

If you would like to know more about any items in this newsletter please contact the officer shown (✉ address is the name shown with a stop between followed by @westsussex.gov.uk) or access the links via the [County Council's website](#). Significant decisions to be taken in the next four months are included in a [Forward Plan](#) of key decisions. If you would like to receive free [e-mail alerts](#) for the Forward Plan, please register via the [County Council's website](#).

## Decisions Published in the Past Week

The following proposed decisions have been published during the past week and will come into effect at the end of the call-in period unless the call-in procedure is activated

Call-in Deadline	Decision-Maker	No.	Proposal	Officer Contact
07/11/18	South Chichester County Local Committee	SC5(18/19) SC6(18/19) SC7(18/19) SC8(18/19)	<a href="#">Parking Charges for evening and weekend Public Parking at County Hall, West Street and The Record Office, Orchard Street</a> <a href="#">Prioritisation of Traffic Regulation Orders 2018/19</a> <a href="#">Community Initiative Funding</a> <a href="#">Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies</a>	Adam Chisnall 033 022 28314
07/11/18	Central and South Mid Sussex County Local Committee	CSMS7(18/19) CSMS8(18/19) CSMS9(18/19)	<a href="#">Community Initiative Funding</a> <a href="#">Haywards Heath: Queens Road and Adjoining Roads - Proposed Traffic Calming, 20mph Speed Limit and Weight Restriction</a> <a href="#">Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies</a>	Monique Smart 033 022 22540
08/11/18	Joint Western Arun Area Committee	WA3(18/19) WA4(18/19) WA5(18/19)	<a href="#">Community Initiative Funding</a> <a href="#">Prioritisation of Traffic Regulation Orders Felpham, Summerley Lane Mini Roundabout and relocation of controlled crossing - objections arising from advertisement of the Traffic Regulation Order</a>	Jack Caine 033 022 28941

Call-in Deadline	Decision-Maker	No.	Proposal	Officer Contact
09/11/18	Cabinet Member for Adults and Health	AH9(18/19)	<a href="#">Endorsement of Future arrangements for District &amp; Borough Wellbeing Hub Services</a>	Erica Keegan 033 022 26050
14/11/48	Worthing County Local Committee	W3(18/19) W4(18/19) W5(18/19)	<a href="#">Prioritisation of TROs 2018/19</a> <a href="#">Community Initiative Funding</a> <a href="#">Authority School Governors</a>	Jack Caine 033 022 28941

## Urgent Action

**Members are asked to note the following urgent action taken by the Director of Law and Assurance, in consultation with the Chairman of the County Council, the relevant Cabinet Member and Select Committee Chairman or the Chairman of a non-Executive or County Local Committee**

Electoral Division	No.	Decision	Officer Contact
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### Governance Committee

**All**

#### [Horsham District Council Community Governance Review of Southwater and Shipley](#)

**Contact: Charles Gauntlett (033 022 22524) ☒**

Southwater and Shipley parishes are located in Horsham district. The boundary between the parishes lies immediately to the south of Southwater village. A new housing development is being built immediately to the south of Southwater and the Parish Council has asked the District Council to undertake a Community Governance Review to change the boundary so that the new development will be located within Southwater Parish, rather than Shipley. The existing boundary between the parishes of Southwater and Shipley is also the boundary between the county divisions of Billingshurst and Southwater & Nuthurst. The District Council has invited comments on this Community Governance Review. The Director of Law and Assurance, in consultation with the Chairman of the Governance Committee, has used his delegated powers under Standing Order 3.45(d) to approve a response to Horsham District Council that no changes should be made to the boundary between Shipley and Southwater parishes until the development is complete and the new residents have given their view, but if the parish boundary is changed, the county division boundary should be moved with it. The urgency of the matter was because the deadline for comments was before the next meeting of the Committee.

## Decisions Confirmed

**The following decisions have been confirmed in the last week**

Decision-Maker	No.	Decision	Officer Contact
Cabinet Member for Finance and Resources	FR9(18/19)	<a href="#">Surplus Declarations</a>	Suzannah Hill 033 022 22551

## Committee News - Committee Meetings

Electoral Division	Item	Subject	Committee Officer
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**[Environment, Communities and Fire](#)  
Select Committee (14 November)**

✉  
**Lisa Etchell**  
(033 022 23597)

**All**                    5                    **Responses to Recommendations**

The Committee will be asked to note Cabinet Members' responses to the Committee's recommendations:

- (a) Fire Authority's Integrated Risk Management Action Plan 2018-22
- (b) Strategic Planning
- (c) Highways Maintenance Contract Update

**All**                    6                    **Littlehampton to Bognor Regis Cycle Path (NCN2) - Lessons Learnt**

The Committee requested a review to be undertaken on how the National Cycle Network scheme was conceived, funding sought and delivered and what lessons can be learned for planning and delivery of similar schemes in future. A workshop including officers, design consultants and contractors was held to review what went well regarding the scheme, what could have been improved, and to draw key lessons to feed into future schemes. The Committee will be asked to support the findings of this review and how they will be addressed in future highway schemes.

**All**                    7                    **Procurement of a New Highways Maintenance Contract**

The Director of Highways and Transport will give a verbal update outlining the Cabinet Member's proposed way forward on a procurement process for the New Highways Maintenance Contract.

**All**                    8                    **Business Planning Group**

(a) **Membership**

The membership of the Committee's Business Planning Group (BPG) must comprise five members, including two from minority groups. Mr Purchase has resigned from the BPG, so the Committee is asked to appoint Mr Oppler in his place.

(b) **BPG Report**

The Committee will be asked to consider the report of the Business Planning Group meeting held on 27 September 2018, setting out the key issues discussed. The Committee will be asked to endorse the contents of the report and the Committee's Work Programme for 2018/19, revised to reflect the Business Planning Group's discussions, and subsequent developments.

**All**                    9                    **Requests for Call-in**

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

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**All**            10        **Forward Plan of Key Decisions – 1 November 2018**

An extract from any Forward Plan published between the date of despatch of the agenda and the date of the meeting will be tabled at the meeting. The Committee will be asked to consider whether it wishes to enquire into any of the forthcoming decisions within its portfolio.

**All**            11        **Possible Items for Future Scrutiny**

Members to mention any items which they believe to be of relevance to the business of the Select Committee, and suitable for scrutiny, e.g. raised with them by constituents arising from central government initiatives etc. If any member puts forward such an item, the Committee's role at this meeting is just to assess, briefly, whether to refer the matter to its Business Planning Group to consider in detail.

**All**            12        **Date of Next Meeting**

The next scheduled meeting of the Committee will be held on 6 December 2018 at 10.30 a.m. at County Hall, Chichester. Items likely to be on the agenda include:

- Bus Subsidies
- Gatwick Airport Ltd Masterplan - Consultation response
- On-street Parking to Support Traffic Management

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**[Health and Adult Social Care Select Committee](#) (15 November)**

✉  
**Rob Castle**  
(033 022 22546)

**All**            4        **Relocation of the Special Care Dental Service at Littlehampton Health Centre**

The Committee will be asked to seek assurance that Sussex Community Foundation NHS Trust is undertaking a robust consultation exercise, ensuring that all those affected by the proposals are having the opportunity to respond and that the proposals as drafted will not adversely affect those patients and their families currently using the service at Littlehampton Dental Clinic.

**All**            5        **Cabinet Member Response**

The Committee will be asked to note the response from the Cabinet Member for Adults and Health to recommendations made at its meeting on 27 September 2018.

**All**            6        **Forward Plan of Key Decisions – 1 November 2018**

An extract from any Forward Plan published between the date of despatch of the agenda and the date of the meeting will be tabled at the meeting. The Committee will be asked to consider whether it wishes to enquire into any of the forthcoming decisions within its portfolio.

**All**            7        **The Adult Social Care Improvement Programme - beyond 100 days**

The Select Committee will be asked to consider and comment on the details of the report regarding the 100 day

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programme following the Local Government Association Peer Challenge in Adults' Services, in particular the proposed plan for the three year improvement programme and draft vision and strategy for adult social care taking into account the range of other Council change projects which may need to be aligned with the project plans, and the likely requirements for closer working with Health. The Committee will also be invited to consider whether it wishes to receive progress of the development of the three improvement programme, vision and strategy for adult social care at a future meeting and if so, agree an appropriate timescale.

**All**                      8                      **Joint Health Overview Scrutiny Committee Terms of Reference**

The report outlines the role and functions of Joint Health and Overview Scrutiny Committees (JHOSC); explains the need to establish a JHOSC across West Sussex, Brighton & Hove, East Sussex and Surrey; and presents a draft JHOSC Terms of Reference for member approval. The Committee will be asked to:

- (i) Agree that a JHOSC be established with membership from Brighton & Hove City Council, East Sussex County Council, Surrey County Council and West Sussex County Council;
- (ii) Agree the JHOSC terms of reference; and
- (iii) Appoint three County Council members to the JHOSC, based on the County Council's proportionality rules (2 majority group and 1 minority group representatives) and one co-opted member (district/borough representatives and Healthwatch) to represent the West Sussex Health and Adult Social Care Select Committee.

**All**                      9                      **Brighton & Sussex University Hospitals NHS Trust Working Group Update**

The Chairman will give a verbal update from the Working Group meeting on 31 October 2018.

**All**                      10                      **Business Planning Group Report**

The report informs the Committee of the Business Planning Group meetings held on 1 October and 8 October 2018, setting out the key issues discussed. The Committee will be asked to endorse the contents of this report, and particularly the Committee's Work Programme revised to reflect the Business Planning Group's discussions.

**All**                      11                      **Possible Items for Future Scrutiny**

Members to mention any items which they believe to be of relevance to the business of the Select Committee, and suitable for scrutiny, e.g. raised with them by constituents arising from central government initiatives etc. If any member puts forward such an item, the Committee's role at this meeting is just to assess, briefly, whether to refer the matter to its Business Planning Group to consider in detail.

**All**                      12                      **Requests for Call-in**

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

**All**                      13                      **Date of Next Meeting**

The next meeting of the Committee will be held on 12 December at 10.30 am at County Hall, Chichester. Probable

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agenda items include:


- Strategic Budget Options 2019/20

Any member wishing to place an item on the agenda for the meeting must notify the Director of Law and Assurance by 3 December 2018.

## Weekly News

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### Finance and Performance

<i>All</i>	1	<b>Report of the Total Performance Monitor Task and Finish Group</b>	 <b>Suzannah Hill</b> (033 022 22551)
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In July 2018 the Cabinet Member for Finance and Resources established an Executive Task and Finish Group (TFG) to review the format of the County Council's Total Performance Monitor (TPM) report. The financial performance (revenue and capital), savings delivery and business performance are monitored on a monthly basis through the TPM. The TFG was asked to consider and then advise the Cabinet Member on whether the current format of the TPM remained fit for purpose.

The terms of reference set by the Cabinet Member asked the TFG to:

- Determine the priorities for the Total Performance Monitor;
- Evaluate what worked well with the current format and where there may be scope for improvement; and
- Report to the Cabinet Member for Finance and Resources with recommendations

The TFG consisted Mr Crow (Chairman), Mr Boram, Mr Elkins, Mr Jones and Mrs Millson.

The final report of the TFG is [attached](#). The Cabinet Member for Finance wrote to the Chairman of the TFG on 4 October 2018 thanking the Group for its work and confirming that he was pleased to accept its recommendations in the main and to hear any feedback on the revised format. The first TPM in its new format, the June 2018 edition, was reviewed by the [Performance and Finance Select Committee](#) on 5 October 2018.

### Other Matters

<i>All</i>	2	<a href="#">Forward Plan of Key Decisions</a>	 <b>Helena Cox</b> (033 022 22533)
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The County Council is required to provide a minimum of 28 days' notice for all key decisions. Key decisions are those which involve expenditure or savings of £500,000 or more or which will have a significant effect on communities in two or more electoral divisions. The Forward Plan, which is updated on a rolling basis, contains details of all key decisions to be taken by the County Council, the Cabinet, Cabinet Members, County Local Committees and officers in

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the following four months. The current Forward Plan was published on 1 November 2018. Since the last edition of the Members' Information Service changes to the Plan have been made to:

- move any October decisions not yet taken to November;
- move Guidance on parking in new developments in the Prosperous Place priority, to February, in order to allow additional time for consultation with Local Planning Authorities on the revised guidance;
- add a new decision to the Prosperous Place priority - Gatwick Airport Draft Master Plan 2018: Approval of Consultation Response (January);
- add two new decisions to the Council that Works for the Community priority - Procurement of a Direct Payment Support Service (November) and Community Hubs (December); and
- move On-street parking to support traffic management in Strategic Budget Options, to December, in order to allow for further internal consultation.

## Communications

### County Council Press Releases up to 2 November

30/10/18 - [Plans approved to modernise adult social care services](#)

The County Council's Cabinet Member for Adults and Health, Amanda Jupp, has today approved plans to modernise the way the council delivers some of its adult social care services

30/10/18 - [Free event to help protect local businesses from online fraud and inform businesses on how to stay safe](#)

The average cost of fraud to a UK business is now nearly £35,000 so it is vital business owners are up to speed with the latest online safety measures

30/10/18 - [Public consultation on bringing together community services launches](#)

A consultation on bringing together community services in Worthing has launched

30/10/18 - [County Council giving women time to Pause and rebuild their lives](#)

Innovative programme gives women a break from pregnancy to reduce the damage of children being taken into care after birth

31/01/18 - [Even more feedback encouraged in bus survey](#)

More than 1,000 people respond so far

01/11/18 - [Cascade of more than 2,000 poppies pays tribute to town's fallen heroes](#)

Community groups across Littlehampton have come together to pay a poignant tribute to those who paid the ultimate sacrifice during the First World War

02/11/18 - [Have your say on evolving masterplan for key Horsham site](#)

'These exciting proposals respect the past, by retaining key features, and look to the future with space for business innovation, family homes and a community hub'

**For further information on or copies of the press releases listed please contact the Communications and Engagement Team on (033 022 28090) or ✉ [pressoffice@westsussex.gov.uk](mailto:pressoffice@westsussex.gov.uk)**

## Planning Applications registered in the week ending 02/11/18

No applications registered

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### Strategic Planning Business Unit - Planning Applications

The attached [report](#) (pdf file) contains all the planning applications received by the County Highways Team from the seven borough and district councils over the past week where comments on highways, ecology, landscaping and archaeology have been requested. An Excel spreadsheet of this report is also available on request via the following email address: [SU.Local.Development@westsussex.gov.uk](mailto:SU.Local.Development@westsussex.gov.uk). If you have any further questions or would like to enquire about an application that does not appear on the list or one on which you would like to be updated, please contact Steven Shaw on 033 022 24674.

For further information about the Members' Information Service please contact Clare Jones on 033 022 22526 or ✉ [clare.jones](mailto:clare.jones)