

CHESC Action and recommendations tracker 2023-24

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

Recommendations

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
Performance and Resources Report 2022-23 - Quarter 4	09/06/23	Environment and Climate Change: 1. Welcomes the education of school children by visits to the MRF site and would try to encourage more. They would also welcome the Cabinet Member confirming that videos and an online offering was available	Cabinet Member for Environment and Climate Change	September 2023	The West Sussex Waste Partnership contract Wastebuster to create and provide schools with access to the full School Waste Education Programmes. These lessons and resources can be accessed by teachers to use in their lessons. West Sussex County Council have a team of Events and Initiatives Assistants (EIAs) and Waste Prevention Advisors (WPAs) who also visit the schools to assist in educating, attending assemblies, assisting with class activities and school fayres using the Wastebuster resources. The resources can also be downloaded and viewed by the children and parents to view at	Complete

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		for schools to use for those students who cannot attend tours.			<p>home. The resources include, but are not limited to:</p> <ul style="list-style-type: none"> - Teacher led activities - Pupil led activities - Lesson and assembly plans - Workshops - Worksheets/quizzes - Videos - Outdoor activities - Projects/staged activities - Homework tasks/projects - Seasonal themed activities - Case Studies <p>The full range of websites consists of:</p> <p>The Planet Protector Challenge 2023 Wastebuster Home Learning (wastebusters.org) Home - West Sussex Secondary Schools Programme (jointhepod.org) Wastebuster environmental education on how to help save the planet Wastebuster</p>	

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		2. Would be interested to hear about the impact of the new Environment Agency guidelines on the disposal of persistent organic pollutants (POPs) and any cost implications it might have.	Cabinet Member for Environment and Climate Change	September 2023	The separation of POPs commenced in January 2023. Up to the end of June 2023, 1173 tonnes has been collected. The sites have coped well with the change and separation and there have been no comments or complaints from Residents. The approximate extra cost per tonne is £125 to process and transport the material, equating to approx. £150k of extra costs in the first six months.	Complete
		3. Would welcome updates on the establishment of any new reuse shops.	Cabinet Member for Environment and Climate Change	September 2023	The establishment of a second unit (the first is in place at Billingshurst) is awaiting planning consent. It is hoped to commission the second outlet towards the end of the year at the Worthing Recycling Centre.	Ongoing

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		4. Congratulates the Cabinet Member Environment and Climate Change and officers for being ranked fourth out of 29 disposal authorities for 2021-22 and hoped the level could be maintained or bettered in 2022-23.	Cabinet Member for Environment and Climate Change	September 2023	Noted. The 2022-23 data is submitted to Waste Data Flow by 30 June 2023. DEFRA then take some time to audit this data and would normally expect to publish this data in December 2023. However, in 2021-22 the publishing of the audited data was delayed significantly and was published on 24 March 2023, 3 months late. It is therefore possible that the 2022/23 data could be published in March 2024.	Ongoing
		5. Welcomes the collaborative project with Chichester College, Crawley College and Chichester University to	Cabinet Member for Environment and Climate Change	September 2023	Noted.	Complete

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		<p>improve engagement with 15-24-year-olds to demonstrate positive recycling and waste reduction behaviours.</p> <p>6. Congratulates the Cabinet Member and officers for the Manor Royal Local Energy Company being shortlisted for an award and looked forward to hearing the outcome.</p> <p>7. Acknowledges the importance of cleanliness</p>	<p>Cabinet Member for Environment and Climate Change</p> <p>Cabinet Member for</p>	<p>September 2023</p> <p>September 2023</p>	<p>The Cabinet Member is pleased to report that the authority came first in the 'Enabler' category at the 2023 Association of Decentralised Energy Awards for its role in establishing the Re-Energise Manor Royal Local Energy Community (LEC) with the Manor Royal Business Improvement District (BID) and Crawley Borough Council.</p> <p>WSRecycles covers the clean, dry and loose messaging and explains what this means throughout the year, in particular Summer</p>	<p>Complete</p> <p>Complete</p>

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		<p>and dryness of recyclates to avoid contamination of loads, and encourages the Cabinet Member to investigate whether the public has been adequately informed about how clean recyclate had to be in order to be considered uncontaminated.</p>	<p>Environment and Climate Change</p>		<p>and Christmas Campaigns via social media channels and newsletters. This messaging will also be included in the newly released West Sussex Waste Partnership 'Think Before You Throw' Campaign. https://www.westsussex.gov.uk/land-waste-and-housing/waste-and-recycling/recycling-and-waste-prevention/think-before-you-throw/</p> <p>This campaign will run for 9 months and will be covered via social media channels and other various methods.</p> <p>The line to take is, a quick rinse will do. If there is residue, rinse materials off in your dirty water once you've finished washing up. Some items, such as marmite jars, might need to soak a little longer.</p> <p>If there is no material that can transfer to other items in the recycling bin (such as residual food or liquid), then they should be okay. If an item cannot be cleaned, please place in your rubbish bin to prevent contamination.</p>	

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		Communities: 1. Notes the support for refugees and their integration into the wider community.	Cabinet Member for Community Support	-	Noted.	Complete
		2. Notes the increase in Registration Service revenue, due solely to marriage ceremonies, and the successful relocation of the registration office into Littlehampton Library. They welcomed that	Cabinet Member for Community Support/ Assistant Director (Communities)	-	Noted.	Complete

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		officers were looking to see if other areas might benefit from a similar option.				
		3. Is pleased to hear the Household Support Fund was extended to March 2023	Cabinet Member for Community Support/ Assistant Director (Communities)	-	Noted.	Complete
		4. Welcomes the initiatives around online fraud and digital safety for residents.	Cabinet Member for Community Support/ Assistant Director (Communities)	September 2023	Further information to be included in the Digital Inclusion and Safety Strategy at the meeting on 17 November 2023.	Complete

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		5. Looks forward to receiving information from the Cabinet Member on Trading Standards – Proceeds of Crime Act (POCA) plans and what activities will be re-invested in to tackle crime and support the public.	Cabinet Member for Community Support/ Director of Place Services/ Assistant Director (Environment and Public Protection)	September 2023	<p>The Proceeds of Crime Act (POCA) allows for the Courts to confiscate assets from defendants in criminal cases where those assets can be identified as coming from certain criminal activity for which they have been prosecuted and found guilty. The reasoning was that criminals should not gain financially from their crime. The Home office launched the Asset Recovery Incentivisation Scheme (ARIS) in 2006. The objective of the Scheme is to provide agencies with incentives to pursue asset recovery as it allows a proportion of the assets recovered from criminals using powers under POCA to be redistributed to the agencies involved in the asset recovery process. The Scheme currently comprises of 250+ agencies involved in law enforcement such as the Crown Prosecution Service (CPS), courts, local and regional police forces and local authorities.</p> <p>West Sussex trading Standards now has two Trading Standards Officers that have also been trained as Accredited Financial Investigators (AFIs) and authorised by</p>	Complete

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					<p>National Crime Agency to exercise investigative powers under POCA. For some of our cases that go to trial there will be a linked financial investigation which may result in a confiscation of assets by the Courts, and from which a proportion will come back to West Sussex.</p> <p>Monies that have been distributed back to agencies via the ARIS scheme can be used to re-invest in the cost of providing the Accredited Financial Investigators eg training costs, equipment etc and can also be used to fund local crime fighting priorities for the benefit of the community.</p> <p>Over the last two years POCA inventivisation payments have been used to pay for</p> <ul style="list-style-type: none"> • No Cold Calling Zone stickers distributed to vulnerable households • A fixed term Protecting The Vulnerable Officer within Trading Standards 	

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					<ul style="list-style-type: none"> • Annual subscription costs to Experian to assist AFIs in their financial investigations • Call blocker devices to be installed in vulnerable consumers homes • A tablet and projector to be used for community events • Arcus Global - A database for the AFIs to record their financial investigations • Two NCA courses for the AFIs • Annual subscription costs for Altia financial analysis software for the AFIs <p>In terms of immediate future plans for POCA expenditure, in addition to helping with the annual costs of providing the AFI asset recovery role, the Service is currently developing a job description for a new proposed fixed term role. This envisaged role will be working across all our priority areas of enforcement, assisting Trading Standards Officers with investigation and intelligence</p>	

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					tasks, freeing up the maximum amount of time that qualified Trading Standards Officers are available to carry out regulatory enforcement activities within the community. The Service is also currently converting a store room in Horsham to allow us to be able to seize more illegal vapes from retailers across West Sussex, the costs of which are intended to be met from POCA.	
		6. Notes Members concerns on excessive death levels and their causes but acknowledges this would be an item for the Health and Adults Services Scrutiny Committee to investigate.	Assistant Director (Highways Transport and Planning)		Noted.	Complete

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
		<p>Highways and Transport:</p> <p>1. Acknowledges the increasing costs around PFI street lighting and the lower take-up of concessionary bus fares.</p>	<p>Assistant Director (Highways , Transport and Planning)</p>	<p>-</p>	<p>Noted.</p>	<p>Complete</p>
		<p>2. Committee expressed concerns around KPIs 18, 19 and 41, in relation to e-bikes, e-scooters, and blackspots and whether the information could be broken down further?</p>	<p>Assistant Director (Highways , Transport and Planning)</p>	<p>-</p>	<p>Under police reporting (stats19) e-bikes and e-scooters are not recorded specifically but as "other vehicle" and that assumes the police officer knows the bike was electric in the first place. A search will likely not reveal anything sensible.</p> <p>There is a review of Stats 19 taking place with the new version expected at the end of this year. E-scooters are included in the category of "other vehicles" but e-bikes are often categorised under Pedal Cyclists. Currently, unless the police report specifically states an e-bike we have no way of extracting data for</p>	<p>Complete</p>

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					<p>this category. We should be in a better position once the new Stats 19 form is available and in use by the Police, but we will still remain in their hands regarding quality of reporting.</p> <p>We have cluster sites where a number of collisions occur over a period of time that we analyse to determine if there is a treatable pattern to the collisions. The most common causation factor is driver error so often there is little improvement we can make – under Safe System we should be shifting focus to Safe Speeds on the road and making roadsides more forgiving in the event of a crash rather than piecemeal schemes at random locations (unless individually they offer significant KSI reduction).</p>	
		3. Highlights the difference between looking at the score of a KPI versus resident	Cabinet Member for Highways and Transport/ Assistant	-	<p>The corporate KPI 19 relates to the repair of safety defects with 28 days. What constitutes a safety defect is defined by the Highway Inspection Manual.</p> <p>The principle aim of the reactive service is to keep the highway safe and there are contractual limits on the duration on site and</p>	Complete

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		perception. (KPI 19)	Director (Highways Transport and Planning)		<p>size of repair that any safety related works instruction needs to consider.</p> <p>Wherever possible any safety related works instruction will request a "right first time" approach, meaning that the works delivered on the ground resolve the issue and no follow up is required. However, due to the contractual limits, the approach will mean that an area is "made safe" and a further planned works instruction is required to resolve the issue in the longer term, examples of this are:</p> <ul style="list-style-type: none"> - An area of defective carriageway exceeds 5sqm and therefore the request will be for material to be applied to the deepest parts of the affected area and temporary uneven road signs will be placed out to provide advanced warning to motorists. This is deemed a suitable response to keep the highway safe and we would look at how this is followed up, e.g. Using a planned work stream such as a Jet Patcher or a larger patching gang to undertake a permanent repair. 	

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					<p>- A tree has fallen down and the reactive gang will not be able to resolve this within a 4 hour period. Depending on the location of the tree the gang will be asked to temporarily close the road or cordon off the area and provide traffic management e.g., 2 way lights. The follow up will be to raise a sperate job for a tree surgeon to attend site and deliver the required works for the road to return to normal working.</p> <p>- A sinkhole appears in the road and the gang are asked to make safe with traffic management, signs, and barriers, which prevents highway users getting in close proximity of the issue. This is considered to have made the situation safe and a sperate instruction will be issued for a civils gang to undertake an investigation to the cause and rectify if possible.</p> <p>The follow up response to any situation that has been "made safe" will vary on a number of factors such as the type of work required, the network the issue is situated on and the priority of the works when compared to other</p>	

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					<p>works already identified and programmed for delivery.</p> <p>We are looking to improve communications and information available to customers, members and parishes and we will consider how we can keep stakeholders informed of this type of planned follow up work, including any options for signage.</p>	
		4. Appreciates the challenges that have been caused by staff shortages.	Assistant Director (Highways , Transport and Planning)	-	Noted.	Complete
		5. Welcomes spot checking on the work of contractors.	Assistant Director (Highways , Transport and Planning)	-	Noted.	Complete

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		6. Welcomes the work on making communications more effective for residents.	Assistant Director (Highways , Transport and Planning)	-	Noted.	Complete
		7. Acknowledges challenges to future design standards for road networks and the challenges for C and D classified roads and the sustainability of all highways routes.	Assistant Director (Highways , Transport and Planning)			
		8. Looks forward to receiving updated information on KPI41,	Assistant Director (Highways , Transport	-	Information and Contact details can be found here: Road accidents and casualty data - West Sussex County Council	Complete

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		including the split between the number of deaths and serious injuries.	and Planning)/ Head of Transport and Network Operations		<p>A breakdown of casualties is provided on the MINE. See latest update for 2022 attached.</p>  <p>Road Traffic Collision Data for West Sussex</p> <p>Data broken down into road user is below</p> <table border="1" data-bbox="1182 778 1769 1327"> <thead> <tr> <th>KSI Casualties Jan to Mar</th> <th>5-year average</th> <th>2022</th> <th>2023</th> <th>% change over 5yr ave</th> <th>% change over 2022</th> </tr> </thead> <tbody> <tr> <td>All Casualties</td> <td>111</td> <td>127</td> <td>98</td> <td>11.7%</td> <td>22.8%</td> </tr> <tr> <td>Pedestrians</td> <td>18</td> <td>18</td> <td>19</td> <td>5.6%</td> <td>5.6%</td> </tr> <tr> <td>Pedal cyclists</td> <td>16</td> <td>20</td> <td>13</td> <td>17.7%</td> <td>35.0%</td> </tr> </tbody> </table>	KSI Casualties Jan to Mar	5-year average	2022	2023	% change over 5yr ave	% change over 2022	All Casualties	111	127	98	11.7%	22.8%	Pedestrians	18	18	19	5.6%	5.6%	Pedal cyclists	16	20	13	17.7%	35.0%	
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Active Travel Strategy	09/06/23	1. Gives its support to proceeding with stakeholder and public engagement on	-	-	Noted.	Complete																														

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		the draft Active Travel Strategy.				
		2. Asks that officers consider issues such as the lack of pavements in rural areas, parental concerns, fragmented communities with non-motor links, equestrian links including horse crossing places, changing behaviours, obstacles such as delivery vans parking on pavements and cycle lanes,	Assistant Director (Highways Transport and Planning)/ Head of Transport and Network Operations	-	Officers agreed to consider these matters for inclusion in the action plan and as strategic infrastructure plans for walking and cycling were reviewed over the coming months.	Complete

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		<p>increasing connectivity in the draft Strategy, where they do not normally fall within the remit of existing strategies, such as the Integrated Parking Strategy or the Highway Asset Management Strategy.</p>				
		<p>3. Welcomes that officers will investigate ways to measure the usage of new infrastructure.</p>	<p>Assistant Director (Highways , Transport and Planning)/ Head of Transport</p>	<p>-</p>	<p>The draft strategy states that the Council will develop a usage target. Data from several sites around the County is envisaged, requiring the installation of VivaCity sensors, in order to get an idea of typical take up.</p>	<p>Complete</p>

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			and Network Operations			
		4. Asks that officers review vegetation encroachment of travel routes.	Assistant Director (Highways, Transport and Planning)/ Head of Local Highway Operations	-	<p>In the last few years, we had very limited funding to undertake vegetation management on a proactive basis. Covid-19 funding over a 24-month period enabled us to deliver vegetation cutback on a more proactive basis and the feedback from customers was very positive.</p> <p>In the last few years we had very limited funding to undertake vegetation management on a proactive basis. Covid-19 funding over a 24 month period, enabled us to deliver vegetation cutback on a more proactive basis and the feedback from customers was very positive.</p> <p>Officers are aware of regular problems sites and are proactively raising work for vegetation management at these locations. Subject to funding being available in future years, we will produce a</p>	Complete

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					maintenance programme of travel routes which are regularly affected.	
Highways Contract Procurement	09/06/23	That the Committee agrees with the current thinking and direction of travel regarding the procurement model.	Assistant Director (Highways / Transport and Planning)	-	Noted.	Complete
Performance and Resources Report 2022-23 - Quarter 3 – Environment:	06/03/23	5. Acknowledged the service were still awaiting information from the Government on the collection and management of food waste.	Cabinet Member for Environment and Climate Change	-	Noted.	Complete

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Highways Maintenance Contract Performance	23/01/23	Notes the concerns of members on disabled access within town and city centres and asked that the criteria be reviewed to be improved.	Assistant Director (Highways , Transport and Planning)	-	To be reviewed under the Asset Management Strategy at the meeting on 20 September 2023.	Ongoing

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