

24 June 2015

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 [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
24/06/15	South Chichester County Local Committee	SC1(15/16) SC2(15/16) SC3(15/16) SC4(15/16) SC5(15/16)	<a href="#">Appointments to Outside Bodies</a> <a href="#">Chichester Parking Review – Fast track</a> <a href="#">Traffic Regulation Order Consultation</a> <a href="#">Prevention and Wellbeing Grant Applications 2015/16</a> <a href="#">Community Initiative Funding</a> <a href="#">Appointments and Nominations to School and Academy Governing Bodies</a>	Helena Cox 033022 22533
25/06/15	East Crawley County Local Committee	EC1(15/16) EC2(15/16) EC3(15/16)	<a href="#">Prevention and Wellbeing Grant Applications 2015/16</a> <a href="#">Pound Hill North Traffic Regulation Order</a> <a href="#">Community Initiative Funding</a>	Monique Smart 033022 22540
25/06/15	North Mid Sussex County Local Committee	NMS1(15/16) NMS2(15/16) NMS3(15/16)	<a href="#">Prevention and Wellbeing Grant Applications 2015/16</a> <a href="#">Community Initiative Funding</a> <a href="#">Appointments and Nominations to School and Academy Governing Bodies</a>	Annalee Clayton 033022 22523
26/06/15	Cabinet Member for Residents' Services	RS4(15/16)	<a href="#">West Sussex Local Access Forum Appointments</a>	Katherine De La Mora 033022 22535

Call-in Deadline	Decision-Maker	No.	Proposal	Officer Contact
26/06/15	Adur County Local Committee	A1(15/16) A2(15/16) A3(15/16)	<a href="#">Prevention and Wellbeing Grant Applications 2015/16</a> <a href="#">Community Initiative Funding</a> <a href="#">Appointments and Nominations to School and Academy Governing Bodies</a>	Paul Matthews 033022 25409
30/06/15	Joint Downland Arun Area Committee	DA1(15/16) DA2(15/16) DA3(15/16)	<a href="#">Prevention and Wellbeing Grant Applications 2015/16</a> <a href="#">Community Initiative Funding</a> <a href="#">Appointments and Nominations to School and Academy Governing Bodies</a>	Monique Smart 033022 22540
01/07/15	Central Mid Sussex County Local Committee	CMS1(15/16) CMS2(15/16)	<a href="#">Community Initiative Funding</a> <a href="#">Prevention and Wellbeing Grant Applications 2015/16</a>	Annalee Clayton 033022 22523
01/07/15	North Chichester County Local Committee	NC1(15/16) NC2(15/16)	<a href="#">Prevention and Wellbeing Grant Applications 2015/16</a> <a href="#">Community Initiative Funding</a>	Paul Matthews 033022 25409
02/07/15	Cabinet Member for Community Wellbeing	CW2(15/16)	<a href="#">Re-procurement of the Substance Misuse Support Service</a>	Laura Johnston 0330 22 22536

## Decisions Confirmed

The following decisions have been confirmed in the last week

Decision-Maker	No.	Decision	Officer Contact
Cabinet Member for Finance	FIN3(15/16)	<a href="#">Business Rates Review</a>	Rosemary Pugh 033022 22548
Cabinet Member for Community Wellbeing	CW1(15/16)	<a href="#">Request for approval to continue to commission Health Visiting and Family Nurse Partnership Services with the current service provider for a further one-year period from 1 April 2016</a>	Laura Johnston 033022 22536
Cabinet Member for Residents' Services	RS3(15/16)	<a href="#">The Operation of the Illegal Money Lending Team within West Sussex</a>	Katherine De La Mora 033022 22535

Decision-Maker	No.	Decision	Officer Contact
Joint Western Arun Area Committee	WA1(15/16) WA2(15/16) WA3(15/16)	<a href="#">Bognor Regis Parking Review</a> <a href="#">Prevention and Wellbeing Grant Applications 2015/16</a> <a href="#">Community Initiative Funding</a>	Monique Smart 033022 22540
South Mid Sussex County Local Committee	SMS1(15/16) SMS2(15/16) SMS3(15/16)	<a href="#">Prevention and Wellbeing Grant Applications 2015/16</a> <a href="#">Community Initiative Funding</a> <a href="#">Appointments and Nominations to School and Academy Governing Bodies</a>	Annalee Clayton 033022 22523
Worthing County Local Committee	W1(15/16) W2(15/16) W3(15/16)	<a href="#">Prevention and Wellbeing Grant Applications 2015/16</a> <a href="#">Community Initiative Funding</a> <a href="#">Appointments and Nominations to School and Academy Governing Bodies</a>	Laura Johnston 033022 22536

## Committee News - Committee Meetings

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

### [Performance and Finance Select Committee](#) (26 June)

✉  
**Adam Chisnall**  
(033022 28314)

#### **All**      5      **Responses to Recommendations**

The Committee will be asked to note the update from the Leader of the County Council on the recent South East Seven Leaders' Board meeting.

#### **All**      6      **Capita Contract Review**

The Committee will be asked to consider the recommendation in the report relating to the progress of the review and the subsequent steps being undertaken.

#### **All**      7a      **2014/15 Outturn Total Performance Monitor**

The Committee will be asked to examine the data in the report, note the budget and performance outturn position for 2014/15, make any appropriate recommendations to the Cabinet and raise any necessary actions for further scrutiny.

#### **All**      7b      **Total Performance Monitor – May 2015**

The Committee will be asked to consider finance, performance, workforce and risk position as at the end of May 2015.

<b>Electoral Division</b>	<b>Item</b>	<b>Subject</b>	<b>Committee Officer</b>
<b>All</b>	8	<b>Workforce Metrics</b>	
<p>The Committee will be asked to review the sample set of reports and provide feedback on their suitability for performance monitoring and decision making purposes, any gaps in the sample reports of workforce metrics and what reports members would like to see in the Total Performance Monitor.</p>			
<b>All</b>	9	<b>Embedding Social Value in Public Service Procurements</b>	
<p>The Committee will be asked to consider the recommendation in the report relating to embedding Social Value obligations into commissioning and procurement processes.</p>			
<b>All</b>	10	<b>New Public Procurement Rules</b>	
<p>The Committee will be asked to consider the recommendation in the report relating to the proposal for new Standing Orders on Procurement and Contracts following new Statutory Regulations.</p>			
<b>All</b>	11	<b>Annual Scrutiny Performance</b>	
<p>The Committee will be asked to consider the recommendations in the report relating to reviewing select committee performance, scrutiny practice and Task and Finish Group activity.</p>			
<b>All</b>	12	<b>Scrutiny Work Programme July 2015 to December 2015</b>	
<p>The Committee will be asked to agree the select committee work programmes for recommendation to the Full Council meeting in July.</p>			
<b>All</b>	13	<b>Report from the Business Planning Group</b>	
<p>The Committee will be asked to consider the recommendations in the report relating to the Select Committee work programme and the work of the Task and Finish Groups.</p>			
<b>All</b>	14	<b>Requests for Call-in</b>	
<p>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, Assurance and Strategy will report any requests received since the publication of the agenda papers.</p>			
<b>All</b>	15	<b>Forward Plan of Key Decisions – July to October 2015</b>	
<p>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 invited to consider whether it wishes to enquire into any of the forthcoming decisions within its portfolios.</p>			
<b>All</b>	16	<b>Possible Items for Future Scrutiny</b>	
<p>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.</p>			

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

**All 17 Date of the Next Meeting**

The BPG have agreed to convert the PFSC Project Day scheduled for 3 September into an all-member session on commissioning followed by a formal meeting in the afternoon. This is in order to scrutinise two time-critical decisions. The formal meeting will commence at 2.15 p.m. at County Hall, Chichester. Probable agenda items include:

- Customer Experience Programme
- Extension of Beechfield Secure Unit
- Total Performance Monitor

Any member wishing to place an item on the agenda for that meeting must notify the Director of Law, Assurance and Strategy by 21 August 2015.

**Regulation, Audit and Accounts Committee (29 June)**



**Laura Johnston**  
(033022 22536)

**All 4 Financial Statements 2014/15**

The Committee will be asked to:

- (i) Review and comment upon the financial statements both for West Sussex County Council and the West Sussex Pension Fund for 2014/15 (prior to submission for external audit), along with the risk register for each.
- (ii) Approve the change to the West Sussex Pension Fund accounting policies.

**All 5 External Audit**

The Committee will be asked to note a number of reports and comment on matters relating to the 2014/15 audits and 2015/16 audit plans.

**All 6 Treasury Management Compliance Report – Fourth Quarter 2014/15**

The Committee will be asked to note the update that details compliance and performance against the Treasury Management Strategy planned parameters.

**All 7 Contract Management Update**

The Committee will be asked to note progress being made to improve compliance monitoring within the activities covered under the Capita contract.

**All 8 Risk Management Report**

The Committee will be asked to note the progress outlined and consider how it wishes to monitor risk management in the future given the Performance and Finance Select Committee's remit to scrutinise the content of the risk register.

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

**All**            9            **Internal Audit**

The Committee will be asked to consider the findings of the annual audit report and to approve the recommended areas of work for 2015/16.

**All**            10            **Annual Governance Statement (AGS)**

The Committee will be asked to support the Annual Governance Statement 2014/15 for signature by the Leader and Chief Operating Officer and agree the action plan for the 2014/15 Statement.

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

The next meeting of the Committee will be held at 10.30 am on Friday, 25 September 2015.

**Governance Committee (29 June)**



**Clare Jones**  
(033022 22526)

**All**            4            **Champions and Deputies to Cabinet Members**

The Committee will be asked to consider a revised role description for Deputies to Cabinet Members and the change of title to Adviser or Senior Adviser for recommendation to the County Council. The Committee will also be asked to agree to the deletion of the title 'champion' where the role is aligned to another activity such as panel membership and a clarification of the purpose of the designation.

**All**            5            **Member Development Group: Future Focus and Purpose**

The Committee will be asked to consider number of suggested changes to the current structure and focus of the Member Development Group (MDG) to give it a more clearly defined role within the County Council governance structure. A reallocation of a number of functions of the Member Development Champion role, to empower MDG to assume collective ownership of member training priorities will also be proposed.

**All**            6            **County Local Committees – changes to Governor Appointment Process**

The Committee will be asked to endorse amendments to the terms of reference of County Local Committees to remove the remaining power to appoint governors, with effect from 1 September 2015, in accordance with legislation.

**All**            7            **Firefighters' Pension Scheme and Local Government Pension Scheme Employer Discretions**

The Committee will be asked to consider the discretions available to the County Council as an Employer following amendments to the Firefighters' Pension Scheme, New Firefighters Pension Scheme and the introduction of the Firefighters Pension Scheme 2015 and the discretions available to the County Council as an employer following changes to the Local Government Pension Scheme.

**All**            8            **Appeals Panel Annual Report 2014/15**

The Committee will be asked to consider the annual report of the Appeals Panel for 2014/15.

<b>Electoral Division</b>	<b>Item</b>	<b>Subject</b>	<b>Committee Officer</b>
---------------------------	-------------	----------------	--------------------------

**All**            9            **Minor changes to the Constitution**

The Committee is asked to consider a number of minor changes to the Scheme of Delegation to officers.

**All**            10            **Report of Member Attendance April 2014 to March 2015**

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 on annually. The Committee will be asked to note members' attendance for the period 1 April 2014 to 31 March 2015.

**All**            11            **Appointments**

(a)    **Appeals Panel Appointment**

The Committee will be asked to fill a vacancy on the Appeals Panel. A nomination will be brought to the meeting.

(b)    **Electoral Review Panel**

The Committee will be asked to approve the appointment of Mr G L Jones to the Electoral Review Panel in place of Mrs Hall.

**All**            12            **Date of Next Meeting**

The next meeting of the Committee, which will be asked to approve the Council's submission to the Local Government Boundary Commission for England on electoral division boundaries as part of the current boundary review, will be held at 2.15 p.m. on Monday, 24 August 2015.

**Environmental and Community Services  
Select Committee (10 July)**



**Lisa Etchell**  
(033022 23597)

Please note that the next meeting of the Environmental and Community Services Select Committee will commence at 10.00 a.m. on Friday, 10 July 2015 at County Hall, Chichester.

## Weekly News

<b>Electoral Division</b>	<b>No.</b>	<b>Subject</b>	<b>Officer Contact</b>
---------------------------	------------	----------------	------------------------

**All**            1            **Forward Plan – July to October 2015**



**Matt Hall**  
(033022 22539)

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

electoral divisions. An amended version of the Forward Plan of Key Decisions, for July to October 2015 has been published in order to accommodate a decision regarding future arrangements for the commissioning of Public Health Services for West Sussex within the Community Wellbeing portfolio. There is a legal requirement for 28 days' notice to be given of a key decision therefore this decision will be considered following 20 July 2015.

## Communications

### County Council Press Releases up to 19 June

12/06/15 - [Deserving causes dealt a boost in Worthing](#)

Sixteen charities and organisations were awarded grants by the Worthing County Local Committee

12/06/15 - [From the red carpet of Cannes to West Sussex](#)

A hard-hitting short film has made its UK debut at a special screening in Shoreham this week

12/06/15 - [Major funding boost for organisations in Western Arun](#)

A number of community groups and organisations have received significant funding from the Joint Western Arun Area Committee

12/06/15 - [Put your questions to Sussex Police and Crime Commissioner](#)

Residents across Sussex can put questions to the county's Police and Crime Commissioner at the annual meeting of the Sussex Police and Crime Panel next month

12/06/15 - [Grant decisions on the agenda at Adur CLC meeting next week](#)

Decisions are to be made by the Adur County Local Committee on Thursday, June 18 about Prevention and Wellbeing grants

12/06/15 - [Take your tops off](#)

Residents in West Sussex are being asked to make sure they are taking their bottle tops and plastic lids off their containers

15/06/15 - [Hundreds of new school places proposed for the south of the county](#)

A consultation into the creation of hundreds of new school places in Chichester, Bognor Regis, Angmering, Rustington and Shoreham has been launched by the County Council

15/06/15 - [Literary feast at Chichester Library](#)

If you love books or want to publish your own, there are several upcoming events at Chichester Library to interest you

15/06/15 - [Local author reveals her writing secrets](#)

West Sussex-based author Elaine Hankin will launch her new book and give a talk at Worthing Library on Saturday 4 July

15/06/15 - [Get up to high speed with North Chichester CLC](#)

Residents are being invited to find out more about high speed broadband prior to the next meeting of North Chichester County Local Committee



**16/06/15 - [Committee to distribute grants](#)**

The funding of good causes will top the agenda for this month's meeting of Joint Downland Area Committee

**16/06/15 - [Shop owner loses alcohol licence after Trading Standards investigation](#)**

A convenience store in Bognor Regis had its alcohol licence revoked last week by Arun District Council following an investigation by the County Council's Trading Standards

**16/05/15 - [Firefighters issue safety warning following dishwasher fire in Crawley](#)**

Firefighters are warning people of the dangers of leaving electrical appliances on when they are out following a dishwasher fire in Crawley this morning

**17/06/15 - [All welcome at Dementia Awareness Day](#)**

Residents can learn more about dementia and the services available to them at a Dementia Awareness Day on Monday 22 June at Chichester Library

**17/06/15 - [Is there room to add to your recycling?](#)**

There's more to recycling than just bottles, containers and cans. The theme for this year's Recycle Week is 'recycling around the home' and the County Council is challenging you to think about all the items you could be recycling

**17/06/15 - [Dementia Awareness drop-in at Goring Library](#)**

Are you interested in learning about dementia and the support available locally?

**17/06/15 - [Residents invited to local meeting](#)**

Residents are welcome to attend Central Mid Sussex County Local Committee meeting at 7pm on Tuesday

**18/06/15 - [When they trained for war at Shoreham](#)**

A free Lunchtime Talk on Shoreham's World War I army camp will take place on 7 July at Worthing Library

**18/06/15 - [Capturing a day in the life of West Sussex social work](#)**

A unique insight into a day in the life of a West Sussex social worker has been captured in the latest of a series of films by the County Council

**19/06/15 - [£19,000 funding boost for South Chichester organisations in Small Charity Week](#)**

Small Charity Week was celebrated in the South Chichester area this week, with more than £19,000 of grants awarded to community groups and organisations

**19/06/15 - [Good causes given funding by East Crawley CLC](#)**

East Crawley County Local Committee (CLC) members have approved applications for Community Initiative Funding and Prevention and Wellbeing Grants for the year ahead

**For further information on or copies of the press releases listed please contact Eleanor Frost in the Communications Unit on (033022 22509) or ✉ [eleanor.frost](mailto:eleanor.frost)**

## Planning Applications registered in the week ending 19/06/15

### COUNTY MATTER MINERALS AND WASTE PLANNING APPLICATIONS

Applications submitted under the Town & Country Planning  
(Development Management Procedure) (England) Order 2010

Application No Applicant Grid Ref	Proposal/Location	Date Registered	Provisional Decision Method	Local Member
<a href="#">WSCC/046/15/L</a> Viridor Waste Management Limited GR: 517500 104000	Variation of condition 15 of planning permission L/157/05 to allow waste to also be delivered from Household Waste Recycling sites operated on behalf of West Sussex County Council during the permitted hours of operation. At Lancing Waste Transfer Station, Unit 17, Lancing Business Park, Chartwell Road, Lancing, West Sussex, BN15 8TU	17/06/15	Delegated	Mr Glennon

### COUNTY COUNCIL PROPOSALS (REGULATION 3, 4 and 13)

Applications submitted under the Town & Country Planning  
(Development Management Procedure) (England) Order 2010

Application No Applicant Grid Ref	Proposal/Location	Date Registered	Provisional Decision Method	Local Member
<a href="#">WSCC/047/15/EP</a> Executive Director Residents' Services GR: 507121 102546	Temporary Planning Consent is required for the provision of one single storey Temporary Double Classroom of Modular Construction. In order to provide two teaching space located to the rear of the school site. At East Preston Infants School, Lashmar Road, East Preston, West Sussex, BN16 1EZ	19/06/15	Delegated	Mr Evans

**Comments on any of the above planning applications should be made by 15/07/15 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 Alex Jack on 033022 25212.

---

## Proposals for Traffic Regulation Orders and Traffic Management Matters

### TRAFFIC REGULATION ORDERS

Location	Proposal	County Local Committees/ Officer	Provisional Decision Method	Local Member(s)
<a href="#">Southgate Avenue,</a> <a href="#">Crawley</a>	New signalised pedestrian crossing	Crawley East Crawley West James Lightfoot 033022 25695	Delegated	Mr M G Jones Mr Crow

**Comments on any of the above proposals should be made by 08/07/15 to [tro.team@westsussex.gov.uk](mailto:tro.team@westsussex.gov.uk) or if you require further information, please contact the officer shown**

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