

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
22/11/17	Joint Eastern Arun Area Committee	EA4(17/18) EA5(17/18) EA6(17/18)	<a href="#">Community Initiative Funding</a> <a href="#">Prioritisation of Traffic Regulation Orders 2017/18</a> <a href="#">Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies</a>	Monique Smart 033022 22540
22/11/17	North Chichester County Local Committee	NC4(17/18) NC5(17/18) NC6(17/18)	<a href="#">Prioritisation of Traffic Regulation Orders 2017/18</a> <a href="#">Community Initiative Funding</a> <a href="#">Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies</a>	Adam Chisnall 033022 28314
23/11/17	Chanctonbury County Local Committee	CBY3(17/18) CBY4(17/18) CBY5(17/18)	<a href="#">Community Initiative Funding</a> <a href="#">Prioritisation of Traffic Regulation Orders 2017/18</a> <a href="#">Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies</a>	Monique Smart 033022 22540
24/11/17	Adur County Local Committee	A4(17/18) A5(17/18)	<a href="#">Prioritisation of Traffic Regulation Orders 2017/18</a> <a href="#">Community Initiative Funding</a>	David Penrose 033022 24612
24/11/17	Crawley County Local Committee	C5(17/18)	<a href="#">Prioritisation of Traffic Regulation Orders 2017/18</a>	Adam Chisnall 033022 28314

<b>Call-in Deadline</b>	<b>Decision-Maker</b>	<b>No.</b>	<b>Proposal</b>	<b>Officer Contact</b>
24/11/17	Crawley County Local Committee	C6(17/18) C7(17/18)	<a href="#">Community Initiative Funding Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies</a>	Adam Chisnall 033022 28314
27/11/17	Adur County Local Committee	A6(17/18)	<a href="#">Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies</a>	David Penrose 033022 24612
28/11/17	Leader	LDR8(17/18)	<a href="#">Total Performance Monitor – July 2017</a>	Katherine De La Mora 033022 22553
30/11/17	Cabinet Member for Highways and Transport	HI20(17/18)	<a href="#">Highways Roundabout Maintenance Procurement and Sponsorship</a>	Laura Johnston 033022 22536

## Decisions Confirmed

The following decisions have been confirmed in the last week

<b>Decision-Maker</b>	<b>No.</b>	<b>Decision</b>	<b>Officer Contact</b>
Cabinet Member for Highways and Infrastructure	HI19(17/18)	<a href="#">Operation Watershed Active Communities Fund Applications – October 2017</a>	Laura Johnston 033022 22536
North Mid Sussex County Local Committee	NMS3(17/18) NMS4(17/18)	<a href="#">Community Initiative Funding Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies</a>	David Penrose 033022 24612
Worthing County Local Committee	W4(17/18) W5(17/18) W6(17/18)	<a href="#">Prioritisation of Traffic Regulation Orders 2017/18 Community Initiative Funding 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
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<a href="#"><u>Regulation, Audit and Accounts Committee</u></a> (27 November)	 <b>Adam Chisnall</b> (033022 28314)
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**All**            5            **Recovery Audit Work**

The Committee has previously considered reports relating to work commissioned from Meridian to provide assurance in relation to elements of payment compliance and in particular duplicate payments. No further written report is available but the Chairman and Vice-Chairman have taken the opportunity to follow up any remaining areas on which the Committee sought assurance in relation to the work undertaken and will report to the Committee accordingly. The Committee will receive in due course a report of a similar exercise to be commissioned from June 2019 as agreed by the Committee in September.

**All**            6            **External Audit**

The Committee will be asked to note the Annual Audit Letter.

**All**            7            **Internal Audit Progress Report – November 2017**

The Committee will be asked to note the Internal Audit Progress report.

**All**            8            **Annual Governance Statement 2016/17 – Actions Update**

The Committee will be asked to note progress against actions arising from the Annual Governance Statement 2016/17.

**All**            9            **Staff Induction**

The Committee will be asked to consider the recommendations in the report relating to the monitoring of staff induction processes.

**All**            10          **Progress with the County Council's Asset Strategy**

The Committee will be asked to note the updates on the Asset Strategy and support the work being undertaken.

**All**            11          **Quarterly Review of the Corporate Risk Register**

The Committee will be asked to review the information detailed in the report and the current Corporate Risk Register, and provide comment as necessary.

**All**            12          **Treasury Management Compliance Report – Second Quarter 2017/18**

The Committee will be asked to note the report.

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

The next meeting of the Committee will be held at 10.30 a.m. on Monday, 26 March 2018.

Electoral Division	Item	Subject	Committee Officer
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**Governance Committee (27 November)**



**Clare Jones**  
(033022 22526)

**All**            4            **Changes to Standing Orders – Senior Appointments**

Following changes to the range of officers who report to the Chief Executive, the Committee will be asked to consider a proposal that the County Council be recommended that the requirement in Standing Orders for formal Appointing Committees be adjusted to provide for different formal arrangements for the less senior roles which report to the Chief Executive.

**All**            5            **Proposed change in name of the Environmental and Community Services Select Committee**

The Environmental and Community Services Select Committee (ECSSC), at its meeting on 30 November 2017, will be looking at the governance arrangements of the Fire and Rescue Service (F&RS). The F&RS faces a number of significant challenges including:

- The legal duty to collaborate, under the Policing and Crime Act 2017;
- Independent inspection by Her Majesty's Inspectorate of Constabulary and Fire and Rescue;
- The Police and Crime Commissioner business case, which will be reviewed again in two years;
- The Home Office reform agenda; and
- Addressing the local implications of significant events, including recent terrorist incidents and the Grenfell fire.

In the light of these challenges the Authority is looking to strengthen its governance arrangements. ECSSC will be asked consider how it can bolster its engagement with the F&RS in the areas of policy development, performance management and decision preview. In order to reinforce the enhanced role, and make the role of the Committee clearer to residents, the Select Committee will be asked to consider a proposal that its name should be changed to the 'Fire, Environment and Communities Select Committee'.

Subject to confirmation by ECSSC on 30 November 2017, the Governance Committee will be asked to endorse the proposal for consideration by the County Council at its meeting on 15 December 2017.

**All**            6            **Electoral Review Panel Recommendations on Parliamentary Boundary Review**

The Boundary Commission for England has issued a further consultation on amendments to Parliamentary boundaries across England and several changes are proposed for West Sussex. The County Council previously supported the proposed changes. The Electoral Review Panel has considered the proposals, which ensure that all constituencies are within 5% of the published electoral quota, and the Committee will be asked to approve a recommendation that the County Council should support the minimal change necessary.

**All**            7            **Staff Appeals Panel Annual Report 2016/17**

The Committee will be asked to consider the annual report of the Appeals Panel for 2016/17.

<b>Electoral Division</b>	<b>Item</b>	<b>Subject</b>	<b>Committee Officer</b>
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**All**                    8                    **Report of the Member Development Group**

The Committee will receive the regular report on the work of the MDG, member development activities and member training and development priorities and plans, including an overview of activities since the Group's last report in September 2017, details of Member Development Sessions and a review of the Member Induction Programme 2017.

**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 Director of Finance, Performance and Procurement) 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 2015 when the level was left at £15,000.

Members will be asked to note that, in line with the resolution, the Director of Finance, Performance and Procurement 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, 22 January 2018.

**Cabinet (28 November)**



**Katherine De La Mora**  
(033022 22535)

**All**                    4                    **Medium Term financial Strategy 2018/19 to 2021/22 and Budget Savings 2018/19 and 2019/20 and Capital Programme 2018/19 to 2022/23**

The Chairman of the Performance and Finance Select Committee has been invited to join the meeting for this item. The Cabinet will be asked to endorse the Capital Programme 2018/19 to 2022/23 and Savings Proposals 2018/19 to 2019/20 for approval by the County Council on 15 December 2017.

**All**                    5                    **Date of Next Meeting**

The next meeting of the Cabinet will be held on Tuesday, 30 January 2018.

**Pension Advisory Board (29 November)**



**Adam Chisnall**  
(033022 28314)

**All**                    5                    **Progress Report**

The Panel will be asked to consider an update on matters arising from previous meetings, attached. The Board will be asked to note the report and the progress on actions.

**All**                    7                    **Regulations and Guidance Update**

The Board will be to discuss any news/updates that are of interest.

<b>Electoral Division</b>	<b>Item</b>	<b>Subject</b>	<b>Committee Officer</b>
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**All**            8            **Administration Procedures and Performance**

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

**All**            9            **Feedback**

Mr Cohen and Mr Scanes will be asked to give feedback on their attendance at the July Annual Meeting of the Pension Fund and the November Pensions Panel meeting respectively.

**All**            10          **Training**

The Board will be asked to review the training log and provide details of their progress on the Pensions Regulator Toolkit.

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

The next meeting of the Board will be held at 9.30 a.m. on Thursday, 1 March 2018.

**Environmental and Community Services**  
**Select Committee (30 November)**



**Lisa Etchell**  
(033022 23597)

**All**            4            **Community Intelligence**

The Committee will be asked to scrutinise the proposed community intelligence partnership approach, in the context of the risks and threats faced by West Sussex's communities, and to identify any areas of concern for the County Council and its partners. The focus is to develop a community intelligence methodology in order to obtain a more coherent and detailed picture of the threats, harms, risks and vulnerability that impact West Sussex communities and residents.

**All**            5            **Bus Strategy**

The Cabinet Member for Highways and Infrastructure has appointed an Executive Task and Finish Group (TFG) to inform the development of policy in respect of the bus network. The contents of this report will be informed by its meeting on 23 November 2017. The Committee will be asked to review and comment on the terms of reference, and to propose any matters that the TFG might usefully consider.

**All**            6            **Fire and Rescue Service**

(a)    **The Implications for the Fire and Rescue Service of the Policing and Crime Act 2017**

The Committee will be informed about the wider legislative context for the Fire and Rescue Service, under the Policing and Crime Act 2017 and the Home Office Reform agenda, an outline of the challenges and opportunities these present, and a proposed way forward. The Committee will be asked to note the context in which the Fire and Rescue Service now operates, endorse the development of a new Integrated Risk Management Plan which will include clear objectives set on behalf of the Authority and to endorse the proposed strengthening of focus on collaborative working with blue-light partners.

<b>Electoral Division</b>	<b>Item</b>	<b>Subject</b>	<b>Committee Officer</b>
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(b) **Fire and Rescue Service - Future Governance and Scrutiny**

The Committee will be asked to consider a proposal to review and enhance governance of the Fire and Rescue Service (FRS), in the context of challenges faced by the service over the next few years. The Committee will be asked to:

- Consider the proposals for enhanced scrutiny of the FRS, with specific reference to strategic considerations and statutory requirements;
- Consider the proposals for oversight for documents under the National Framework, and approve proposals for the Committee's involvement;
- Consider and approve proposals for promotion of Select Committee deliberations;
- Consider the need for and form of any additional member forum for FRS scrutiny; and
- Consider renaming the Select Committee in order to reinforce its role in relation to the FRS.

**All**                      6                      **Highways Maintenance Contract – Update**

At its meeting on 28 September the Committee requested that a further report be brought back to the Committee at the end of the dialogue phase, to include the future management of the contract, including Key Performance Indicators. The Committee will be asked to consider the proposed performance monitoring and management arrangements, and the associated governance, and advise the Cabinet Member of any areas of concern as the work is taken forward.

**All**                      7                      **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**                      8                      **Forward Plan of Key Decisions: December 2017 to March 2018**

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**                      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.

**All**                      10                      **Date of the Next Meeting**

The next scheduled meeting of the Committee will be held on 10 January 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 28 December 2017. Items likely to be on the agenda include:

- Rights of Way Improvement Plan
- Performance of the Substance Misuse Contract
- Economic Growth Plan
- Waste Services – Strategic Challenges and Permit/ID Schemes

## Weekly News

Electoral Division	No.	Subject	Officer Contact
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### Safer, Stronger Communities

<i>All</i>	1	<b>National Safeguarding Awareness Week 27 November to 2 December 2017</b>	 <b>Suzannah Hill</b> (033022 22551)
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The Cabinet Member for Safer, Stronger Communities is highlighting National Safeguarding Awareness Week from 27 November to 2 December 2017 and the work the West Sussex Safeguarding Adults Board, the Safeguarding Children Board and the Safer West Sussex (Community Safety) Partnership are doing together to support the week. Please follow this [link](#) for information on the aims of the week and the events planned.

### Other Matters

<i>All</i>	2	<a href="#">Forward Plan – December 2017 to March 2018</a>	 <b>Helena Cox</b> (033022 22533)
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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 December 2017 to March 2018, has been published in order to update the entry for the Capital Programme being taken by the Cabinet to 'Approval of the County Council's Capital Programme 2018 -23 and Savings Schedule for 2018/19'. There is also a new Officer Key Decision – 'Crawley Growth Programme – Delivery'.

## Communications

### County Council Press Releases up to 17 November

13/11/17 - [Young People invited to FindItOut](#)

Crawley's FindItOut centre is having a celebration event on 14 November from 3.30 p.m. to 5.30 p.m.

13/11/17 - [We are working to stop flu infecting you](#)

Some of the biggest employers throughout West Sussex are taking steps to keep flu at bay by offering free flu vaccinations to all staff

13/11/17 - [FireBreak graduates impress High Sherriff and Chief Fire Officer at Pass Out](#)

Crawley Fire Station has hosted the latest FireBreak Pass Out parade, which marked the end of the week long course that's seen 13 students successfully graduate

13/11/17 - [Vulnerable groups urged to get tested for HIV](#)

National HIV testing week runs from 18 to 24 November



14/11/17 - [Life-changing events to be held in Horsham](#)

Two special recruitment events are being held in Horsham to encourage more people to start working in care

14/11/17 - [Consultation opens on proposal to increase autism provision at Crawley school](#)

People are being asked for their views on a proposed change to the special needs provision at a Crawley school

14/11/17 - [Poultry keepers urged to take steps now as bird flu season approaches](#)

With 'high risk' Avian flu season approaching, Trading Standards are urging poultry keepers to take precautions now, if they haven't done so already

16/11/17 - [Opinions sought on draft Rights of Way Management Plan](#)

Anyone with an interest in accessing the countryside is encouraged to express their views

16/11/17 - [Operation Watershed encourages steady flow of Rain Garden bids](#)

Littlehampton Rain Garden scoops the Campaign to Protect Rural England's Sussex Countryside Award for New Sussex Landscapes

17/11/17 - [Can you find a firefighter this Electrical Fire Safety Week?](#)

Firefighters from Chichester Fire Station are doing something a little bit different to remind everyone that keeping your home safe from fire this Christmas season could be easier than you think

17/11/17 - [Reminder to apply for next year's primary school places](#)

West Sussex families are being reminded that they can now apply for next year's primary school places

**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 17/11/17

### 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/041/17/SU</a> Executive Director Economy, Infrastructure and Environment GR: 521989 105776	The installation of an approximate 400m-long, polyurethane-bound, rubber chip-surfaced running track around the rear playing field of Buckingham Park Primary School, Shoreham. At Buckingham Park Primary School, Buckingham Road, Shoreham By Sea, West Sussex, BN43 5UD	15/11/17	Delegated	Ms Kennard

<b>Application No Applicant Grid Ref</b>	<b>Proposal/Location</b>	<b>Date Registered</b>	<b>Provisional Decision Method</b>	<b>Local Member</b>
<a href="#">WSCC/042/17/WP</a> Executive Director Economy, Infrastructure and Environment GR: 531643 139113	Replacement of windows, screens and doors. At Fairway Infant School, Fairway, Copthorne, Crawley, RH10 3QD	17/11/17	Delegated	Mr Acraman

**Comments on either of the above planning applications should be made by 13/12/17 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.

## Public Rights of Way - Notification of Application for Change to the Path Network Received

The following consultation on a Horsham District Council proposal to change the path network is receiving attention. Members may obtain further information by contacting the case officer. Comments on the proposal should be made by 14 December 2017. If substantive objections are raised by members the consultation will be referred to the Rights of Way Committee for determination.

<b>Parish/ path number</b>	<b>Proposal</b>	<b>Site Location</b>	<b>Case Officer</b>	<b>Local Member</b>
Southwater – diversion of a short length of footpath 1656	Consultation on Horsham District Council proposal to divert a short length of fp 1656 to enable the redevelopment of farm buildings. The new route will be provided with a level year round useable surface to a width of three metres. A	Great House Farm, west of Worthing Road, Southwater	Jonathan Perks 033022 26703	Mr Jupp

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<b>Parish/ path number</b>	<b>Proposal</b>	<b>Site Location</b>	<b>Case Officer</b>	<b>Local Member</b>
	holding objection to the District Council's Order has been entered pending consideration of the proposal.			

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