

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
14/03/18	Joint Eastern Arun Area Committee	EA7(17/18) EA8(17/18) EA9(17/18)	Arundel And Tortington: Proposed 20mph Speed Limits In Residential Areas Community Initiative Funding Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies	Monique Smart 033022 22540
14/03/18	North Chichester County Local Committee	NC7(17/18) NC8(17/18)	Community Initiative Funding Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies	Adam Chisnall 033022 28314
15/03/18	Chanctonbury County Local Committee	CBY6(17/18) CBY7(17/18)	Community Initiative Funding Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies	Monique Smart 033022 22540

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
--------------------	-----	----------	-----------------

Director of Law and Assurance

All **OKD8(17/18)** [Award of contracts for Specialist Health Services for people with Learning Disabilities and Autism](#)

Electoral Division	No.	Decision	Officer Contact
---------------------------	------------	-----------------	------------------------

Contact: Suzannah Hill (033022 22551) ☒

This decision concerns the outcome of a procurement process which started in December 2017 (decision report [AH2\(17/18\)](#) refers) and which led to a recommendation for the award of a contract or contracts for the provision of specialist health services for people with learning disabilities and autism. Four existing County Council contracts were in scope for the procurement process as set out at paragraph 2 of the attached report. Current contracts for services end on 30 June 2018 and have a combined current value of £3.68m per annum.

An urgent decision was required in order to allow the required mobilisation period of the contracts to start in a timely way. The Director of Law and Assurance, in consultation with the Cabinet Member for Adults and Health and with the agreement of the Chairman of the Health and Adult Social Care Select Committee, has therefore used his delegated powers under Standing Order 61(3) to approve the award of new contracts to start on 1 July 2018 for a period of three years, with the option to extend for up to four further years, up to a maximum term of seven years.

This decision is a key decision and as such should have been included in the Forward Plan. Notice of the decision was omitted from the Forward Plan in error and it was not possible to wait for the usual 28-day statutory period to elapse before the decision was taken. The agreement of the relevant Select Committee Chairman has therefore been obtained and notice has been given to the public. The action will also be reported to the County Council under Regulation 11 of the Local Government Act 2000.

Decisions Confirmed

The following decisions have been confirmed in the last week

Decision-Maker	No.	Decision	Officer Contact
Cabinet Member for Adults and Health	AH5(17/18) AH6(17/18)	Commissioning of Community Advice Services from Citizens Advice Bureau Care Homes and Care Services: Usual Maximum Rates and Fees for Adult Social Care	Suzannah Hill 033022 22551
Cabinet Member for Children and Young People	CYP3(17/18) CYP4(17/18)	Review of Foster Care Rates and Adoption residence and Special guardianship Allowances Children Looked After and Care Leavers Strategy (2018 to 2021)	Wendy Saunders 033022 22553
Cabinet Member for Finance and Resources	FR19(17/18)	Members' Big Society Fund - Allocations	Rosemary Pugh 033022 22548
Cabinet Member for Highways and Infrastructure	HI26(17/18) HI27(17/18)	Prioritisation of Traffic Regulation Orders 2018/19 Arun and Chichester Agency Agreements for Parking Services	Laura Johnston 033022 22536

Decision-Maker	No.	Decision	Officer Contact
Cabinet Member for Highways and Infrastructure (cont)	HI28(17/18)	Operation Watershed Active Communities Fund Applications – January 2018	Laura Johnston 033022 22536
Joint Western Arun Area Committee	WA8 (17/18) WA9 (17/18)	Community Initiative Funding Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies	Monique Smart 033022 22540
Crawley County Local Committee	C8(17/18) C9(17/18) C10(17/18)	Crawley Residents' Parking Scheme Review Community Initiative Funding Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies	Adam Chisnall 033022 28314
Worthing County Local Committee	W7(17/18) W8(17/18) W9(17/18)	Prioritisation of Traffic Regulation Orders 2017/18 Community Initiative Funding Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies	David Penrose 033022 24612

Senior Officer Role Titles/Delegations

Changes to Role Titles

The Chief Executive has approved changes to the names of two of the County Council's leadership roles with immediate effect in order to better reflect the roles and statutory responsibilities.

The Director of Family Operations will now be called the Director of Children and Family Services and the Director of Adult Operations will now be called the Director of Adults' Services.

Changes to Officer Delegations

The Chief Executive has approved the following addition to the Officer Scheme of Delegation.

Section/ No.	Function	Officer	Form of shared delegation
143A	To procure and maintain the programme of fleet and asset renewal across the Council (including for the Fire and Rescue Service).	Chief Fire Officer	

Committee News - Committee Meetings

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

**[Environment, Communities and Fire](#)
Select Committee (16 March)**

✉
Lisa Etchell
(033022 23597)

All 5 Cabinet Member's Response to the Committee's Recommendations

The Committee will be asked to note the Cabinet Member's responses to the following recommendations on the following:

- (a) Economic Growth Plan 2018-23
- (b) Options for Improved Control and Management at Household Waste and Recycling Sites and Strategic Challenges in Waste
- (c) Rights of Way Management Plan 2018-28
- (d) Call-in: New Approach to Community Grant Funding decision (SSC11(17/18) refers)

All 6 Fire & Rescue Service

(a) Publication of a Draft 2018-22 Integrated Risk Management Plan for Public Consultation

The Committee will be asked to consider the draft Risk Management Plan.

(b) Statement of Assurance

The Committee will receive a verbal update on the Statement of Assurance.

All 7 Economic Growth Plan 2018-23 – Update

The Committee will receive a verbal update on the development of a new Economic Growth Plan for the period 2018-23 and beyond to provide the framework for supporting and driving economic growth to achieve the West Sussex Plan's 'Prosperous Place' outcomes. The adoption of the Economic Growth Plan through a Key Decision is in the Forward Plan for March 2018. The Committee will be asked to scrutinise progress with the development of the Plan, and to advise on any further issues or opportunities for growth to be considered.

All 8 County Council's proposed response to the Department for Transport's (DfT's) Consultation on the creation of a Major Road Network (MRN)

The Committee will be asked to consider the County Council's draft response to the DfT's consultation on the creation of a MRN, which is being proposed to reduce congestion and support economic growth by raising the standard of routes on the MRN. The draft response includes a list of roads in West Sussex which the County Council is seeking to be added to or removed from the proposed MRN and the justification for these changes. The consultation closes on 19 March 2018 and the Cabinet Member for Highways and Infrastructure will be recommended to approve the response. The Committee will be asked to submit its view on the network of roads that are proposed for inclusion in the MRN and the draft consultation response to the Cabinet Member for Highways and Infrastructure before it is submitted to the DfT.

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

All 9 **Performance of the Substance Misuse Contract**

The Committee will be asked to consider an overview of the Performance of the Substance Misuse Contract for a Health, Wellbeing and Recovery Service which was awarded to the national health and social care charity, Crime Reduction Initiatives in May 2016 (since rebranded to Change, Grow, Live). This is in response to the Committee's previous request that there should be a review of the new service approximately 18 months after its implementation, to determine the effectiveness or otherwise of the new arrangements and to propose how any problematic or unforeseen outcomes might be addressed. The Committee will be asked to consider the high-level service outcomes to date and to agree any comments to raise with the Cabinet Member for Safer, Stronger Communities.

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**

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 13 June 2018 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 1 June 2018. Items likely to be on the agenda include:

- Strategic Planning
- Bus Strategy
- Fire and Rescue Service Integrated Risk Management Plan
- 2017/18 Fire and Rescue Service Performance Review

[Performance and Finance Select Committee](#) (21 March)

✉
Lisa Sampson
(033022 28193)

All 4 **Capita Contract Performance Report**

The Committee will be asked to consider the current performance of the Capita contract and an update on the reviews which took place throughout 2017. The Committee will be asked to note the progress being made as part of the Action Plan and individual Business Cases across specific areas of the contract, consider and comment on the

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

performance of contracts being delivered by the Capita Partnership and identify any areas or aspects of contract management for future consideration by the Committee in relation to the Capita partnership.

All 5 **West Sussex Plan indicators**

The Committee will receive a presentation given by the Chief Executive to Cabinet Board on 20 February 2018 detailing changes to the targets and indicators. The Committee will be asked to support the indicators and targets.

All 6 **Total Performance Monitor**

The Committee will be asked to consider the performance and finance position as at the end of December 2017. The Committee will be asked to examine the data and supporting commentary for the December Total Performance Monitor and make any relevant recommendations for further scrutiny by the Committee, for action by the Cabinet Member or a relevant service Select Committee.

All 7 **Quarter 3 Capital Programme Performance Monitor**

The Committee will be asked to consider a status position on the Capital Programme as at 31 December 2017. The Committee will be asked to review, comment on and make any relevant recommendations for action to the Cabinet Member in relation to the quarterly performance report of the capital programme.

All 8 **Orbis Public Law**

The Committee will be asked to consider an update on the implementation of plans for the formal joining together of the County Council's legal services with those of Surrey and East Sussex County Councils and of Brighton and Hove City Council. The Committee will be asked to review the progress of the integration of legal services and to consider whether these arrangements are meeting member expectations and delivering cost effectiveness.

All 9 **Urgent Action Procedure**

The Director of Law and Assurance will attend the meeting to provide a verbal briefing to the Committee explaining the operation of the procedure for urgent action, and to answer member questions. The Committee will be asked to consider whether any clarification or review of the procedure is required.

All 10 **Requests for Call-in**

The Performance and Finance Select Committee Business Planning Group has agreed to call in the proposed decision by the Cabinet Member for Finance and Resources concerning the Review of Fees and Charges for 2018/19 - decision published on the Executive Decision Database on 14 February 2018 and in the Members' Information Service on 21 February 2018 (FR18(17/18) refers). The decision report asked the Cabinet Member for Finance and Resources to agree:

- That the discretionary fees and charges as set out in the report take effect from 1 April 2018, unless otherwise stated; and
- That the ability to deviate from the recommended fees and charges, on a case-by-case basis, where to do so could stimulate further demand for County Council services but without incurring disproportionate costs is delegated to officers (Corporate Leadership Team members or above).

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

The call-in was initiated by Mr Jones, supported by Mr Oxlade, Mr Quinn and Mrs Smith. The decision has not previously been previewed by the Performance and Finance Select Committee.

Mr Jones has been invited to outline the reasons for the call-in request to the Committee. Mr Hunt (Cabinet Member for Finance and Resources) has been invited to address the Committee and answer questions. Katharine Eberhart, Director of Finance, Performance and Procurement 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 the Cabinet Member accordingly.

All 11 **Business Planning Group Report**

The Committee will be asked to support the updates to the work programme as recommended by the Business Planning Group, and to note the latest Task and Finish Group Rolling Programme and comment accordingly.

All 12 **Forward Plan of Key Decisions**

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

All 13 **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 14 **Date of Next Meeting**

The next meeting of the Committee will be held on 18 May 2018, at County Hall, Chichester. The meeting will start at 10.30 a.m. Probable agenda items include:

- Total Performance Monitor – Outturn/February
- End of Year Capital Programme Performance Monitor
- Transformation Programme/Strategic Partner

Any member wishing to place an item on the agenda for that meeting must notify the Director of Law and Assurance by 8 May 2018.

Planning Committee (27 March)

✉
Tracey Guinea
(033022 28679)

Please note that, in consultation with the Chairman, the meeting of the Planning Committee scheduled to take place on 27 March 2018 has been cancelled because there are no applications requiring a decision by Committee at this time. The next meeting of Planning Committee will take place on 24 April 2018 at 10.30 a.m. at County Hall, Chichester.

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

Pension Advisory Board (20 April)

✉
Adam Chisnall
 (033022 28314)

Please note that, in consultation with the Chairman, the meeting of the Pension Advisory Board that was due to have been held on 1 March 2018 but was cancelled due to the adverse weather conditions has been rescheduled for Friday, 20 April 2018 at 9.30 a.m. at County Hall, Chichester.

Weekly News

Electoral Division	No.	Subject	Officer Contact
--------------------	-----	---------	-----------------

Scrutiny

All	1	Government response to House of Commons review of Local Authority Scrutiny	✉ Helen Kenny (033022 22532)
------------	---	---	---

The Government has published its response to the House of Commons Communities and Local Government Committee report on the effectiveness of local authority overview and scrutiny committees. To see the Government's response go to the link below:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/685252/CM9569_Effectiveness_LA_Overview_-_for_web.pdf

The original report, published in December 2017, is available online here:

<https://publications.parliament.uk/pa/cm201719/cmselect/cmcomloc/369/369.pdf>

The Council's Performance and Finance Select Committee will consider the response as part of its annual review of scrutiny at its meeting on 9 July 2018.

Finance and Resources

All	2	<u>Third Quarter Review of Capital Programme as at 31 December 2017</u>	✉ Matt Hall (033022 22539)
------------	---	--	---

The Capital Programme governance arrangements previously agreed by the County Council provide for a quarterly review of the capital programme to be published in the Members' Information Service and linked to the Members' Information Network database. The third quarter report, as at 31 December 2017, has now been published and is attached. The report provides a status position of the Capital Programme and the projects contributing towards it. It sets out the project status, a RAG (red, amber, green) status, taken from the project highlight reports and identifies those projects that should be kept under review and/or have been escalated to Strategic Capital Investment Board.

Electoral Division	No.	Subject	Officer Contact
--------------------	-----	---------	-----------------

Other Matters



All	3	<u>Forward Plan of Key Decisions</u>	Helena Cox (033022 22533)
------------	---	--	-------------------------------------

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 the following four months. The current Forward Plan was published on 9 March 2018 in order to add a new decision to the Best Start in Life priority - Proposed Extension to The Forest School, Horsham (May).

Communications

County Council Press Releases up to 9 March

01/03/18 - [Fire crews called to Amberley Castle](#)

Fire crews were called to a fire at Amberley Castle overnight last night

02/03/18 - [Take up the challenge to #PassOnPlastic](#)

Everyone in West Sussex is being encouraged to reduce the amount of 'single-use' plastics they use during Waste Week (5 to 9 March)

02/03/18 - [Libraries hold a month of special events](#)

Libraries in West Sussex are holding a range of special events in March to help residents stay healthy and well

02/03/18 - [Worthing Fire Station's VIP guest swapped the robes for full fire kit!](#)

Crews from Worthing E Watch had a special guest visit them at the fire station on 23 February

02/03/18 - [Fire service warns about the dangers of low winter sun](#)

Residents are being reminded about the danger of fire posed by low winter sun and direct sunlight on mirrors

06/03/18 - [Baby Buddy app launched in West Sussex to help young parents](#)

To mark the launch of the Baby Buddy app the County Council held a 'Picnic Play Date' at Langley Green Children and Family Centre in Crawley on Monday, 29 January

06/03/18 - [Woodlands Meed School](#)

County Council communications regarding Woodlands Meed School, Burgess Hill

07/03/18 - [Fire Services pledge support for gender equality](#)

This International Women's Day (8 March), West Sussex Fire and Rescue, East Sussex Fire and Rescue, Surrey Fire and Rescue and Sussex Police are coming together to pledge their support for gender equality

07/03/18 - [County Council and fire crews help out during water supply issues](#)

We have provided help and support to villages who lost their water supply

07/03/18 - [Fire service campaigns to reduce smoking fires this month](#)

Crews from West Sussex Fire & Rescue Service are raising awareness of the potential dangers of smoking at home

07/03/18 - [Fire service warning as poor parking sparks concern](#)

The second reminder of the year comes after a string of careless parking incidents sparks concern

08/03/18 - [Fire Cadets honour service in Parade Day](#)

West Sussex Fire & Rescue Service's fire cadets have proudly honoured the fire service in their Uniformed Services Parade Day at Northbrook MET

08/03/18 - [A celebration of poetry at Chichester Library](#)

An evening of live poetry and music is being held at Chichester Library on Thursday, 22 March

08/03/18 - [West Sussex pharmaceutical review shows good access to services](#)

West Sussex Health and Wellbeing Board has published the latest findings and recommendations about the county's pharmaceutical provision

08/03/18 - [Giving voice to high-tech signs to help visually-impaired passengers](#)

A total of £900,000 from the Crawley Growth Programme has been used to replace older displays which had no audio

09/03/18 - [Did you attempt Dry January? Tell us how you got on!](#)

Residents have until Wednesday, 28 March to feedback their Dry January experiences

09/03/18 - [Fire service plan on agenda at select committee](#)

A select committee will scrutinise a draft plan for West Sussex Fire & Rescue Service for the next four years

09/03/18 - [Graduation ceremony celebrates apprentices' success](#)

West Sussex apprentices celebrated their achievements at Chichester Cathedral during National Apprenticeship Week on Tuesday, 6 March

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 09/03/18

COUNTY MATTER MINERALS AND WASTE PLANNING APPLICATIONS

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/012/18/HF Sweeptech	Construction of a wash-down platform, and the installation of three material	06/03/18	Delegated	Mr Barnard

Application No Applicant Grid Ref	Proposal/Location	Date Registered	Provisional Decision Method	Local Member
Environmental Services Limited GR: 521899 114248	conveyors. At Unit 1 The Old Brickworks, Shoreham Road, Henfield, West Sussex, BN5 9SE			

Comments on the above planning application should be made by 04/04/18 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 Steven Shaw on 033022 24674.

Public Rights of Way - Notification of Application for change to the Path Network sent out for Public Consultation

The following proposal has been investigated and sent out for public consultation. Members may obtain further information by contacting the case officer. Comments on the proposal must be made by 12 April 2018. If substantive objections are raised by members or consultees the application will be referred to the Rights of Way Committee for determination.

Parish/ path number	Proposal	Site Location	Case Officer	Local Member
North Horsham Extinguishment of Part of Footpath 1586-3	To extinguish a very short cul-de-sac length of path which leaves the through route to enter the grounds of a junior school where it terminates with no further public access.	Northolmes Junior School, Roffey near Horsham	Judith Grimwood 033022 26705	Mr Baldwin

For further information about the Members' Information Service please contact Clare Jones on 033022 22526 or [✉ clare.jones](mailto:clare.jones)