

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
21/05/19	Cabinet Member for Environment	ENV1(19/20)	Adoption of the Chichester Harbour Management Plan 2019-24	Judith Shore 033 022 26052
21/05/19	Executive Director Economy, Infrastructure and Environment	OKD1(19/20)	Completion of expansion works to Northgate Primary School	Wendy Saunders 033 022 22553

Decisions Confirmed

The following decisions have been confirmed in the last week

Decision-Maker	No.	Decision	Officer Contact
Cabinet Member for Adults and Health	AH2(19/20)	Community-Based Social Support	Erica Keegan 033 022 26050

Committee News - Committee Meetings

Electoral Division	Item	Subject	Committee Officer
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[Performance and Finance Select Committee](#) (22 May)

✉
Lisa Sampson
(033 022 28193)

All 4 **Responses to Recommendations**

The Committee will be asked to note the responses to recommendations made as follows:

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(a) Response from the Cabinet Member for Finance and Resources regarding the recommendation from the Business Planning Group and 20 March Committee meeting concerning the timeline and process for the 2020/21 budget; and

(b) Response from the Chairman of the Children and Young People's Services Select Committee on the recommendation from the Committee regarding:

- the school transport service, special educational needs pupils and the use of minibuses
- implications of the Whole Council Design programme on Children's Services
- school place planning and how this could be improved
- implications of the delay to the project at Manor Green Primary school
- concerns around the provision and cost of residential placements
- poor customer satisfaction scores for services provided by Capita to schools.

All 5 **PropCo Joint Venture**

The Committee will be asked to review, comment on and make any relevant recommendations for action to the Cabinet Member for Finance and Resources.

All 6 **Budget Timetable 2020/21**

The Committee will be asked to review, comment on and note the budget timeline.

All 7 **Total Performance Monitor as at end of March 2019 and Outturn 2018/19**

The Committee will be asked to examine the data and supporting commentary for the March 2019 and Outturn 2018/19 TPM report and make any relevant recommendations for action to the Cabinet Member for Finance and Resources or a relevant Select Committee.

All 8 **Capital Programme Quarter 4 Performance Monitor Report and Outturn 2018/19**

The Committee will be asked to review, comment on and make any relevant recommendations for action to the Cabinet Member for Finance and Resources.

All 9 **Annual Scrutiny Performance 2018/19**

The Committee will be asked to review the report, make any recommendations for improvements to scrutiny practice and identify any training or development needs for Scrutiny members.

All 10 **Business Planning Group Appointments**

The Committee will be asked to appoint five members to the Business Planning Group (BPG), to include the Chairman and Vice-Chairman of the Committee and two minority members. The current members of the BPG are Mr Montyn (Chairman), Mr Catchpole (Vice-Chairman) and Dr Walsh, plus a vacant Conservative seat and a vacant minority group seat. Nominations will be sought for the Conservative vacancy and, with the Committee's agreement, the Labour member sitting on the Committee will be automatically appointed to the BPG when the member has been

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formally appointed to the committee at County Council. Members will be asked to agree the amended membership of the BPG.

All 11 **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 12 **Forward Plan of Key Decisions – 13 May 2019**

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 13 **Possible Items for Future Scrutiny**

Members to raise 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 to assess, briefly, whether to refer the matter to its Business Planning Group to consider in detail.

All 14 **Date of the Next Meeting**

The next meeting of the Committee will be held on 12 July 2019 at 10.30 a.m. at County Hall, Chichester. Probable agenda items include:

- Horsham Enterprise Park (former Novartis site)
- Business Planning Group report

Any member wishing to place an item on the agenda for the meeting must notify the Director of Law and Assurance by 2 July 2019.

[Pension Advisory Board](#) (22 May)



Adam Chisnall
(033 022 28314)

All 3 **Pension Advisory Board Membership**

The Constitution for the Pension Advisory Board concerning membership terms is as follows:

'The term of office for employer and scheme member representatives is 4 years. This can be extended following reselection up to a maximum of three terms.'

The Board will be asked to note that the Chairman has agreed to re-appoint both Richard Cohen and Chris Scanes as representatives for a second four-year term.

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All 6 **Progress Report**

The Board will be asked to note the report and the progress on actions.

All 8 **Regulations and Guidance update**

The Board will be asked to note the current issues relating to Scheme Regulations and Guidance.

All 9 **Business Planning and Performance**

The Board will be asked to consider and agree the draft business plan for 2019/20 and agree to refer the Business Plan to the Governance Committee for its approval on 24 June 2019 in line with its terms of reference. The Board will also be asked to agree that the Business Plan is provided to the Pensions Panel for noting.

All 10 **Review of Pension Fund Policy Documents**

The Board will be asked to note the register of policy documents and provide feedback on the policies presented at the meeting.

All 11 **Administration Procedures and Performance**

The Board will be asked to note the report and confirm any further information that it requires.

All 12 **Good Governance**

The Board will be asked to note the report and consider the options.

All 13 **Training**

The Board will be asked to review the training log.

All 14 **Date of Next Meeting**

The next meeting of the Board will be held at 9.30 a.m. on 4 September 2019.

The following item, 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 18 **Investment Pooling**

The Board will be asked to consider the following report which went to the Pensions Panel on 29 April 2019.

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

Planning Committee (11 June)



Tracey Guinea
(033 022 28679)

Please note that, in consultation with the Chairman, the meeting of the Planning Committee scheduled to take place on Tuesday, 11 June 2019 has been cancelled because there is no substantive business or applications requiring a

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decision by the Committee at this time. The next meeting of Planning Committee will take place on Tuesday, 9 July at 10.30 a.m. at County Hall, Chichester.

Cabinet (11 July)

✉
Monique Smart
(033 022 22540)

Please note that an additional meeting of the Cabinet will be held at 10.30 am on Thursday, 11 July 2019 at County Hall, Chichester.

Performance and Finance Select Committee (5 December)

✉
Lisa Sampson
(033 022 28193)

Please note that an additional meeting of the Select Committee will be held at 10.30 am on Thursday, 5 December 2019 at County Hall, Chichester. This date was previously in members' diaries as a project day.

Performance and Finance Select Committee (16 January)

✉
Lisa Sampson
(033 022 28193)

Please note that the meeting of the Select Committee due to take place at 10.30 a.m. on Thursday, 16 January 2020 has been put back and will now take place at 10.30 a.m. on Wednesday, 22 January 2020.

Weekly News

Electoral Division	No.	Subject	Officer Contact
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Scrutiny

All	1	New National Guidance on Scrutiny	✉ Helen Kenny (033 022 22532)
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The Government has issued new statutory guidance for local authorities on the scrutiny function. Key points include:

- Councils should adopt a position of sharing any information asked for by their scrutiny committee, and if information cannot be shared in public they should consider sharing in closed session;
- Scrutiny committees should be constructive 'critical friends' with a vital role of amplifying the voices and concerns of the public when councils take important decisions; and
- Local authorities should also consider whether contracts with companies delivering services should include a requirement to supply information to scrutiny committee.

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Please go to the link below to see the guidance: <https://www.gov.uk/government/publications/overview-and-scrutiny-statutory-guidance-for-councils-and-combined-authorities>

Environment



All	2	Pollinator Action Plan	Catherine Cannon (033 022 25573)
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The West Sussex County Council Pollinator [Action Plan](#) sets out how we will help our local environment to be abundant in flower-rich habitats, helping support sustainable [pollinator](#) populations and making places more attractive for people to live and work in. This is what we can do:

- Encourage bees to visit by growing bee friendly plants
- Do not cut the lawn as often or as short – some bees nest on the ground and this disturbs them
- Keep an area of lawn wild – sow some wildflower seeds which are rich in nectar and pollen

The Plan is not standalone and takes into account the National Pollinator Strategy for England and links in with our existing sustainability strategy (and the one in development), our Breathing Better (air quality) Plan and management plans for our own estate. It builds on the work we are already doing and has been compiled with input from services across the County Council, including Grounds Maintenance, Highways Operations and Countryside Services. Planning colleagues across the district and borough councils have contributed informally and we will continue to find ways to work collaboratively with all stakeholders, such as parish councils, too.

Other Matters



All	3	Forward Plan of Key Decisions	Helena Cox (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 the following four months. The current Forward Plan was published on 13 May 2019.

Since the last edition of the Members' Information Service changes to the Plan have been made to:

- update senior officer titles throughout the Plan;
- to add five new decisions to the A Prosperous Place priority:
 - Chichester Southern Gateway (June);
 - Crawley Growth Programme: Demolition of County Buildings in Crawley (June);
 - Review of On-Street Parking Charges and related policy (June);
 - Worthing Portland Road Public Realm Works - Adur and Worthing Growth Programme (June);

Electoral Division	No.	Subject	Officer Contact
		<ul style="list-style-type: none"> • Transport for the South East: response to consultation about statutory status (July); • add a decision in the A Strong, Safe and Sustainable Place priority - Award of Contract for the provision of seven Fire Appliances (June); • remove the following decisions from the Best Start in Life priority: <ul style="list-style-type: none"> • Expansion of Manor Green Primary School, Crawley - as works to carry out the full expansion project have been rescheduled and are now not expected to commence until later in 2019. • Award of Contract for the expansion of Manor Green Primary School, Crawley - as works to carry out the full expansion project have been rescheduled and are now not expected to commence until later in 2019. • Expansion of Sompting Village Primary School - because the number of applications for pupils starting school in September 2019 have been lower than anticipated and an increase to 3 form entry (630 places) is not currently required. As such an expansion project will proceed but on a smaller scale than originally envisaged. The project will ensure there is sufficient accommodation for pupils at the school but the anticipated value of the works for this smaller expansion will now not meet the threshold to require a key decision. • Award of Contract for the expansion of Sompting Village Primary School - because the number of applications for pupils starting school in September 2019 have been lower than anticipated and an increase to 3 form entry (630 places) is not currently required. As such an expansion project will proceed but on a smaller scale than originally envisaged. The project will ensure there is sufficient accommodation for pupils at the school but the anticipated value of the works for this smaller expansion will now not meet the threshold to require a key decision; and • remove a decision from the A Prosperous Place priority - Award of Contracts for Winter De-icing Salt and Gritter Fleet (May). This key decision has been removed from the Forward Plan because the tenders received are below the key decision threshold (£500,000) therefore the Director of Highways, Transport and Planning will award the contracts in accordance with the Council's Standing Orders on Procurement and Contracts. 	

Communications

County Council Press Releases up to 10 May

06/05/19 - [Council congratulates Duke and Duchess of Sussex on the birth of their son](#)

The County Council is joining the chorus of celebration at the announcement of the birth of the Duke and Duchess of Sussex's first child

07/05/19 - [Dying Matters – and this is the week to talk about it](#)

As organisations around the country prepare to mark Dying Matters Week next week (May 13 to 19) the County Council is urging residents across the county to strike up a conversation with their loved ones about what their wishes would be

08/05/19 - [Ofsted inspection of Children's Services](#)

The County Council has pledged to make urgent improvements to its Children's Services after an Ofsted inspection found them to be 'inadequate'

09/05/19 - [Sign up this summer for year-round energy savings](#)

Sussex residents are being offered an exclusive, fixed-price deal by their local, council-supported energy supplier

10/05/19 - [Come and discover West Sussex's military history](#)

Residents are invited to a special event about Sussex's military heritage dating back to 1701

10/05/19 - [Egg allergy sufferers at risk from takeaway noodle dishes](#)

West Sussex Trading Standards is to contact all known takeaways in the county likely to be selling noodle dishes to offer allergy advice after traces of egg were discovered in dishes that should not have contained it

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

Planning Applications registered in the week ending 10/05/19

No applications registered

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 033 022 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 14 June 2019. 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
Pagham - Part of Footpath 133	To divert part of fp 133 from present position close to house and bisecting garden to a more southerly field edge route.	Butterlees Farmhouse, Pagham Road, Lagness	Judith Grimwood 033 022 26705	Mrs Hall

For further information about the Members' Information Service please contact Clare Jones on 033 022 22526 or ✉ clare.jones