havens Clinical Commissioning Group Report</a> &amp; <a href="#">Healthwatch West Sussex Report</a></p>	<p>The Committee received an update on the Patient Transport Service (PTS) and the transition from previous service provider Coperforma to South Central Ambulance Service (SCAS). The performance of the PTS had featured heavily on the Committee's work programme the previous year due to the significant media attention and widespread complaints from service users. The Committee welcomed the improvements which have been made in West Sussex; asked that hospital volunteers are utilised to support patients arriving early at, or waiting to return from hospital; asked that Healthwatch West Sussex include more West Sussex residents in the further survey scheduled for December 2017 and provide the results to the Committee; and asked to receive assurance that clinical commissioning groups in Sussex have not incurred any further financial liability relating to this contract. The Committee decided that PTS did not require further scrutiny but emphasised the importance of the provider being customer centred.</p>
<p><b>29 September 2017</b> <a href="#">Clinically Effective Commissioning</a></p>	<p>The Committee received a presentation from the Clinical Commissioning Groups (CCGs) regarding a regional initiative - Clinically Effective Commissioning which aims to improve the effectiveness and value for money of healthcare services by ensuring that commissioning decisions across the region are consistent, that they reflect best clinical practice, and that they represent the most sensible use of limited resources. Members understood the clinical rationale for a change in policy but asked to consider those policies where there was a significant threshold change for residents in West Sussex at a future meeting.</p>
<p><b>1 December 2017</b></p>	<p>The Committee received a presentation from the West Sussex Safeguarding Adults Board (SAB) Manager who presented the SAB</p>

<p>Safeguarding Adults Board Annual Report 2016/17</p>	<p>Annual Report 2016/17 and members agreed that sufficient action was being taken to ensure that adults in West Sussex are being protected from abuse and neglect. Following discussion, part of the Committee's recommendation was to ask the Cabinet Member for Adults &amp; Health to liaise with officers to see what further information and/or training on safeguarding could be shared with Members.</p>
<p><b>1 December 2017</b> Brighton and Sussex University Hospital NHS Trust (BSUH) Regional Working Group Progress Report</p>	<p>Following the Care Quality Commission (CQC) inspection report which placed the Brighton and Sussex University Hospitals NHS Trust (BSUH) in special measures the previous year, the Committee received a progress report from the joint task and finish group which had been set up with East Sussex County Council and Brighton &amp; Hove City Council health scrutiny committees, to carry out ongoing scrutiny of the Trust's response to its CQC inspection. This had provided a co-ordinated approach, avoiding potential duplication of scrutiny across the region. The Committee highlighted a number of issues to be raised at the next meeting of the group. These included failure to improve staff culture; non-detection of clinical deterioration; evidence of learning from significant incidents; an update on recruitment and workforce issues (including reducing paperwork for frontline staff); patient experiences (especially around privacy issues in A&amp;E); waiting times from referral to treatment (18 week target); and staff perceptions of the Trust.</p>
<p><b>1 December 2017</b> South East Coast Ambulance NHS Trust (SECAMB) Regional Working Group Progress Report</p>	<p>Following the Care Quality Commission (CQC) inspection report which placed South East Coast Ambulance NHS Trust (SECAMB) in special measures the previous year, the Committee received a progress report from the regional working group formed to scrutinise SECAMB's response to the CQC findings, therefore avoiding duplication. The Committee highlighted various issues, including asking the Trust for evidence of what it was doing regarding staffing, training and meeting its key performance indicators and that regional data to be supplied so the Group can consider the Trust's performance and handover delays in West Sussex.</p>
<p><b>17 January 2018</b> Care Market including Residential Care - <a href="#">Adult Operations Report</a> <a href="#">Care Market Capacity</a> <a href="#">Skills for Care Report</a></p>	<p>The Committee welcomed a range of witnesses to discuss the care market in West Sussex including Skills for Care; West Sussex Partners in Care; the Care Quality Commission; Clinical Commissioning Groups; representatives from West Sussex colleges and district/borough councils; and County Council officers. Members welcomed the partnership working that had happened since it last scrutinised the care market in West Sussex in 2015, but concluded that a number of issues it raised previously still remained. The Committee called for more work to be done to make a career in social care more attractive at both national and local level, including consideration of terms and conditions of employment including pay; career progression and promotion, including work with local groups such as town and parish councils. It was agreed this issue, to workforce recruitment and retention, should be considered by the Committee again at a future meeting.</p>
<p><b>8 March 2018</b> <a href="#">Mental Health Update</a></p>	<p>Representatives from Sussex Partnership Foundation Trust (SPFT) which provides mental health services for West Sussex residents, provided the Committee with a number of updates regarding current and upcoming work. Members were told that proposals to</p>

	develop two centres of excellence for the care of working age adults and older people, including those with dementia were being progressed. Further scrutiny of this will be considered by the Committee, particularly if the proposals constitute a substantial change in service.
<b>8 March 2018</b> <a href="#">Reablement Update</a>	<p>Following a successful call-in request, the Committee considered a proposed Cabinet Member decision regarding the procurement of the Community Reablement Service and the issues highlighted in the call-in request at its 18 January 2017 meeting.</p> <p>The Committee reviewed the outcome of the procurement of the Community Reablement Service. It was sufficiently assured that the procurement process and subsequent contract award would provide the desired outcome for West Sussex residents.</p>

### **Performance and Finance Select Committee (PFSC)**

#### **2017-18 Chairman – Pieter Montyn**

West Sussex Plan and Budget 2017/18	<p>PFSC has the over-arching role of scrutinising the priorities, performance framework and budget for the County Council. As part of this process a number of reports and presentations have been made to members to enable their views and issues to be considered before the priorities and budget are set. In 2017/18 this included two member sessions, the sharing of PFSC papers with all members and formal scrutiny at PFSC meetings in October (<a href="#">West Sussex Plan</a> and <a href="#">Medium Term Financial Strategy</a>), November (<a href="#">savings proposals and capital programme</a>), January (<a href="#">draft revenue budget</a>) and March (<a href="#">West Sussex Plan</a>).</p> <p>Comments from the November and January scrutiny meetings were fed into the Cabinet meetings before the budget was presented to County Council in December and February for formal approval. The Chairman of PFSC attended the Cabinet meetings to put forward the comments of the committee. The budget considerations also sat alongside the scrutiny of the <a href="#">Treasury Management Strategy for 2018/19</a>. Members of the committee endorsed the savings, capital programme and budget but made a number of comments for consideration by Cabinet ahead of approval at County Council. These comments included further investigation around the proposed savings in relation to the Local Assistance Network which resulted in these savings been reduced and more information in relation to 2-weekly bin collections, bus subsidies and the reduction in road quality. These <a href="#">requests for information</a> were acted upon by the relevant Cabinet Members and reported back through later Committee meetings. The Committee also expressed concern over the level of Government funding for schools and social care for adults and young people. The Committee requested that Cabinet Members lobby Government on these issues.</p>
Total Performance Monitor (TPM)	As part of the Committee's role in scrutinising the budget, the TPM is reviewed at each of its meetings. The TPM sets out the monthly position of the finances, performance and savings of the Authority. The item attracts a large number of questions from members and

<p>Capital Programme</p> <p><a href="#">Fees and Charges</a></p>	<p>often additional information is sought to clarify an issue. For example referrals were made for further review and scrutiny to CYPSSC in order to monitor educational results, particularly at Key Stage 2, foster care placements and young people’s mental health. The timeliness, content and format of the TPM was particularly questioned by new members of the Committee. The Leader and Cabinet Member for Finance agreed to establish a TFG in summer 2018 to look at this in detail.</p> <p>Alongside the revenue budget the Committee also reviews, on a quarterly basis, the Capital Programme to monitor how projects are progressed and any issues that need to be managed. Members were concerned about project slippage during the year and have asked that this is reviewed to see if there are any lessons that can be learnt for future projects.</p> <p>In March 2018 the Committee heard a call-in request in relation to the fees and charges increases proposed for 2018/19. This resulted in parking charges across the County being further reviewed and amendments made to the original proposals.</p>
<p>Procurement and Contract Arrangements</p>	<p>The Committee scrutinised the <a href="#">Capita contract performance</a> during 2017/18 as well as pre-decision scrutiny in relation to <a href="#">changes to the services</a> covered under the contract. The changes to the contract were supported by the Committee. When reviewing contract performance members expressed concern over some of the performance measures being reported and stressed that foreseeing and reacting to issues early was key. A Contracts Management TFG was established by the Committee and is scheduled to report in July 2018 with its findings and recommendations.</p> <p>The Committee also reviewed the <a href="#">Orbis Public Law</a> arrangement to ensure new working arrangements with Surrey, East Sussex and Brighton and Hove Councils had been implemented and were working effectively. The Committee was satisfied that the new arrangements were being embedded and work is underway to ensure continued progress with the arrangements.</p>
<p>PropCo</p>	<p>The County Council has developed a policy in order to develop land and properties, known as PropCo. In 2017/18 PFSC reviewed the first completed development, <a href="#">Orchard Grove</a> in Chichester. This was a relatively small development of four properties which have all sold and generated income for the County Council. The Committee was satisfied with the outcomes of the development and was keen to see similar projects being taken forwards where appropriate.</p>
<p>Asset Strategy</p>	<p>The Committee reviewed the work being done to develop a new <a href="#">Asset Strategy</a> for the County Council. Members supported the work which is underway and requested a further report be brought back to the committee when the Strategy has been fully developed and whether any savings can be made as a result. They also requested that local members be consulted and kept informed of any changes to County assets within their area. A report is expected at PFSC in July to complete this review.</p>
<p><a href="#">Scrutiny Work Programme</a></p>	<p>PFSC has the over-arching responsibility for ensuring that scrutiny across the Council is effective and is looking at the priority areas. As part of this process an all member scrutiny session was held in September 2017 which included presentations from the Centre for Public Scrutiny and officers within the County Council. Members were asked to identify the areas they thought were a priority for</p>

	scrutiny. The results from this session were reviewed by individual Business Planning Groups to develop their work programmes. These were agreed by PFSC as representing a good use of scrutiny resources and approved by County Council in November.
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### Joint Scrutiny

[Joint scrutiny arrangements](#) were established across West Sussex in 2010/11 to enable the County and District/Borough Councils to work together to scrutinise specific topics of common interest.

The Joint Scrutiny Steering Group oversees these arrangements and is made up of all the select committee chairmen for the County and district/borough councils. No joint scrutiny projects were identified during 2017/18 but the arrangements will be used whenever an appropriate topic is identified. The arrangements are scheduled to be reviewed during 2018/19 to ensure they are still fit for purpose.

### Task and Finish Groups (TFGs)

Select Committees can establish TFGs to look at a specific issue in more detail. All TFGs are monitored by PFSC in its over-arching monitoring role to ensure the highest priority areas are scrutinised. The latest monitor can be found [here](#) which gives details of each TFG and progress to date. Two TFGs have completed their work during the year: -

- Task and Finish Group to review the [Education and Skills Annual Report](#)
- Task and Finish Group to review [proposed changes to School Funding](#)

### 2018/19 meeting dates

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>CYPSSC</b>			20			12	31			10		7
<b>ECFSC</b>			13			21		14		14		13
<b>HASC</b>			22			27		15 30*		16		15
<b>PFSC</b>				9			5	22	7*	17		20

\* Project Days (these are scheduled dates in the member diary that can be used for member briefings, specific training, TFG meetings or transferred into formal meetings if appropriate).

### Committee Membership 2017/18

For up-to-date Committee membership please go to the select committee [web pages](#) for more details.

### Scrutiny Support Officers – Contact Details

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Hard copies of any of the documents referred to in this newsletter are also available on request from Susanne Sanger. Further information is also available via the [internet](#).

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## Report of Urgent Action

- 1** Under regulation 19 of the The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 the County Council is required to receive a report from the Leader on any decisions taken under regulation 11. These are key decisions which were not in the Forward Plan and which needed to be taken with less than five clear days' notice. Such urgent decisions can only be taken with the agreement of the relevant Select Committee Chairman. Key decisions taken with less than five clear days' notice which are in the Forward Plan are reported via the Executive Decision Database.
- 2** Such action is avoided wherever possible as it circumvents the normal mechanism for publication of decisions and ensuring that members have the opportunity to comment before decisions are taken.
- 3** However, on occasions this is not possible and the County Council is asked to note the following decision which has been taken by the Director of Law and Assurance with the agreement of the Cabinet Member for Highways and Infrastructure and the Chairman of the Environment, Communities and Fire Select Committee.

### Highway Maintenance Term Contract

- 4** The Director of Law and Assurance has used his delegated powers under Standing Order 5.23 to approve the abandonment of the procurement process for a new highways maintenance term contract and to agree that there will be no award of a contract in connection with that process. Authority has been delegated to the Director of Highways and Transport to make such arrangements as may be needed to secure the continued provision of a highways maintenance service whilst requirements and proposals for the future of the service are settled, that is up to April 2019, but with such provision for extension as may be advised.
- 5** The reason for urgency was due to legal and technical issues with the Highways Maintenance Term Contract.

Exempt: paragraph 3, Financial or business affairs of any person (including the authority)

**Louise Goldsmith**

Leader

**Contact:** Helen Kenny, 033 022 22532

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