

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
08/03/17	South Mid Sussex County Local Committee	SMS6(16/17) SMS8(16/17) SMS9(16/17)	Prioritisation of Traffic Regulations Orders 2016/17 Community Initiative Funding Nominations to School and Academy Governing Bodies	Rachel Allan 033022 28966
09/03/17	Chanctonbury County Local Committee	CBY11(16/17) CBY12(16/17)	Community Initiative Funding Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies	Rachel Allan 033022 28966
09/03/17	East Crawley County Local Committee	EC8(16/17) EC9(16/17)	Community Initiative Funding Nominations for Local Authority Governors to Maintained School and Academy Governing Bodies	Monique Smart 033022 22540
10/03/17	Adur County Local Committee	A8(16/17)	Nominations for Local Authority Governors to Maintained School and Academy Governing Bodies	Rachel Allan 033022 28966
14/03/17	North Horsham County Local Committee	NH19(16/17) NH20(16/17)	Community Initiative Funding Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies	Monique Smart 033022 22540

Decisions Confirmed

The following decisions have been confirmed in the last week

Decision-Maker	No.	Decision	Officer Contact
Cabinet Member for Finance	FIN8(16/17)	Horsham Library – Part occupation by Orchard Surgery – New Lease	Rosemary Pugh 033022 22548
Cabinet Member for Highways and Transport	HT30(16/17)	Highway Maintenance Term Contract 2018	Matthew Evans 033022 22538
Joint Downland Area Committee	DA6(16/17)	Community Initiative Funding	Monique Smart 033022 22540

Committee News - Committee Meetings

Electoral Division	Item	Subject	Committee Officer
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[Environmental and Community Services](#) Select Committee (10 March)

✉
Lisa Etchell
(033022 23597)

All 6 **Cabinet Member's Response to the Committee's Recommendations on the Highways Maintenance Term Contract 2018**

The Committee will be asked to note the Cabinet Member's response to the Committee's Recommendations on the Highways Maintenance Term Contract 2018.

All 7 **Implementation of the Highways Asset Management Strategy**

The Committee will be asked to consider the key drivers for implementing the Highway Infrastructure Asset Management Strategy and the areas for future monitoring and scrutiny to ensure effective delivery of the asset management approach. The Committee will be asked to support the coherent asset management approach to more accurately identify the level of investment required, acknowledge the funding benefits of attaining and maintain Band 3 of the Incentive Fund; monitor the development of lifecycle plans and a performance management framework and consider the future benefits of attaining the ISO 55001: Asset Management – Management Systems standard.

All 8 **Solar Panels for Schools – 2017/18**

The Committee will be asked to consider an overview of the proposal for an expanded programme to install solar PV systems in up to 48 additional schools in 2017/18, as per the recommendations by the Committee to the Cabinet Member for Finance in July 2016. The Committee will be asked to support the proposal in principal, to endorse the initial programme of work and to provide comment on the scope and scale of the programme.

Electoral Division	Item	Subject	Committee Officer
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All 9 **Business Planning Group Report**

The Committee will be asked to consider an update on the Business Planning Group meeting held on 25 January 2017 setting out the key issues discussed. The Committee will be asked to endorse the contents of the report and the Committee's proposed Work Programme for 2017/18, revised to reflect the Business Planning Group's discussions.

All 10 **Requests for Call-in**

There have been no requests for call-in to the Select Committee within its constitutional remit since the date of the last meeting.

All 11 **Forward Plan of Key Decisions – March to June 2017**

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

All 12 **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.

All 13 **Date of the Next Meeting**

The next scheduled meeting of the Committee will be held on 10 July 2017 at 10.30 a.m. at County Hall, Chichester. Any member wishing to place an item on the agenda for the meeting must notify the Director of Law and Assurance by 28 June 2017. Items likely to be on the agenda include:

- Delivering Highways and Transport Improvement Schemes
- Highways Maintenance Contract

The following items, containing exempt information under Part I of Schedule 12A of the Local Government Act 1972 as indicated, will be dealt with in the absence of the public and the press

All 15 **Cabinet Member's Response to the Committee's Recommendations on the Westhampnett Solar Farm Development**

The Committee will be asked to note the Cabinet Member's response to the Committee's recommendations on the Westhampnett Solar Farm Development.

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

All 16 **Cabinet Member's Response to the Committee's Recommendations on the Procurement Strategy for Future Management of Refuse Derived Fuel**

The Committee will be asked to note the Cabinet Member's response to the Committee's recommendations on the Procurement Strategy for Future Management of Refuse Derived Fuel.

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

Electoral Division	Item	Subject	Committee Officer
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[Regulation, Audit and Accounts Committee](#) (13 March)

✉
Adam Chisnall
(033022 28314)

All 5 **Update on Governance**

The Chief Executive will provide the Committee with an overview of action that has been taken or is underway in relation to risk management, performance, internal audit and corporate fraud some of which are the subject of separate reports before the Committee.

All 6 **Risk Management Strategy**

The Committee will be asked to consider and endorse the approach to corporate risk management set out in the attached Risk Management Strategy; and recommend to the County Council changes to the Constitution relating to the responsibilities of members and officers as described in the Risk Management Strategy.

All 7 **Quarterly Review of the Corporate Risk Register**

The Committee will be asked to review the quarterly Corporate Risk Register and provide comment as necessary.

All 8 **Duplicate Payments**

The Committee will be asked to note the progress being made with the payment recovery audit.

All 9 **Internal Audit Report**

The Committee will be asked to note the report and obtain assurance that high priority recommendations are being actively resolved.

All 10 **External Audit Report**

(a) The Committee will be asked to comment on the External Audit Plan for West Sussex County Council.

(b) The Committee will be asked to comment on the External Audit Plan for the West Sussex Pension Fund.

All 11 **Internal Audit – Annual Audit Plan 2017/18**

The Committee will be asked to approve the contents of the Internal Audit plan for 2017/18.

All 12 **Financial Statements 2016/17 – Plans and Progress**

The Committee will be asked to note the project plans for the County Council and Pension Fund accounts and consider progress to date. The Committee will also be asked to consider the draft accounting policies for both the County Council and Pension Fund accounts for 2016/17 and approve them for application in preparing this year's accounts.

All 13 **Treasury Management Compliance Report – Third Quarter 2016/17**

The Committee will be asked to note the report.

Electoral Division	Item	Subject	Committee Officer
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Fernhurst (c) Graffham: Proposed Diversion of Part of Footpath (FP) No. 987 at Lavington Stud

All 7 **Date of Next Meeting**

Rights of Way Committee Member Induction (new Member Induction Programme 2017) will be held at 2.15 p.m. on Tuesday, 20 June 2017. The next meeting of the Committee will be held at 2.15 p.m. on Tuesday, 11 July 2017.

Performance and Finance Select Committee (15 March)



Lisa Sampson
(033022 28193)

All 4 **Cabinet Member's Response to the Committee's Recommendations from 19 January 2017**

The Committee will be asked to note the Cabinet Member's response to the Committee's recommendations from its meeting on 19 January 2017.

All 6 **Total Performance Monitor**

The Committee will be asked to consider the performance and finance position as at the end of December 2016. It is expected that the January Total Performance Monitor (TPM) will be published between the date of despatch of the agenda and the date of the meeting. The Committee will be asked to examine the data and supporting commentary for the December TPM and make any relevant recommendations for action to the Cabinet Member or a relevant Select Committee.

All 7 **Capital Programme Quarterly Performance Report**

The Committee will be asked to review, comment on and make any relevant recommendations for action to the Cabinet Member in relation to the third quarterly performance report of the capital programme.

All 8 **Business Planning Group Report**

The Committee will be asked to support the inclusion of items in the 2017/18 work programme and note the latest Task and Finish Group Rolling Programme and make any comments accordingly.

All 9 **Requests for Call-in**

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

All 10 **Forward Plan of Key Decisions – July to August 2017**

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 invited to consider whether it wishes to enquire into any of the forthcoming decisions within its portfolios.

Electoral Division	Item	Subject	Committee Officer
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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.

All 12 **Date of Next Meeting**

The next meeting of the Committee will be held on 14 July 2017, at County Hall, Chichester. Probable agenda items include:

- Committee membership
- Committee terms of reference
- Appointment of Business Planning Group members
- Total Performance Monitor
- Corporate Plan
- SAP Optimisation
- Scrutiny Performance – Annual Newsletter
- Scrutiny Interim Work Programme, July – December 2017

Any member wishing to place an item on the agenda for that meeting must notify the Director of Law and Assurance by 4 July 2017.

The following items, containing exempt information under Part I of Schedule 12A of the Local Government Act 1972 as indicated, will be dealt with in the absence of the public and the press

All 14 **Cabinet Member's Response to the Committee's Recommendations on the Westhampnett Solar Farm Development**

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Weekly News

Electoral Division	No.	Subject	Officer Contact
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Highways and Transport



All	1	Road Space Audit Executive Task and Finish Group	Miles Davey (033022 26688)
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The Road Space Audits (RSA) Executive Task and Finish Group (TFG) has now completed its work and its final report is provided through the link below. The Cabinet Member for Highways and Transport established the TFG to assess the outcomes of the pilot RSA and determine whether the approach would be appropriate in other areas of the county. The Cabinet Member has considered the recommendations in the TFG report and is supportive of the conclusions reached.

[TFG Report](#)

To progress work on RSAs in the county the following area-based work will be taking place during 2017/18:

Crawley – A number of studies are currently being progressed, many relating to the district deal and others with a more specific remit. These amount to a great deal of work being done by various sections of the County Council and Crawley Borough Council as well as other stakeholders. Rather than commence a Road Space Audit immediately there will be an initial 'discovery phase' consisting of a desk top exercise to ascertain the impact of local studies on a potential RSA in the town. The outcome of this exercise will inform a workshop/meeting with key officers (and at a second workshop/meeting with County Council and Borough Council members) to determine the preferred scope of an RSA. It is important that a Crawley RSA is fully informed by the studies in progress and includes information and evidence emerging from these studies.

The timescales below are proposed for preparatory work for an RSA in Crawley:

- March until mid-May – the 'discovery phase'
- Mid-March - brief the relevant County Council/Borough Council officers/members as to the purpose of this phase of work
- Early June - hold two separate workshops/meetings to present findings and agree a scope for the audit
- Mid/late June - prepare a detailed project/cost plan for a Crawley RSA

Burgess Hill - Preliminary officer discussions have been held with Mid Sussex District Council to ascertain if the authority could progress an RSA in Burgess Hill. Funding has been secured and discussions will now take place to determine on how a study might be undertaken. Following these discussion, costs and timescales will be confirmed. The District Council has also expressed an interest in carrying out an audit in East Grinstead which offers the potential to combine the two exercises in a single procurement.

Worthing – Investigations are ongoing to determine whether a potential study in Worthing could be commissioned directly by the County Council or via another party such as Worthing Borough Council.

Electoral Division	No.	Subject	Officer Contact
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Education and Skills



All	2	Thakeham Primary School and Steyning and Grammar School: Sketch Plan Panel	Tim Crabb (033022 23037)
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On 3 March 2017 a Sketch Plan Panel, chaired by the Cabinet Member for Finance, considered and endorsed the design proposals for building works at the current Rydon Community College (which is to close) to form sufficient and appropriate accommodation to allow the premises to become a ½ form entry primary school for Thakeham and an annex to Steyning Grammar School for years 7 and 8 with an admission number of 166. The accommodation to be provided comprises:

Thakeham Primary School Extensions and Adaptations to provide for ½ form of entry (105 pupils)

Extension to existing music room to provide main hall. Adaptations and refurbishment to provide:

- Four classrooms
- 'Steamplicity' kitchen
- Food technology room
- Staffroom
- Library
- PPA space
- Three offices
- Sick bay
- Hygiene room
- Toilets and cloaks
- SEN therapy room
- SEN base
- Storage

External works to create hard play space, increased car parking, setting down and picking up area and main entrance

Steyning Grammar School

Demolition of Existing HORSAs hut. New two-storey building comprising:

- Four classrooms
- Technology room
- Art room
- Toilets, lift and storage

Adaptations to provide:

- Library
- Music room and two music practice rooms
- Reconfiguration of toilets and storage

External works to:

- Divide the site for the two schools
- Remarking of parking and improved setting down and picking up
- Rebrand the main entrance

The proposals will now be submitted for detailed planning approval.

Electoral Division	No.	Subject	Officer Contact
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Other matters

<i>All</i>	3	New Conversations – The Local Government Association's new Guide to Engagement	 Helen Butcher (033022 22146)
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The Local Government Association (LGA) has released a new guide to engagement. Its central point is that engaging in good quality dialogue with the community it serves and securing mutual trust as a result should form the life-blood of the Council. How to best to manage some of the challenges involved in doing this are addressed in the joint LGA and The Campaigns Company 'New Conversations' publication which can be accessed [here](#).

Other Matters

<i>All</i>	4	Forward Plan – April to July 2017	 Helena Cox (033022 22533)
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The Forward Plan contains details of all key decisions to be taken by the County Council, the Cabinet, Cabinet Members, County Local Committees and officers in the following four months. 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 latest version of the Plan covering the period April to July 2017 is now available and has been sent to all members.

Communications

County Council Press Releases up to 3 March

27/02/17 - [Take up of apprenticeships beats the national average](#)

The year-on-year growth of new apprenticeships in the Coast to Capital area is 8.7 percent compared to a national average of 1.9

01/03/17 - [County Council disappointed following A27 announcement](#)

The County Council is disappointed at the announcement that improvements to the A27 at Chichester have been cancelled

01/03/17 - [New drivers warned to beware as penalties for using a phone at the wheel increase](#)

Firefighters are warning new drivers to take note of changes to the consequences of using a mobile phone while driving. From today, 1 March 2017, motorists caught using mobile phones while driving will receive a £200 fine and six penalty points on their licence.

02/03/17 - [Training day strengthens collaboration with St John Ambulance](#)

Worthing firefighters will be holding a training day on Saturday, 4 March, at Worthing Fire Station, for local crews from St John Ambulance

02/03/17 - [Pharmaceutical services go under the spotlight](#)

The Have Your Say survey is open until Monday, 27 March

02/03/17 - [Good causes benefit as Joint Area committee holds its final meeting](#)

More than £4,000 of funding is granted to inspirational projects

03/03/17 - [Operation Watershed taps in to data mapping tool for West Sussex](#)

Every parish and community in West Sussex given access to Parish Online for free for three years

03/03/17 - [Clearer signs for A24 between Washington and Southwater](#)

New signs added and removed to help improve driver behaviour

For further information on or copies of the press releases listed please contact the Communications and Engagement Team on (033022 28090) or ✉ pressoffice@westsussex.gov.uk

Planning Applications registered in the week ending 03/03/17

COUNTY COUNCIL PROPOSALS (REGULATION 3, 4 and 13)

Applications submitted under the Town & Country Planning
(Development Management Procedure) (England) Order 2015

Application No Applicant Grid Ref	Proposal/Location	Date Registered	Provisional Decision Method	Local Member
WSCC/008/17/CR Executive Director Economy, Infrastructure and Environment GR: 527243 137427	New temporary Staff Room Block; new additional hard area and new drop off area. At Northgate Primary School, Green Lane, Northgate, Crawley, West Sussex, RH10 8DX	02/03/17	Delegated	Mr Lamb

Comments on the above planning application should be made by 29/03/17 to planning.applications@westsussex.gov.uk or if you require further information, please contact County Planning on (01243) 642118

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. 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 Dominic Smith on 033022 25711.

Proposals for Traffic Regulation Orders and Traffic Management Matters

TRAFFIC REGULATION ORDERS

Location	Proposal	County Local Committee	Provisional Decision Method	Local Member(s)
Westbourne - River Street	Proposed School Keep Clear and Prohibition of Waiting Traffic Regulation Orders.	South Chichester Rebecca Caney 033022 26345	Delegated	Ms James

Comments on the above proposal should be made by 22/03/17 to tro.team@westsussex.gov.uk or if you require further information, please contact the officer shown

For further information about the Members' Information Service please contact Clare Jones on 033022 22526 or ✉ clare.jones