

25 February 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 |
|------------------|----------------------------|--------------|--------------------------------------|-------------------------------|
| 27/02/15 | Cabinet Member for Finance | FIN24(14/15) | Surplus Declarations | Rosemary Pugh 033022 22548 |

Urgent Action

Members are asked to note the following urgent action taken by the Director of Law, Assurance and Strategy, in consultation with the Chairman of the County Council, the relevant Cabinet Member and Select Committee Chairman or the Chairman of a non-Executive or County Local Committee

| Electoral Division | No. | Decision | Officer Contact |
|--------------------|-----|----------|-----------------|
|--------------------|-----|----------|-----------------|

North Mid Sussex County Local Committee

**All in North
Mid Sussex** **NMS6(14/15)** [Community Initiative Funding](#)

Contact: Annalee Clayton (033022 22523) ✉

The Director of Law, Assurance and Strategy, in consultation with the Chairman of the County Local Committee, has used his delegated powers under Standing Order 61(2) to approve the following Community Initiative Fund allocation:

£1,383.95 to be awarded to Copthorne Sports and Community Association towards the costs of a computer and booking software

The urgency of the matter was due to the applicants seeking funding towards the costs of a computer and booking software to support the appointment of a new Bookings Administrator within a timescale that was outside the Committee's usual timetable as the Committee does not meet again until 18 March 2015.

Decisions Confirmed

The following decisions have been confirmed in the last week

| Decision-Maker | No. | Decision | Officer Contact |
|---|-------------|--|--------------------------------|
| Cabinet Member for Children – Start of Life | CH14(14/15) | Provision of Emergency Residential beds for Children and Young People | Vicky Wheatley 033022 22552 |
| Cabinet Member for Education and Skills | ES11(14/15) | West Sussex County Council Code of Conduct: Penalty Notices to Address Absences and Poor Attendance at School or Alternative Provision | Vicky Wheatley 033022 22552 |

Deputies to Cabinet Members

The Leader has given notice of the appointment of Mrs Duncton as the Deputy to the Cabinet Member for Residents' Services, with responsibility for Fire & Rescue and Communities, with effect from 25 February 2015.

Committee News - Committee Meetings

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

[Joint meeting of Environmental and Community Services and Performance and Finance Select Committees \(27 February\)](#)  Adam Chisnall (033022 28314)

All 4 **Requests for Call-ins**

There have been no requests for call-in to either Select Committee within their constitutional remits since the date of their last meetings.

All 5 **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 6 **Date of the Next Meetings of the Committees**

The next scheduled meeting of the Environmental and Community Services Select Committee will be held on 13 March 2015 at 10.30 a.m. at County Hall, Chichester. Any member wishing to place an item on the agenda for that meeting must notify the Director of Law, Assurance and Strategy by 3 March 2015. Items likely to be on the agenda include the Model for Future Delivery for Substance Misuse Services.

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

The next scheduled meeting of the Performance and Finance Select Committee will be held on 18 March 2015 at 10.30 a.m. at County Hall, Chichester. Any member wishing to place an item on the agenda for that meeting must notify the Director of Law, Assurance and Strategy by 6 March 2015. Items likely to be on the agenda include the Total Performance Monitor.

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 7 Waste Strategy and the Materials Resource Management Contract

The Committee will be asked to comment on the recommendations in the report.

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

Governance Committee (2 March)



Clare Jones
(033022 22526)

All 4 Review of Appeals Mechanism within the Redundancy and Internal Placement Policies

The Committee will be asked to consider a review of the Redundancy Policy following two recent appeals against redundancy which highlighted confusion about the appeals process. Areas identified for improvement include: the timing of appeals; the clarity of the appeal process; the time an employee remains on the redeployment register; duplication of appeal rights; clarity around the rationale for selection and the robustness of decision making.

All 5 Review of Procedure for Hearings of the Staff Appeals Panel

The Committee will be asked to consider proposals to change the format of staff appeals conducted by members of the Staff Appeal Panel to a hearing limited to the 'grounds of appeal'. The exception to this would be when a procedural error may have occurred, in which case the format will be that of a full re-hearing of the matter.

All 6 Review of Financial Regulations and Financial Procedures

The Committee will be asked to endorse revisions to Financial Regulations and Procedures following a thorough review to reflect the current organisational structure and processes for approval by the Regulation, Audit and Accounts Committee.

All 7 Pay Policy Statement 2015/16

The Localism Act requires the County Council to produce a Pay Policy Statement which has to be approved by the full Council. The Committee will be asked to consider amendments required to the statement to provide further detail and clarify the pay arrangements for staff who transferred into the authority from the former West Sussex Primary Care Trust. The Committee will be asked to endorse the Pay Policy Statement for recommendation for adoption and approval by full the Council at its meeting on 27 March 2015.

All 8 Review of Council Working Group

The Committee will be asked to consider the recommendations of the working group set up to consider the format of Council meetings. The aim of the changes is to introduce greater flexibility in what business is considered at each

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

meeting. Members will be asked to endorse the proposals for recommendation to the County Council on 27 March 2015.

All 9 Minor Changes to the Scheme of Delegation

The Committee will be asked to approve a number of minor changes to the officer delegations in the Scheme of Delegation in the Constitution to reflect recent changes in the organisational structure.

All 10 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 Executive Director Corporate Resources and Services) 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 2013 when the level was left at £15,000. Members will be asked to note that, in line with the resolution, the Executive Director Corporate Resources and Services has been consulted and has confirmed that level of delegation remains appropriate and no change is required.

All 11 Pension Advisory Board – Changes to Terms of Reference

The terms of reference of the Pension Advisory Board were previously endorsed by the Committee and approved by the County Council. This was based on draft regulations, to allow work to proceed and not be delayed by the wait until regulations were finalised by the Government. The final regulations have now been published and the terms of reference need to be slightly amended to accommodate certain details not anticipated in the version submitted for approval prior to the Board being implemented from April. The Committee will be asked to endorse the changes set out in the report for recommendation to the County Council on 27 March 2015.

All 12 Electoral Review Panel membership

The County Council meeting on 13 February 2015 agreed to a change in membership of the Electoral Review Panel which has resulted in there being no member representing the Arun district. As the constitution of the Panel requires there to be at least one member from each district, the Committee will be asked to approve a change to the membership. A nomination will be available at the meeting following discussion with Group Leaders.

All 13 Date of Next Meeting

The next meeting of the Committee will be held at 2.15 p.m. on Monday, 27 April 2015.

Planning Committee (3 March)



Matthew Evans
(033022 22538)

Please note: The meeting will be held at County Hall North, Horsham

Petworth 4 Waste Planning Application (County Matter)

The Committee will be asked to consider and determine the following application:

| Electoral Division | Item | Subject | Committee Officer |
|--|-----------------------|---|-------------------|
| | WSSC/042/14/PS | Proposed upgrade of an existing anaerobic digester facility to enable the export of biomethane to the national gas grid, installation of a new digestion tank, two new CHP engines, digestate lagoon and associated infrastructure at Crouchland Farm, Rickmans Lane, Plaistow, Billingshurst, West Sussex, RH14 0LE. | |
| All | 5 | 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 | 6 | 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 3 February 2015. | | | |
| All | 7 | Date of Next Meeting | |
| The next meeting of the Planning Committee will be held on Tuesday, 28 April 2015, 10.30 a.m. at County Hall, Chichester, PO19 1RQ. | | | |

Communications

County Council Press Releases up to 20 February

10/02/15 - [West Sussex pupils to benefit from Government investment](#)

Three West Sussex-based schools will receive a share of a multi-billion pound government investment scheme

10/02/15 - ['Feather' in the cap for WSSC's Trading Standards](#)

West Sussex Trading Standards has entered into a Primary Authority Partnership agreement with national furniture retailer Feather and Black Ltd

10/02/15 - [WSSC budget proposes multi-million investment in key services](#)

The County Council is planning to spend more than £500m next year on a range of services

11/02/15 - [Tell us what you love in your community, South Chichester residents urged](#)

Local residents in the South Chichester area are being reminded to take part in a funding pilot aimed at involving communities more in deciding how a local grant scheme is allocated

11/02/15 - [Lives of more than 1,000 families turned around in West Sussex](#)

Three West Sussex-based schools will receive a share of a multi-billion pound government investment scheme

12/02/15 - [New foster families needed in West Sussex](#)

At least 60 new foster families are needed by the County Council this year to provide stable and loving homes for children and teenagers

12/02/15 - [Young people take to Charlton Forest for night-time endurance challenge](#)

Hundreds of young people tested themselves to the limits in Charlton Forest, West Sussex, at the end of the January

12/02/15 - [Crawley man named as a 'Mental Health Hero'](#)

A Crawley man has been recognised for his work to inspire people with mental health conditions

12/02/15 - [Pothole repairs drop by two-thirds as Better Roads take effect](#)

Fewer potholes have been reported in West Sussex so far this year compared to 12 months ago

12/02/15 - [Next planning committee to consider Crouchlands Farm application](#)

The next meeting of the County Council's Planning Committee will be held at County Hall North in Horsham

16/02/15 - [WSCC freezes council tax for fifth year running](#)

For the fifth year in a row the County Council has agreed to freeze its share of the council tax bill

17/02/15 - [Learn how to make your own bean poles](#)

Green-fingered residents are invited to two special coppice events coming up in the next few weeks

17/02/15 - [Multi-million pound boost will create hundreds of new school places](#)

Hundreds of new school places are to be created across West Sussex after the government announced a significant funding boost for the County Council

17/02/15 - [Free employment help and advice on offer to Littlehampton families](#)

Top tips on looking for work, as well as advice on childcare and money matters, will be on offer in Littlehampton this month

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

Planning Applications registered in the week ending 20/02/15

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 |
|--|---|--------------------|-----------------------------------|-----------------|
| WSCC/015/15/SI R M Pettett Ltd GR: 484745 099990 | Alteration of site layout, as approved under planning application WSCC/043/12/SI, to incorporate new and additional units for class B2/B1(c) usage. At The Scrapyard (former Coalyard), Jury Lane, Sidlesham, Chichester, West Sussex, PO20 7PX | 20/02/15 | Delegated | Mrs Evans |

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 |
|--|---|----------------------------|--|-------------------------|
| WSCC/013/15/HU Executive Director Residents' Services GR: 518969 130345 | Prior approval for the proposed change of use of Holly Lodge from a residential institution (use class C2) to a state-funded school (use class K). At Queen Elizabeth II Silver Jubilee School, Comptons Lane, Horsham, West Sussex, RH13 5NW | 16/02/15 | Delegated | Mrs Millson |
| WSCC/014/15/AW Executive Director Residents' Services GR: 490069 099152 | Amendment of condition 1 of planning permission WSCC/005/10/AW to allow the continued siting and use of a temporary classroom unit. At Rose Green Junior School, Raleigh Road, Aldwick, Bognor Regis, West Sussex, PO21 3NA | 17/02/15 | Delegated | Mr Sutcliffe |

Comments on any of the above planning applications should be made by 18/03/15 to 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. 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.

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