

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
23/06/17	Cabinet Member for Safer, Stronger Communities	SSC2(17/18)	<a href="#">Approval to commence a procurement for the purchase and delivery of Diesel Fuel to sites across West Sussex</a>	Suzanne T Thompson 033022 22551

## Decisions Confirmed

The following decisions have been confirmed in the last week

Decision-Maker	No.	Decision	Officer Contact
North Horsham County Local Committee	NH1(17/18) NH2(17/18) NH3(17/18)	<a href="#">Broadbridge Heath Village – 20mph Speed Limit Order</a> <a href="#">Community Initiative Funding</a> <a href="#">Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies</a>	Monique Smart 033022 22540
Worthing County Local Committee	W1(17/18) W2(17/18)	<a href="#">Community Initiative Funding</a> <a href="#">Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies</a>	David Penrose 033022 24612

## Committee News - Committee Meetings

Electoral Division	Item	Subject	Committee Officer
			✉ <b>Adam Chisnall</b> (033022 28314)
		<b>Regulation, Audit and Accounts Committee (26 June)</b>	
<b>All</b>	4	<b>Membership</b>	
The Committee will be invited to note that the membership confirmed at Council on 16 May 2017 comprises: Dr Dennis (Chairman), Mr Waight (Vice-Chairman), Mr Bradford, Mrs Dennis, Mr Fitzjohn, Mr Lea and Mr Patel.			
<b>All</b>	5	<b>Terms of Reference</b>	
The Committee will be invited to note its terms of reference, attached.			
<b>All</b>	7	<b>Annual Governance Statement 2016/17 (Draft)</b>	
The Committee will be asked to approve the draft Annual Governance Statement for signature by the Leader of the County Council and the Chief Executive, subject to any amendments that the Committee may wish to make.			
<b>All</b>	8	<b>Quarterly Review of the Corporate Risk Register</b>	
The Committee will be asked to review the progress made and the current Corporate Risk Register and to provide comment as necessary.			
<b>All</b>	9	<b>Financial Statements 2016/17</b>	
The Committee will be asked to review and comment upon the financial statements both for West Sussex County Council and the West Sussex Pension Fund.			
<b>All</b>	10	<b>Internal Audit – Annual Audit Report 2016/17</b>	
The Committee will be asked to consider the annual audit report for the year ended 31 March 2017 and to monitor the progress being made by services to implement high priority Internal Audit recommendations.			
<b>All</b>	11	<b>External Audit</b>	
The Committee will be asked to note the following letters and comment on the Progress Report:			
(a)	West Sussex County Council Annual Audit and Certification Fees 2017/18		
(b)	West Sussex Pension Fund Annual Audit 2017/18		
(c)	Work at West Sussex Pension Fund to cover IAS19 assurances		
(d)	2016/17 Progress Report		
<b>All</b>	12	<b>Treasury Management Compliance Report – Fourth Quarter 2016/17</b>	
The Committee will be asked to note the report.			

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**All**            13        **Duplicate Payments**

The Committee will be asked to note the progress being made with both the payment recovery audit project and the historic potential duplicate payments.

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

The next meeting of the Committee will be held at 10.30 am on Monday 4 September 2017.

**Governance Committee (26 June)**



**Clare Jones**  
(033022 22526)

**All**            4            **Membership of the Committee and Terms of Reference**

The Committee will be asked to note the terms of reference of the Committee and its membership, as set out below, which was appointed at the meeting of the County Council on 16 May 2017:

Mr Acraman, Mr Barnard (Chairman) Mr Burrett, Ms Goldsmith, Mr Mitchell, Mrs Mullins, Mr R J Oakley (Vice-Chairman), Mrs Sparkes and Dr Walsh.

**All**            5            **Proportionality and Committees Review**

At County Council on 16 May 2017, the Chairman agreed that the Committee should consider the size of committees in the light of a request from the Liberal Democrat group about representation on Select Committees. The Labour group have also made a request about representation on the Regulation, Audit and Accounts Committee. A way of accommodating their requests has been calculated and the Committee will be asked to consider a possible approach. Minor changes to the Constitution regarding the frequency of Corporate Parenting Panel updates to the County Council and on how call-in matters are determined are also proposed for endorsement.

**All**            6            **Petitions Scheme**

The Committee will be asked to consider proposed changes to the Petitions Scheme for recommendation to the County Council.

**All**            7            **Removal of Staff Joint Committee and arrangements for union dialogue**

The Governance Committee is responsible for the Council's human resources policy and strategy. It has for some time had a sub-committee - Staff Joint Committee - to provide a forum for liaison with the recognised trade union. Given the record of the sub-committee's range of business, the other liaison arrangements in place and the expectation for the Chief Executive as Head of the Paid Service to lead on union and staff engagement, the Committee will be asked to consider a proposal that the sub-committee should be discontinued for recommendation to the County Council.

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**All**            8            **Updating the Scheme of Delegation**

The Committee will be asked to consider and endorse changes to the Scheme of Delegation for recommendation to the County Council and to note changes to the officer scheme of delegation.

**All**            9            **Introduction to Pensions**

The Committee will receive a short introduction to the Committee's role in relation to pensions.

**All**            10          **Report of Member Attendance April 2016 to April 2017**

As part of its terms of reference the Governance Committee is required to monitor attendance of members at meetings of the County Council and its committees annually. The Committee will be asked to note members' attendance for the period 1 April 2016 to 30 April 2017.

**All**            11          **Appointments to Committees, Panels and Outside Bodies**

In accordance with the provisions of the Local Government and Housing Act 1989, the Committee is asked to appoint members to serve on a number of committees, panels and outside bodies in line with the expressed wishes of the political groups. A note by the Director of Law and Assurance setting out proposals is attached.

**All**            12          **Report of Urgent Action**

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

**Response to Consultation on Horsham District Council's Electoral Boundary Review**

Approval to the County Council's response to a consultation document from Horsham District Council on its electoral boundary review, as recommended by the Electoral Review Panel.

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

The next meeting of the Committee will be held at 2.15 p.m. on Monday, 11 September 2017.

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**Planning Committee (27 June)**



**Laura Johnston**  
(033022 22536)

**All**            2            **Membership**

The Committee will be invited to note that the membership confirmed at Council on 16 May 2017 comprises: Lt Cdr Atkins, Mr Barrett-Miles, Lt Col Barton, Mr Crow (Chairman), Mrs Duncton, Mrs Kitchen (Vice-Chairman), Mr Jupp, Mr S J Oakley, Mr Patel, Mr Quinn and Mrs Russell.

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**All**                    3            **Terms of Reference**

The Committee will be invited to note its terms of reference.

7            **Planning Applications**

**Regulation 3 Applications:**

To consider and determine the following applications:

**Northgate & West Green**    (i)        **WSCC/013/17/CR**    Addition of two and single storey extensions to allow increase in pupil numbers from 2 forms of entry to 3 and associated works including increase in car parking, level crossings and making permanent the two-classroom Nursery building. Northgate Primary School, Green Lane, Northgate, Crawley, West Sussex, RH10 8DX

**Broadwater**        (ii)        **WSCC/007/17/WB**    Change of use of agricultural land to school playing field with associated fencing. Bramber Primary School, Bramber Road, Broadwater, Worthing, BN14 8QB

**All**                    8            **Update on Mineral, Waste and Regulation 3 Planning Applications**

The Committee will be asked to note the schedule of County Matter applications and the schedule of applications submitted under the Town and Country Planning General Regulations 1992 – Regulation 3.

**All**                    9            **Report of Delegated Action**

The Committee will be asked to note the report of applications approved subject to conditions under the Town and Country Planning Act 1990 and Regulation 3 of the Town and Country Planning General Regulations 1992 since the Planning Committee meeting on 28 February 2017.

**All**                    10          **Review of the Local List for the Validation of Planning Applications**

The Committee will be asked to approve the final Local List for the Validation of Planning Applications for publication and use.

**All**                    11          **Date of Next Meeting**

The next meeting of the Planning Committee will be held at 10.30 a.m. on Tuesday, 18 July 2017 at County Hall, Chichester, PO19 1RQ.

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**Children and Young People's Services  
Select Committee (29 June)**

✉  
**Rob Castle**  
(033022 22546)

**All                    4                    Committee Membership**

The Committee will be asked to note the following County Council appointments to the Committee:

Mrs Bennett, Mr Cloake (Chairman), Mrs Hall, Mr High (Vice-Chairman), Mrs Jones, Ms Lord, Mr Markwell, Mr Marshall, Mrs Mullins, Mrs Pendleton, Mrs Sparkes and Mr Wickremaratchi.

**All                    5                    Terms of Reference**

The Committee will be asked to note its terms of reference.

**All                    6                    Forward Plan of Key Decisions**

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                    7                    Responses to Recommendations**

- (a) Response from the Member Development Group in response to recommendations from the Committee's 12 January and 9 March meetings.
- (b) Response by Lord Nash, Parliamentary Under Secretary of State for the School System, to the Committee's 12 January recommendation.
- (c) Response from the Cabinet Member for Education & Skills to recommendation below made by the Committee at its 9 March meeting re:
  - (i) Delivery of the Special Educational Needs and Disabilities (SEND).
  - (ii) An explanation of the powers and duties that the County Council has in relation to children who are Electively Home Educated should be included in an information session for all elected members as part of their induction.
- (d) Response from the Special Educational Needs & Disabilities (SEND) and Inclusion Team to recommendations made by the Committee at its 9 March meeting below:

**Response 1:** The SEND Pathways to Adulthood Strategy was approved by the Cabinet Member 'Children – Start of Life' in February. Included in the strategy's priorities are commitments to make information available through a range of methods about the range of opportunities available for young people and what support is available for them and their families in preparing for and accessing these. For this and transition planning at

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other phases, families will be provided with relevant information at the right time for them, and this is also available on the county's Local Offer.

**Response 2:** The West Sussex Parent Carer Forum does not produce an annual report. However a presentation used at its last AGM which summarises its recent activity has been circulated to all elected members and to co-opted members of the Committee.

The Committee will be asked to note the responses.

**All                    8                    Planning School Places**

The Committee will be asked to consider an outline of the process that is undertaken in West Sussex to plan school places and reassurances that there are both local and national checks on the Council's data projections. The Committee will be asked to support the approach undertaken in West Sussex to plan school places and the opportunities taken to secure external financing of new school places.

**All                    9                    Appointment of Business Planning Group Members**

The Committee is asked to appoint five of its members to its Business Planning Group, to include the Chairman of the Committee and two minority party members.

**All                    10.                    Business Planning Group Report**

The report informs the Committee of the Business Planning Group meeting held on 9 March 2017, setting out the key issues discussed. The Committee will be asked to endorse the contents of the report.

**All                    11                    Appointment of a Lead Member for Special Educational Needs and Disabilities**

Following the Committee's 9 March discussion of the recommendations of the Special Educational Needs and Disabilities Task and Finish Group, the Committee agreed to appoint one of its members as Lead Member for Special Educational Needs and Disabilities.

**All                    12                    Outturn Total Performance Monitor 2016/17**

The report concerns the end of year Total Performance Monitor outturn position for 2016/17 for the Children and Young People (formerly known as Children – Start of Life) and Education and Skills portfolios. The Committee will be invited to:

- (i) Examine the data and supporting commentary for the Outturn 2016-17 and make any relevant recommendations for action to the cabinet members;
- (ii) Identify any issues for further scrutiny by this Committee; and
- (iii) Identify any strategic issues for referral to the Performance and Finance Select Committee

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**All 13 Work Programme Planning**

The report sets out the proposed process and timescale for work programme planning and provides information about the Children and Young People's Services Select Committee's draft interim work programme plan developed by the outgoing Committee and Business Planning Group. The Committee will be asked to approve the draft interim work programme.

**All 14 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 since the publication of the agenda papers.

**All 15 Members' Items**

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 16 Date of next meeting**

The next scheduled meeting of the Committee is on 5 October 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 18 September 2017.

## Weekly News

### Birthday Honours

#### **Dame Commander of the Order of the British Empire**

**Ms Julie Walters** for services to drama

#### **Members of the Order of the British Empire (MBE)**

**Mrs Victoria Chalmers**, of Haywards Heath, Founder & Lead Practitioner, Time 4 Children for services to children's emotional well-being

**Mr Alan Stannah** of Bosham Hoe, Joint Chairman, Stannah Lifts Holdings Ltd for services to British Manufacturing

#### **Medallist of the Order of the British Empire (BEM)**

**Mr Neil Hulme** of Worthing, Conservation Adviser, Sussex Branch, Butterfly Conservation for services to wildlife conservation

**Mrs Linda Lewis** of Lancing, Volunteer, West Durrington Phoenix Youth Group for services to young people

**Mr Edwin Lintott** of Stedham for services to the community in Stedham, West Sussex

**Mr Raymond Radmall** of Pagham for services to the community in Pagham, West Sussex



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**Mr David Sayers** of Henfield for services to the community in Henfield, West Sussex

**Other awards - Companions of Honour:**

**Dame Beryl Grey, DBE** (Chelwood Gate) and **Lord Stern of Brentford** (Elsted, Midhurst)

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**Other Matters**



**All**                      1                      **Forward Plan – July to October 2017**                      **Helena Cox**  
(033022 22533)

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. An amended version of the Forward Plan of Key Decisions, for July to October 2017, has been published because the Procurement of a Dynamic Purchasing System (DPS) for Children's Placements and Other Support Services (SEND and Children's Social Care) currently in the Children and Young People portfolio is now a joint decision with Cabinet Member for Education and Skills and now appears in this portfolio as well.

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## Communications

### County Council Press Releases up to 16 June

09/06/17 - [Hearing the veterans' voices](#)

The full interviews can be listened to on public computers at all 36 West Sussex libraries

11/06/17 - [Large fire on Lancing Industrial Estate](#)

Firefighters remain at the scene of a large fire that broke out at a waste recycling centre in Lancing overnight. The fire is under control and there are no reported injuries

12/06/17 - ['Massive sense of achievement' after children with disabilities cycle Downs](#)  
[Link for club](#)

Emotional day as about 20 children, of all ages and differing disabilities, joined the ride between Shoreham-by-Sea and Broadbridge Heath to raise £1,000 towards new bike

12/06/17 - [Traffic calming and speed limit change for Clymping short cut](#)

Work starts on Monday, 19 June

13/06/17 - [Transport volunteers help young carers make time for themselves](#)

The project is currently looking for new drivers particularly in Pulborough and Billingshurst

14/06/17 - [Discover Jane Austen's local links](#)

Library talks in July will mark the 200th anniversary of Jane Austen's death

15/06/17 - [A283 bridge near Upper Beeding set for essential repairs](#)

West Sussex Highways is set to fix a bridge along the A283 on the outskirts of Upper Beeding

16/06/17 - [Think of others during the heat](#)

High temperatures - especially those early on in the summer catching people out - can be dangerous

16/06/17 - [Fire service urges everyone to enjoy the water safely this summer](#)

To mark the start of Drowning Prevention Week, West Sussex Fire & Rescue Service is reminding everyone across the county of good water safety practices

**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](mailto:pressoffice@westsussex.gov.uk)**

## Planning Applications registered in the week ending 16/06/17

### 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
<a href="#">WSCC/026/17/WB</a> Executive Director Economy, Infrastructure and Environment GR: 514143 103889	Two-storey extension of the existing sports hall and building to be re-clad with natural timber effect. At Worthing High School, South Farm Road, Worthing, West Sussex, BN14 7AR	13/06/17	Delegated	Mr Smytherman

**Comments on the above planning application should be made by 12/07/17 to [planning.applications@westsussex.gov.uk](mailto: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](mailto: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](mailto:clare.jones)