

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
20/11/15	Cabinet Member for Highways and Transport	HT9(15/16)	Sussex Safer Roads Partnership – Driver Offender Training Courses - Approval to Procure an Online Booking System for Driver Offender Training Courses	Matthew Evans 033022 22538
23/11/15	Cabinet Member for Adult Social Care and Health	ASCH9(15/16)	Procurement of a Supported Employment Service for Adults with a Physical Disability or Acquired Brain Injury and Carers	Suzanne T Thompson 033022 22551

Committee News - Committee Meetings

Electoral Division	Item	Subject	Committee Officer
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[Pensions Panel](#) (20 November)

✉
Rachel Wood
(033022 23387)

All 4 **Statement of Investment Principles and Amendment to Investment Strategy**

The Panel will be asked to approve the Statement of Investment Principles and agree to move from the current Sterling Aggregate Bond fund to the 50:50 fund.

All 5 **Business Plan Update**

The Panel will be asked to note the business plan setting out the future direction of the Fund.

Electoral Division	Item	Subject	Committee Officer
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All 6 **Draft Policy for reporting Breaches of the Law to the Pensions Regulator**

The Panel will be asked to approve a policy for reporting breaches of the law to the Pensions Regulator.

All 7 **Pension Fund Administration Performance including Annual Benefit Statements**

The Panel will be asked to note the reports from Capita and support the proposal to notify the Pensions Regulator of the missed statutory deadline for the production and publication of the Annual Benefit Statements.

Governance Committee (23 November)

✉
Clare Jones
(033022 22526)

All 4 **Boundary Review**

The Committee will be asked to note that the Local Government Boundary Commission has notified the County Council that its time table has been put back by around a month and the draft recommendations for West Sussex will now be published on 15 December 2015. Following consideration by the Electoral Review Panel, the Commission's recommendations will therefore be reported to the Governance Committee on 25 January 2016. The additional meeting of the Committee scheduled for 4 January 2016 to fit with the original time table has therefore been cancelled.

All 5 **Review of format of Council Meetings Survey**

As promised in the report to the Committee in March this year on changes to the format of Council meetings, a survey of members has been carried out after three County Council meetings under new arrangements to check if they are felt to have been successful. The Committee will be asked to consider the findings of the survey and whether it wishes to make any recommendations for further changes in the light of members' comments.

All 6 **Governance of the Capital Programme**

Following the decision at County Council on 30 October 2015 the Committee will be invited to consider proposals for the future governance of the capital programme for recommendation to the County Council in December and, in particular, to consider proposals for delegations to senior officers.

All 7 **Partnership Governance for Contract Management**

The Committee will be asked to consider ways of making the current arrangements for the governance of the County Council's commercial and contractual arrangements more transparent and for reviewing the use of partnership boards.

All 8 **Pooling of Assets for Local Government Pension Scheme Funds**

The Committee will be asked to note an update on the work of the Pensions Panel Task and Finish Group which is considering the Government's proposals to require all Local Government Pension Scheme Funds to pool assets.

Electoral Division	Item	Subject	Committee Officer
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All 9 **West Sussex Pension Fund Annual Report 2014/15**

The Committee will receive the Annual Report of the West Sussex Pension Fund for the year ended 31 March 2015 and note the current issues affecting the Pension Fund.

All 10 **Pension Advisory Board: Work Plan and Budget**

The Committee will be asked to consider and approve the business plan and budget of the newly-established Pension Advisory Board.

All 11 **Change to County Local Committee Boundaries**

The Committee will be asked to consider a change to the boundaries of the Joint Downland and Joint Eastern Arun County Local Committee (CLC) area boundaries which will put the entirety of Angmering Parish into the Joint Eastern Arun CLC area, for recommendation to the County Council.

All 12 **Start of Life Partnership Board Terms of Reference**

The Committee will be asked to endorse revisions to the Start of Life Partnership Board terms of reference for recommendation to the County Council.

All 13 **West Sussex Health and Wellbeing Board: Revised Membership**

The Committee will be asked to endorse revisions to the membership of the Health and Wellbeing Board to include a seat on the Board for a representative of the West Sussex Health Inequalities Network, for recommendation to the County Council.

All 14 **Report of the Member Development Group**

The Committee will receive the first regular report on the work of the Group, member development activities and member training and development priorities and plans.

All 15 **Report of Urgent Action**

The Committee will be asked to note action taken by the Director of Law, Assurance and Strategy, in consultation with the Chairman, as follows:

Section 151 Officer - changes to the Constitution

Approval to amend the Scheme of Delegation to transfer the role of Section 151 Officer from the post of Executive Director Corporate Resources and Services to the post Director of Finance. The amendment will take effect from the date on which the successful candidate starts in post. The designation was formally approved by the County Council at its meeting on 30 October 2015.

All 16 **Date of Next Meeting**

As a result of the change in the publication date of the Local Government Boundary Commission's recommendations, as set out at item 4, the meeting of the Committee due to be held at 2.15 p.m. on Monday, 4 January 2016 has been cancelled. The next meeting will therefore be held at 2.15 p.m. on Monday, 25 January 2016.

Electoral Division	Item	Subject	Committee Officer
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[Children and Young People's Services](#)
Select Committee (25 November)



Wendy Saunders
 (033022 22553)

All 4 **West Sussex Safeguarding Children Board Annual Report 2014/15**

The Committee will be invited to consider the report and highlight any issues it would wish the West Sussex Safeguarding Children Board to consider for the future.

All 5 **West Sussex Partnership Families Strategic Plan 2020**

The purpose of the West Sussex Partnership Families Strategic Plan is to improve the outcomes of the most vulnerable and marginalised individuals within the county. The Committee will be invited to consider Plan and make recommendations on any further actions required.

All 6 **Report from the Business Planning Group**

The Committee will be asked to support the proposed approach to the agenda items for forthcoming meetings, updates to the work programme and the draft outline work programme to be presented to the Performance and Finance Select Committee on 3 December 2015.

All 7 **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, Assurance and Strategy will report any requests since the publication of the agenda papers.

All 8 **Forward Plan of Key Decisions – December 2015 to March 2016**

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 9 **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 the meeting is just to assess, briefly, whether to refer the matter to its Business Planning Group to consider in detail.

All 10 **Date of Next Meeting**

The next scheduled meeting of the Committee will be held on 14 January 2016 at 10.30 a.m. at County Hall, Chichester. Probable agenda items include:

- Commissioning Arrangements for Alternative Provision 2016/17
- Change to the West Sussex Scheme for Financing Schools, Special School Funding and the Free School Meal Funding for Mainstream Schools

Electoral Division	Item Subject	Committee Officer
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- Modernising Children's Social Care - update on implementation
- Update on implementation of a new Early Help Offer for West Sussex

Any member wishing to place an item on the agenda for the meeting must notify the Director of Law, Assurance and Strategy by 30 December 2015.

Pensions Panel (14 December)

✉
Rachel Wood
(033022 23387)

Please note that, with the agreement of the Chairman, there will be an additional meeting of the Pensions Panel on Monday, 14 December 2015 at 10.30 a.m.

Pension Advisory Board (14 December)

✉
Adam Chisnall
(033022 28314)

Please note that, with the agreement of the Chairman, the meeting of the Pension Advisory Board due to be held on Wednesday, 2 March 2016 has been moved to 10.30 a.m. on Wednesday, 16 March 2016.

Weekly News

Electoral Division	No.	Subject	Officer Contact
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Health and Wellbeing

<i>All</i>	1	Health and Wellbeing Board Newsletter	✉ Chris Slater (033022 28544)
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The latest Health and Wellbeing Board newsletter has been published. It summarises the work being done by the Board's members, which include West Sussex County Council and the three Clinical Commissioning Groups for West Sussex. It also includes some key messages about improving resilience across the health and social care system over the winter months.

Other Matters

<i>All</i>	2	Forward Plan – December 2015 to March 2016	✉ Charles Gauntlett (033022 22524)
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The Forward Plan contains details of all key decisions to be taken by the County Council, the Cabinet, Cabinet

Electoral Division	No.	Subject	Officer Contact
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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. An amended version of the Forward Plan of Key Decisions for December 2015 to March 2016 has been published in order to a new decision for the Lyminster Bypass – Land Acquisition in the Highways and Transport portfolio.

Communications

County Council Press Releases up to 13 November

09/11/15 - [Delve into history at the Record Office](#)

The role of dogs in the First World War, vintage films and a romantic novelist are some of the subjects covered in a series of evening talks at West Sussex County Council's Record Office in Chichester

09/11/15 - [Avoid fire-risky fakes this electrical safety week](#)

Firefighters and Trading Standards Officers in West Sussex are warning people not to take risks by unwittingly buying counterfeit electrical products

09/11/15 - [Firefighters host community safety information day in Littlehampton](#)

West Sussex Fire & Rescue Service hosted a community safety information day in Littlehampton on Saturday (November 7)

10/11/15 - [Future clearer for Adur Outdoor Activities Centre site](#)

Plan to find a new operator by spring 2016

10/11/15 - [Heartless conman jailed for six years after robbing his 'customers'](#)

Rogue trader caught after preying on vulnerable victims

11/11/15 - [Horsham FindItOut Centre relocates to the Youth Hub@Horsham](#)

Centre provides support across a variety of areas to young people

11/11/15 - [Help to trace your family tree](#)

A new programme of workshops has been organised for people who want to trace their family tree

12/11/15 - [Restoration of Halnaker Windmill](#)

Archaeological illustrator commissioned to produce technical drawings required for refurbishment

12/11/15 - [West Sussex pledges to welcome 240 Syrian refugees](#)

West Sussex will play its part as thousands of refugees are relocated across the whole of the country over the next four years

12/11/15 - [Bishop of Chichester to lead prayers at Sussex Memorial Service](#)

Prayers at the Sussex Memorial Service on Sunday 22 November will be led by the Bishop of Chichester

12/11/15 - [Drop-in business information session](#)

Whether you are thinking of starting a business or are looking to expand your current one, help is at hand in East Grinstead next month

For further information on or copies of the press releases listed please contact Philippa Eld in the Communications Unit on (033022 22418) or ✉ philippa.eld

Planning Applications registered in the week ending 13/11/15

There were no planning 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 Dominic Smith on 033022 25711.

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