

14 January 2015

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 [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 |
|------------------|---|--|---|------------------------------------|
| 15/01/15 | Joint Western Arun Area Committee | WA7(14/15) WA8(14/15) | Community Initiative Funding Bognor Regis High Street Improvement Scheme | Monique Smart 033022 22540 |
| 16/01/15 | Cabinet Member for Highways and Transport | HT20(14/15) | Response to Mr Acraman's Notice of Motion to County Council on 12 December on Gatwick Airport | Matthew Evans 033022 22538 |
| 19/01/15 | Cabinet Member for Finance | FIN19(14/15) | Members' Big Society Fund – Funding Allocations 2014/15 | Rosemary Pugh 033022 22548 |
| 20/01/15 | Cabinet Member for Finance | FIN20(14/15) FIN21(14/15) FIN22(14/15) | County Hall North - Legal Agreement with Horsham District Council West Sussex County Council response to the Provisional Local Government Finance Settlement 2015/16 Review of Fees and Charges 2015/16 | Rosemary Pugh 033022 22548 |
| 20/01/15 | Cabinet Member for Residents' Services | RS12(14/15) | Review of Fees and Charges for 2015/16 | Laura Johnston 033022 22536 |
| 21/01/15 | Cabinet Member for Adult Social Care and Health | ASCH10(14/15) | Review of Fees and Charges for 2015/16 | Suzanne T Thompson 033022 22551 |
| 21/01/15 | Cabinet Member for Children – Start of Life | CH9(14/15) | Review of Fees and Charges for 2015/16 | Vicky Wheatley 033022 22552 |

| Call-in Deadline | Decision-Maker | No. | Proposal | Officer Contact |
|------------------|---|--------------------------------|---|--|
| 21/01/15 | Cabinet Member for Education and Skills | ES9(14/15) ES10(14/15) | School Formula Review 2015/16 Review of Fees and Charges for 2015/16 | Vicky Wheatley 033022 22552 |
| 21/01/15 | Cabinet Member for Highways and Transport | HT21(14/15) HT22(14/15) | West Sussex County Council response to the Network Rail Draft Sussex Area Route Study Consultation Review of Fees and Charges for 2015/16 for Highways, Transport and Strategic Planning | Matthew Evans 033022 22538 |
| 21/01/15 | Leader | LDR15(14/15) | Review of Fees and Charges 2015/16 | Katherine De La Mora 033022 22535 |
| 22/01/15 | Cabinet Member for Children – Start of Life | CH10(14/15) | West Sussex Safeguarding Children Board Annual Report 2013/14 | Vicky Wheatley 033022 22552 |
| 22/01/15 | Cabinet Member for Corporate Relations | CR3(14/15) | Review of Fees and Charges 2015/16 | Rosemary Pugh 033022 22548 |

Decisions Confirmed

The following decisions have been confirmed in the last week

| Decision-Maker | No. | Decision | Officer Contact |
|----------------------------|--------------|---|-------------------------------|
| Cabinet Member for Finance | FIN18(14/15) | Funding for Littlehampton Harbour Board Multi-Purpose Vessel Purchase | Rosemary Pugh 033022 22548 |

Committee News - Committee Meetings

| Electoral Division | Item | Subject | Committee Officer |
|--------------------|------|--|---|
| | | | ✉ Clare Jones (033022 22526) |
| All | 4 | Review of Appeals Mechanism within the Redundancy and Internal Placement Policies | |

The Committee will be asked to consider a review of the Redundancy Policy following two recent appeals against redundancy which highlighted confusion about the appeals process. Areas identified for improvement include: the

| Electoral Division | Item | Subject | Committee Officer |
|--------------------|------|---------|-------------------|
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timing of appeals; the clarity of the appeal process; the time an employee remains on the redeployment register; duplication of appeal rights; clarity around the rationale for selection and the robustness of decision making.

All 5 **Review of Procedure for Hearings of the Staff Appeals Panel**

The Committee will be asked to consider proposals to change the format of staff appeals conducted by members of the Staff Appeal Panel to a hearing limited to the 'grounds of appeal'. The exception to this would be when a procedural error may have occurred, in which case the format will be that of a full re-hearing of the matter.

All 6 **Review of Financial Regulations and Financial Procedures**

The Committee will be asked to endorse revisions to Financial Regulations and Procedures following a thorough review to reflect the current organisational structure and processes for approval by the Regulation, Audit and Accounts Committee.

All 7 **Electoral Review Panel**

As members will be aware, the Local Government Boundary Commission for England has given notice to the County Council that it will be subject to a full boundary review in 2015. In anticipation of that work, the Committee will be asked to consider whether any changes to the Electoral Review Panel's constitution should be recommended for approval by the County Council on 13 February 2015 and, in the interim, to approve two changes to the membership of the Panel.

All 8 **Minor Changes to the Scheme of Delegation**

The Committee will be asked to approve a number of minor changes to the officer delegations in the Scheme of Delegation in the Constitution to reflect recent changes in the organisational structure.

All 9 **Scheme of Delegation – Write Off of Irrecoverable Debts**

On 12 September 2011 the Committee considered a report on the Scheme of Delegation including the delegation to the then Director of Finance and Assurance (now the Executive Director Corporate Resources and Services) to write off irrecoverable debts. At that point the level of the delegation was set at amounts of less than £15,000 (at 1 April 2011) and it was agreed that the amount should be reviewed every two years with effect from 1 April (minute 63(11/12) refers). The level was last reviewed in January 2013 when the level was left at £15,000. The Committee will be asked to note that, in line with the resolution, the Executive Director Corporate Resources and Services has been consulted and has confirmed that level of delegation remains appropriate and no change is required.

All 10 **Date of Next Meeting**

The next meeting of the Committee will be held at 2.15 p.m. on Monday, 2 March 2015.

| Electoral Division | Item | Subject | Committee Officer |
|---------------------------|-------------|----------------|--------------------------|
|---------------------------|-------------|----------------|--------------------------|

[Health and Adult Social Care Select Committee](#) (21 January)

✉
Rob Castle
(033022 22546)

All 4 **Response to Recommendations**

The Committee will be asked to consider a response from Sussex Collaborative to recommendations made by the Committee at its 5 December meeting regarding the Stroke Service.

All 5 **Care Act**

The Committee will be asked to consider an update on the requirements of the Care Act and the processes in place to ensure the Council is prepared for implementation from April 2015. The Committee will be asked to:

- (i) Endorse the steps taken and plans put in place by the County Council to implement the Care Act from April 2015;
- (ii) Make recommendations on any further actions required by the County Council;
- (iii) Provide any comments on the four areas currently subject to public consultation by the County Council; and
- (iv) Agree that the Committee should scrutinise the impact of implementation of the Care Act in six to 12 months from April 2015.

All 6 **Pressure on A&E Services**

The Committee will be asked to consider the challenges experienced by Accident and Emergency Services over recent weeks and how the health and social care system has worked together to address these. The Committee will be asked to:

- (i) Evaluate how well the local health and social care system is working together to respond to current pressures on A&E services;
- (ii) Explore what work is underway or planned to identify and address the underlying causes of pressures on A&E to ensure the long-term sustainability of services; and
- (ii) Identify any issues for further scrutiny.

All 7 **GP Out of Hours Service**

The Committee will be asked to consider and update on the GP Out of Hours service performance from April to October 2014. The Committee will be asked to:

- (i) Review the performance of the Out of Hours GP Service and identify any areas of concern that need to be addressed; and
- (ii) Agree whether any further scrutiny or monitoring of this issue is required.

All 8 **Proposals to change Primary Care Services in Crawley**

(a) Crawley Health Centre

The Committee will be asked to consider a proposal to change services currently provided at Crawley Health Centre.

| Electoral Division | Item Subject | Committee Officer |
|---------------------------|---------------------|--------------------------|
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The proposal is for the walk-in primary care service to instead be delivered from the Urgent Treatment Centre at Crawley Hospital; and for patients currently registered with the Health Centre for GP services to be supported to re-register at another local GP practice of their choice.

(b) Saxonbrook Medical Practice, Northgate Surgery

The Committee will be asked to consider a proposal to relocate a GP branch surgery in Crawley. The proposal is for this surgery to be relocated to Cross Keys House, the current location of the Crawley Health Centre.

The Committee will be asked to agree with the recommendations of the Business Planning Group that:

- (i) The proposed service changes do not constitute substantial variations in service, as services will continue to be provided locally;
- (ii) There should be engagement with local councillors (County and Borough), including through the county local committees, as appropriate;
- (iii) The Committee members for Crawley (Mrs Smith and Mr Ward) should be asked to monitor both processes, and feedback any issues of concern to the Committee's Business Planning Group; and
- (iv) Scrutiny of the strategic issue of countywide access to primary care should be included in its work programme for 2015/16.

All 9 Business Planning Group Report

The Committee will be asked to consider a report of the Business Planning Group meeting held on 10 December which sets out the key issues discussed. The Committee will be asked to endorse the contents of the report and particularly the Committee's Work Programme 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. The Director of Law Assurance and Strategy will report any requests since the publication of the agenda papers.

All 11 Forward Plan of Key Decisions – February to May 2015

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 Committee, and suitable for scrutiny, e.g. raised with them by constituents, arising from central government initiatives etc.

All 13 Date of Next Meeting

The next meeting of the Committee is scheduled to take place on 12 March at 10.30 a.m. at County Hall, Chichester, when items are likely to include:

| Electoral Division | Item | Subject | Committee Officer |
|--------------------|------|---------|-------------------|
|--------------------|------|---------|-------------------|

- Proactive Care Review
- Better Care Fund Plan
- Mental Health Services
- Five Communities Plan

Any member wishing to place an item on the agenda for the meeting must notify the Director of Law, Assurance and Strategy by 27 February.

[Environmental and Community Services](#) **Select Committee (21 January)**

✉
Lisa Etchell
(033022 23597)

Please note: the meeting will start at 2.15 p.m.

All 3 **Call-in**

The Environmental and Community Services Select Committee's Business Planning Group has agreed to call in the proposed decision by the Leader concerning the Kickstart Funding for the Weald and Downland Museum - decision published on the Executive Decision Database on 10 December 2014 and in the Members' Information Service on 17 December 2014 (LDR12(14/15) refers). The decision report asked the Leader to agree that £100,000 of the unallocated Kickstart budget be allocated to support the Weald & Downland Museum 'Gateway Project' proposals.

The call-in was initiated by Mr M G Jones with the support of Mrs Mullins, Mr Lamb, Mr Oxlade, Mr Quinn, and Mrs Smith. The Committee's Business Planning Group has agreed to the call-in for the following reasons:

- Six members support the call-in request
- The decision has not been previewed by the Environmental and Community Services Select Committee

Mr M G Jones has been invited to outline the reasons for the call-in request to the Committee. Mr Brown (Cabinet Member for Finance) has been invited to address the Committee and answer questions. Peter Lewis (Executive Director Corporate Resources and Services) will also be in attendance. The Committee will be invited to consider the issues raised in the call-in request and to make recommendations to Cabinet Member accordingly.

All 4 **Date of the Next Meeting**

The next scheduled meeting of the Committee will be held on 25 February 2015 at 10.30 a.m. at County Hall, Chichester. The agenda is likely to include reports on the following topics:

- Key Decision preview – Approval of Procurement Process to award contracts for the provision of Client Services transport
- Progressing the West Sussex Cycling and Walking Delivery Plan

Any member wishing to place an item on the agenda for that meeting must notify the Director of Law, Assurance and Strategy by 13 February 2015.

| Electoral Division | Item | Subject | Committee Officer |
|--------------------|------|---------|-------------------|
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Performance and Finance Select Committee (21 January)

✉
Adam Chisnall
 (033022 22546)

Please note: the meeting will start at 2.00 p.m.

All 4 Responses to Recommendations

- (a) The Committee will be asked to consider and note a response by the Leader in relation to the comments made at the 4 December meeting of the Committee on the Future West Sussex Plan 2015 to 2019.
- (b) The Committee will be asked to consider and note a response by the Cabinet Member for Highways and Transport in relation to the recommendation made at the 4 December meeting of the Committee on using road maintenance underspend on pavement maintenance.

All 5 Draft Budget 2015/16

The Committee will be asked to consider the recommendations in the report.

All 6 Total Performance Monitor

The Committee will be asked to consider the finance, performance and risk position as at the end of November 2014.

All 7 Treasury Management Strategy

The Committee will be asked to review and consider the recommendations in the report.

All 8 Managing the Capital Programme

The Committee will be asked to consider the recommendations in the report.

All 9 Call-ins

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, Assurance and Strategy will report any requests received since the publication of the agenda papers.

All 10 Forward Plan of Key Decisions – February to May 2015

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

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 the Next Meeting

The next scheduled formal meeting of the Committee will be held on 18 March 2015 at 10.30 a.m. at County Hall, Chichester. Probable agenda items include:

| Electoral Division | Item | Subject | Committee Officer |
|--------------------|------|---------|-------------------|
|--------------------|------|---------|-------------------|

- Members Big Society Fund – Annual Review
- Total Performance Monitor

Any member wishing to place an item on the agenda for that meeting must notify the Director of Law, Assurance and Strategy by 6 March 2015. There will also be a joint meeting of the Performance and Finance Select Committee and the Environmental and Community Services Select Committee to be held on 27 February 2015, at 10.30 a.m. at County Hall Chichester. The purpose of this meeting is to provide an update on the current position of the Materials Resource Management Contract (MRMC) waste contract and related procurement process.

Communications

County Council Press Releases up to 9 January

05/01/15 - [County Council joins forces with alcohol charity for new Dry January game](#)

The County Council has joined forces with Alcohol Concern to inspire Dry January participants with a new online game featuring Marty the Martian

06/01/15 - [Help a young person become independent in 2015](#)

Could you be there for a young person as they prepare to take their first steps towards living independently?

06/01/15 - [Make a difference in 2015](#)

Could you make a commitment to change lives?

06/01/15 - [Cathedral Way improvement work will start on Monday 12 January 2015](#)

Work to make it quicker and easier to reach the Tesco Extra supermarket in Chichester begins on Monday

06/01/15 - [Just a few days to take part in learning disabilities day service consultation as Cabinet Member visits the service](#)

People who want to have their say on options for a learning disabilities day service in Burgess Hill are being reminded they have just a few days to take part in a consultation

07/01/15 - [Second runway at Gatwick on agenda at two council meetings](#)

Councillors will scrutinise and debate at two important meetings this month

08/01/15 - [Help is at hand for a healthy 2015](#)

Made a New Year's resolution to get healthier this year?

09/01/15 - [Stem cell firm fined for false advertising](#)

West Sussex Trading Standards officers have secured a conviction against a Middlesex firm that collects and stores stems cells for false advertising

09/01/15 - [Funding available for Central Mid Sussex charities and community groups](#)

Charities and community projects in the central Mid Sussex area are being urged not to miss out on funding

09/01/15 - [Could you help to reduce waste in West Sussex?](#)

While managing waste sustainably remains a worldwide concern, residents of West Sussex have continued to champion waste reduction in their communities

09/01/15 - [Cost of Policing Sussex on the Agenda](#)

The cost of policing Sussex in 2015/16 will be on the agenda when Sussex Police and Crime Panel holds its next meeting on Friday 23 January

For further information on or copies of the press releases listed please contact Eleanor Frost in the Communications Unit on (033022 22509) or ✉ eleanor.frost

Planning Applications registered in the week ending 09/01/15

COUNTY COUNCIL PROPOSALS (REGULATION 3, 4 and 13)

Applications submitted under the Town & Country Planning
(Development Management Procedure) (England) Order 2010

| Application No Applicant Grid Ref | Proposal/Location | Date Registered | Provisional Decision Method | Local Member |
|--|--|--------------------|-----------------------------------|-----------------|
| WSCC/001/15/GR Executive Director Residents' Services GR: 540287 138000 | Amendment of condition 1 of planning permission WSCC/047/10/GR to allow the continued siting and use of temporary classroom units. At Sackville School, Lewes Road, East Grinstead, West Sussex, RH19 3TY | 06/01/15 | Delegated | Mrs Bennett |
| WSCC/002/15/GR Executive Director Residents' Services GR: 538578 139141 | Amendment of condition 1 of planning permission WSCC/010/10/GR to allow the continued siting and use of a temporary classroom unit. At Imberhorne Lower School, Windmill Lane, East Grinstead, West Sussex, RH19 2DT | 06/01/15 | Delegated | Mrs Bennett |
| WSCC/003/15/WB Executive Director Residents' Services GR: 512239 104392 | Provision of two double temporary classroom units to provide additional teaching space until 1 September 2018. At Durrington High School, The Boulevard, Goring by Sea, Worthing, West Sussex, BN13 1JX | 07/01/15 | Delegated | Mr R Rogers |

Comments on any of the above planning applications should be made by 04/02/15 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 Alex Jack on (033022) 25212.

Proposals for Traffic Regulation Orders and Traffic Management Matters

TRAFFIC REGULATION ORDERS

| Location | Proposal | County Local Committee | Provisional Decision Method | Local Member(s) |
|--|---|------------------------|-----------------------------|-----------------|
| Littlehampton: Norfolk Road | The proposed scheme removes the existing seasonal prohibition of waiting on the western side of Norfolk Road, Littlehampton, thereby allowing unrestricted parking on both sides of the road at all times of the year. However, at its junction with Woodlands Road, short lengths of double yellow lines are proposed, to reduce the risk of visibility issues caused by the removal of the seasonal restrictions. | Joint Eastern Arun | Delegated | Dr Walsh |

Comments on the above proposal should be made by 28 January 2015 to tro.team@westsussex.gov.uk or if you require further information, please contact Rob Torrance on (033022) 26360

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