

Committee Manager: Jane Fulton (Ext. 37611)

12 November 2015

OVERVIEW SELECT COMMITTEE

A meeting of the Overview Select Committee will be held in Committee Room 1 at the Arun Civic Centre, Maltravers Road, Littlehampton BN17 5LF on Tuesday, **24 November 2015 at 6.00 pm** and you are requested to attend.

Members: Councillors Dingemans (Chairman), English (Vice-Chairman), Ballard, Mrs Bence, Blampied, Mrs Daniells, Edwards, Mrs Harrison-Horn, Hitchins, Hughes, Mrs Oakley, Oliver-Redgate, Mrs Rapnik, Warren and Dr Walsh.

A G E N D A

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declaration of personal and/or prejudicial/pecuniary interests that they may have in relation to items on this agenda.

You should declare your interest by stating:

- a) the item you have the interest in
- b) whether it is a personal interest and the nature of the interest
- c) whether it is also a prejudicial/pecuniary interest

You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

3. MINUTES

To approve as a correct record the Minutes of the meeting of the Overview Select Committee held on 29 September 2015 (which have been previously circulated.)

4. ITEMS NOT ON THE AGENDA THAT THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES.

5. *LOCAL PLAN - ANALYSIS OF PROGRESS AND COSTS TO DATE

This report sets out a chronological analysis of the events and factors which have influenced the development of first the Core Strategy and more recently the Local Plan.

6. CABINET MEMBER QUESTIONS AND UPDATES

(i) Verbal Update from the Cabinet Member for Environmental Services – East Bank Flood Defence Scheme – Progress of work at Riverside Autos

(ii) Verbal Update from the Cabinet Member for Planning & Infrastructure – Felpham Relief Road [following the issues raised under this agenda item at the last meeting of the Committee held on 29 September 2015].

(iii) Members are invited to ask Cabinet Members questions and are encouraged to submit their questions to the Committee Manager in advance of the meeting to allow a more substantive answer to be given.

(iv) Cabinet Members are invited to update the Committee on matters relevant to their Portfolios of responsibility.

7. *THE COUNCIL'S ICT PROGRAMME - GENERAL WORK TO DATE

This report provides information to the Committee on the Council's Information and Communications Technology (ICT) Programme.

8. *FEEDBACK FROM WEST SUSSEX COUNTY COUNCIL'S TASK AND FINISH JOINT SCRUTINY GROUP - FLOODING

Attached is a feedback report from the Chairman of the Committee, Councillor Dingemans, following his attendance at West Sussex County Council's Task and Finish Joint Scrutiny Group on Flooding which was held on 19 October 2015.

9. *FEEDBACK FROM THE MEETING OF WEST SUSSEX COUNTY COUNCIL'S HEALTH AND OVERVIEW SELECT COMMITTEE (HASC) HELD ON 1 OCTOBER 2015

A feedback report supplied by Councillor Blampied is attached following his attendance at a meeting of West Sussex County Council's Health and Adult social Care Committee on 1 October 2015.

10. *FEEDBACK FROM MEETING OF THE SUSSEX POLICE AND CRIME PANEL HELD ON 9 OCTOBER 2015

A feedback report from the Cabinet Member for Community Services, Councillor Wotherspoon, is attached following his attendance at a meeting of the Sussex Police and Crime Panel held on 9 October 2015.

11. *WORK PROGRAMME - UPDATE

The Committee Manager will verbally update the Committee on some additions that need to be made to its Work Programme for 2015/2016. These are set out in the attached Work Programme.

(Note: *Indicates report is attached for Members of the Committee only and the Press (excluding exempt items). Copies of reports can be viewed on the Council's web site at www.arun.gov.uk or can be obtained on request from the Committee Manager.)

(Note: Members are also reminded that if they have any detailed questions, would they please inform the Head of democratic Services, Cabinet Member and/or relevant Lead Officer in advance of the meeting in order that the appropriate Officer/Cabinet Member can attend the meeting.)

AGENDA ITEM NO. 5ARUN DISTRICT COUNCILOVERVIEW SELECT COMMITTEE – 24 NOVEMBER 2015

Information Paper

Subject : Local Plan – Analysis of Progress and Costs to Date

Report by : Karl Roberts, Director of Planning & Economic Regeneration

Report date : October 2015

EXECUTIVE SUMMARY

This report sets out a chronological analysis of the events and factors which have influenced the development of first the Core Strategy and more recently the Local Plan.

1.0 INTRODUCTION

- 1.1 This report has been prepared in response to the Overview Select Committee including within their agreed Work Programme an item on the Local Plan. As Members will be aware the work on the Local Plan is far from complete and, therefore, this report reflects that fact. It would be the normal convention not to include large sections of quotes or extracts from other documents in the body of the report, but instead put them in appendices. However, it is felt the narrative of this report, which is intended to set out the journey the Plan has been on, flows better if that normal convention is not followed. The report does not make reference to all matters considered by Members, whether it be at a Sub-Committee or Full Council, or all minutes from these relevant meetings. Instead the report focuses on the key points that emerged.
- 1.2 Members are also invited to note that the preparation of and content of this report has been made more challenging than normal due to the following factors. Firstly, none of the key personnel involved in working on the Development Plan prior to 2009 are still in the employ of the Council and, therefore, the report has been prepared with the aid of written material only. Secondly, the Council's agreed policy on document retention means that many Committee agenda's prior to 2009 are no longer available. Therefore, for the period 2004 to 2009 this report relies heavily on the information contained in the formal minutes.

1.3 Finally by way of an introduction it is also important to recognise that the actual form of the Development Plan that the Council has sought to produce over the years has changed according to the legislation pertaining at the time. Hence, the work being undertaken now is on a Local Plan covering all the relevant strategic and operational policy considerations, whereas back in 2004 the work was focused on producing a Core Strategy, which as the name suggests focusses on strategic matters only, with further 'Development Plan Documents' to be produced to cover matters such as site allocations and development control policies.

2.0 THE START OF CREATING A CORE STRATEGY

2.1 The starting point for a chronology of events is the adoption of the last Local Plan in 2003. The Planning and Compulsory Purchase Act 2004 made substantial changes to the Development Plan system. It did away with both Structure Plans and Local Plans, in favour of Local Development Frameworks (LDFs), which are made up of a number of Local Development Documents (LDDs) and Supplementary Planning Documents (SPDs). The Regional Spatial Strategy (RSS), which was produced by Regional Assemblies in England, replaced the Structure Plan as the strategic planning document (i.e. the RSS set the targets for housing and employment development within each district in a given Region).

2.2 Local Authorities were also now required to produce Local Development Schemes (LDS) - which outlines the work programmes for the LDDs/SPDs they intended to produce over a three-year period (in affect a high level project plan), together with Statements of Community Involvement (SCI), which outline how the Council will involve the local community. All LDDs and SPDs also have to be accompanied by a Sustainability Appraisal (SA) and a Strategic Environmental Assessment (SEA). The SEA is a requirement under European Union laws.

2.3 As a result of these changes the Council embarked on updating its 2003 Local Plan with a Core Strategy. As part of this process a LDS was produced in 2004. At this time each Council's LDS had to be agreed with the relevant regional Government Office.

2.4 Between 2004 and 2007 the Local Development Framework Sub Committee (LDFSC) met to oversee the process of developing a Core Strategy. During this time the Committee received numerous presentations on the various pieces of evidence that the Council had commissioned to inform the emerging Core Strategy. For example, studies included a joint assessment of employment needs with Chichester District Council and viability assessments of the emerging Affordable Housing policies.

2.5 In August 2007 the LDFSC agreed a recommendation from officers to Full Council that the Core Strategy Preferred Options be subject to public consultation. The intention at that time was that the Core Strategy would be independently examined

in May/June 2008. To put the Core Strategy into context with more recent events, the Preferred Options was prepared on the basis of delivering 465 homes per annum.

- 2.6 The first major challenge to delivering a Plan was soon to follow. The Panel Report on the South East Plan had made a recommendation that an additional 2000 homes should be provided in the Arun District up to 2026, in addition to the figures in the previous draft South East Plan, upon which the Core Strategy Preferred Options had been based. The Sub Committee was, therefore, requested to consider the options available to determine a course of action for Full Council to consider at its meeting on 7 November 2007.
- 2.7 In discussing the matter, Members were in accord with the advice being given and agreed that Full Council should be recommended to withdraw the Core Strategy Preferred Option Document from statutory public consultation and await the Secretary of State's publication of her proposed changes to the South East Plan.
- 2.8 It is worth noting that the minutes of the meeting also included the following:-

“The Subcommittee acknowledged the seriousness of the situation which had been brought about by the Panel’s report and, through no fault of its own, the Council’s inability to progress the Core Strategy in accordance with the Local Development Scheme timetable. It was suggested and agreed that the support of the District’s Members of Parliament must be sought and obtained to make representation to the Secretary of State about this imposition of 2000 additional homes and the possibility that the figure could be even higher. It was also agreed that a press release should be drafted informing residents of the high cost of the work that had already been done on preparing the Core Strategy Preferred Option document, which could now be wasted, and the further costs that would be incurred in preparing amended documentation, due solely to the Government’s intervention and conflicting advice.”

- 2.9 The eventual outcome was that the Secretary of State did include the additional homes in her proposed alterations to the South East Plan. These were subject to public consultation in 2008. The Council received the following advice (as recorded in the minutes) from the then Chief Executive and resolved to object to the proposed modifications:-

“The Chief Executive reiterated that it was being suggested that the Council should object to the proposed increase in housing numbers by a further 2,000 more than that originally set out in the draft South East Plan, i.e. 11,300, as this appeared to be solely a number based target rather than taking account of the needs of the area. There was already an infrastructure deficit which would only increase and place severe pressure on existing services as not all that would be required to meet this deficiency could be developer funded.”

- 2.10 At the same time (August 2008) the LDFSC agreed to proceed quickly with work on the emerging Core Strategy and in particular the strategic development locations. It was also proposed that a Project Board, with no executive powers, would be established to oversee the work and that this would comprise of the Leader of the Council, Leader of the Opposition, the Cabinet Member for Planning and Chief Executive, with participation by the County Council and South East England Development Agency (SEEDA). GOSE (Government Office for the South East) had declined the invitation to participate in the process as they felt this could compromise their position but they had indicated their willingness to offer assistance in helping the Council to meet the timetable.
- 2.11 In December 2008 the LDFSC was presented with a report on the Council's Core Strategy – Options for Growth. This report contained three fundamentally different spatial strategic options which had been identified as:-
- Sustainable Urban Extensions of the coastal towns
 - An 'Eco Town' at Ford of 5,000 houses
 - A mix of coastal and significant inland development
- 2.12 The idea was to undertake public consultation on these Options with a view to submitting a Core Strategy for examination in late 2009.
- 2.13 It is worth noting the following taken from the minutes of the meeting (December 2008):-
- “During the course of discussion, it was highlighted that the concept of regional planning took the choice of where development took place out of the hands of local communities. It was felt that it should be implicit on all Members to be responsible for the planning process.*
- It was accepted that difficult choices would have to be made and that whichever option or mix of options was decided on, serious concerns about infrastructure deficits, e.g. highways issues, ground water problems, etc would need to be addressed.”*
- 2.14 In May 2009 the LDFSC was advised that the South East Plan had been adopted with the requirement for an additional 2000 homes in Arun. At the same meeting Members were provided with a project plan illustrating the key tasks, dates and meetings leading up to a Special Full Council meeting on 9 December 2009, which was intended would consider the Core Strategy prior to public consultation for a six week period early in 2010.
- 2.15 It is really from this point onwards that the issue of the evidence base potentially becoming out of date became an important consideration. During the remainder of 2009 the Sub Committee considered various evidential reports. However, in

November 2009 during consideration of a report on the veracity of the evidence base at that time the issue arose regarding the ongoing value of the 2005 Employment Study. The minutes of the meeting contain the following passage:-

“The Assistant Director of Planning and Housing Strategy advised the Subcommittee that, should it wish to undertake a further Employment Land Review, this would certainly have a detrimental impact on preparation of the Core Strategy and would affect the timetable quite significantly. However, Members felt that it was essential to have an updated evaluation of the employment requirements for the District before coming to any decision.”

- 2.16 As the minutes indicated, Members decided that an Employment Land Review was needed. This led to a key meeting of the LDFSC in December 2009 which considered in detail the progress of producing a Core Strategy. The relevant minutes are reproduced in full below as they cover a key turning point in the progress of the Core Strategy, although its significance was probably not realised at the time:-

“At the meeting held on 12th November 2009, the Subcommittee recommended to Full Council that “it is satisfied with its previous decisions in relation to the evidence base for the Core Strategy, with the exception of the Employment Land Review which will be presented to a future meeting of the Subcommittee and will have cost implications“. The Chief Executive and the Assistant Director of Planning and Housing Strategy now presented a report which set out for Members the possible risks associated with that course of action in preparing the Core Strategy, together with the financial implications, Subject to approval at the next Subcommittee meeting which could be significant. A detailed timescale had not yet been drawn up but it was envisaged that it could be somewhere in the region of 6-9 months for a total review and 3-6 months for a refresh. There was a real concern about the impact of this as it could mean a period of time when the Council’s planning policy position would only be covered by the Local Plan, which would expire in 2011. It was out of date in a number of areas, including in relation to the South East Regional Spatial Strategy, which set out housing provision between 2011-2026. There was a danger that the Council might find itself in a position where a number of its key decisions around planning matters could be taken out of its hands and would be determined through the appeal process.

Since writing the report, a letter had been sent to this Council by GOSE (Government Office for the South East) raising concerns around any delays arising from the commissioning of an Employment Land Review prior to considering the Council’s Core Strategy. Members were reminded of the health check made by the Planning Inspector that any refresh update would not necessarily be something that had to be done prior to considering the Core Strategy. In addition, it was understood that Planning Policy Statement 4 (PPS4) was due out before Christmas and this might update guidance on Employment Land Reviews.

A further point was made with regard to the implications on the Core Strategy if this was not finalised before the coming into effect in early 2011 of the South Downs National Park. If the National Park Authority was not content with the Core Strategy or if one was not in place, it could mean that that part of the Arun area within the National Park would have planning responsibility taken over by the Park Authority and the Council could therefore lose control of planning decisions in that area. The policy background against which any applications would be considered would be the South East Plan (SEP) and the saved policies of the Local Plan and the SEP would take precedent, with a risk of decisions going against the Council at appeal, with consequential cost implications.

A further delay to the already delayed LDF timetable would have a detrimental impact on the level of affordable housing that could be secured as, at the moment the Local Plan had 30%, whereas the new Core Strategy was looking to move towards 40%. There was also an issue around the Council's 5 year housing land supply which was currently at 95% and which meant there was a danger of Inspectors taking a view in accordance with national policy that significant weight should be given to new developments, notwithstanding they were not shown in the existing Local Plan.

The Assistant Director of Planning and Housing Strategy stated that he had highlighted a significant number of issues which had negative resource implications and which would create a period of time where there was no clarity about the Council's planning position. He was therefore recommending to the Subcommittee that the process be continued without the requirement for an Employment Land Review to be undertaken prior to consideration of a preferred Core Strategy and the study should be commissioned instead to support a 'Site Allocations and Development Policies Development Plan Document'.

The Chief Executive then supported the advice that had been given and stated that there was no technical reason why work on the Core Strategy should not proceed. Further delay could result in the Council, as Local Planning Authority, losing control over its planning decisions. Members then participated in a full debate. The point was strongly made that Members represented the residents of the district and, as such, had an obligation to make decisions based on what the public felt was acceptable for development in the area. If development could be justified and infrastructure improvements were factored in alongside then it was possible that development could then be seen as necessary.

Reference was made to the Regional Spatial Strategy and the fact that Arun had said at the outset that 8,600 was acceptable as housing numbers that could be accommodated for in the district. It was felt that the Government had constantly changed the goal posts and local planning authorities had had to work with a system that was in fact unworkable. The point was made that an Employment Land Review

was essential due to the length of time that had elapsed since the original one had been completed and that the Council should be prepared to live with the consequences.

The Subcommittee agreed that a refresh was what was required rather than a full review and a concern raised that this had still not been actioned a month after the decision had been made on 12th November 2009. The Assistant Director of Planning and Housing Strategy responded by explaining the need to fully apprise Members of the possible consequences of implementing the decision and further delaying the process as well as the severe constraints his reduced Planning Policy team was working under.

A Member expressed his view that he was not a professional planner and had wished to see an updated Employment Land Review to enable him to come to an informed decision and, as the situation had changed quite dramatically with the severe economic downturn that was being experienced nationally since the original study had been completed, he had felt it sensible to take this course of action. He queried how was it possible to leave the study until after a decision had been taken on the Core Strategy. This was responded to by the Assistant Director of Planning and Housing Strategy, who confirmed that officers had taken the opportunity during the course of preparing the Core Strategy to seek guidance from the Planning Inspectorate.

Their view was that it would be helpful to update that study but that it was not necessary to have that done before the Core Strategy was concluded. – it could be advantageous but was not a prerequisite.

A further note of caution was voiced that it should be employment needs that should be focussed on rather than employment land.

A Member expressed his concern that the Council could lose control over planning matters and wondered whether a more pragmatic approach should be taken and use should be made of the best available information, bearing in mind that time might not be on the Council's side.

To highlight the stance of GOSE, the Assistant Director of Planning and Housing Strategy made reference to the recently received letter from them and reiterated the comments that had been made.

As Members had clearly indicated that a refresh of the Employment Land Study needed to be undertaken prior to consideration of a preferred Core Strategy, advice was given that officers would need to work through the LDF process and bring back a revised timetable to a future meeting. It was agreed that the refresh should be progressed as soon as possible and a Special Full Council meeting be rescheduled at the earliest opportunity. In addition, it was not known at this time what the

financial implications might be and whether there was sufficient money in the relevant budget. A supplementary estimate might therefore be required to be approved by Full Council and it was agreed that this information would be tabled on the night at the Full Council meeting to be held on 16th December 2009.”

- 2.17 At the meeting of Full Council on the 16 December there was a full debate and consideration of an alternative proposition which would not have held up the progress of the Plan. This proposition was lost 34 votes to 15 with 3 abstentions.
- 2.18 Only one more meeting of the Sub Committee took place before the 2010 General Election. This meeting included a report on revised National Planning Guidance for Economic Growth (PPS4), the content of which tended to support a refresh of the Employment Land Study.
- 2.19 The 2010 General Election brought in a new Government with new ideas on how Council's should plan for their areas. One of the main areas was the notion of removing the regional tier of Government and allowing local Councils more say on setting the scale of development in their areas. A Department for Communities and Local Government (DCLG) press release at the time of the 2010 Queen's Speech offered the following comments:-

“The Devolution and Localism Bill’ would set the foundations for the Big Society by shifting power from the central state back into the hands of individuals, communities and councils.

Secretary of State for Communities and Local Government Eric Pickles said:-

‘This important Bill would shift power from the central state back into the hands of individuals, communities and councils. It will empower local people giving them more power over local government. It will free local government from central and regional control so that they can ensure services are delivered according to local needs.’

Some of the Coalition Agreement commitments would be legislated through the Localism Bill including:-

- *returning decision-making powers on housing and planning to local councils by abolishing Regional Spatial Strategies*
- *new powers for communities to help save local facilities and services threatened with closure, and the right to bid to take over local state-run services*
- *giving councils a general power of competence*
- *giving residents the power to instigate local referendums on any local issue and the power to veto excessive council tax increases*
- *greater financial autonomy to local government and community groups*
- *outright abolition of Home Improvement Packs*

- *create local enterprise partnerships - joint local authority-business bodies to promote local economic development*

Greg Clark, Minister for Decentralisation, added:-

'This Bill would reverse years of creeping state control and return power to people, communities and councils.'

'We have an optimistic vision that supports people to work in the interests of their communities, rather than telling them what to do. When you decentralise power you unlock creativity and dynamism that gets better results, better services and better value for money.'

'The state alone is often too monolithic and clumsy to tackle our deepest social problems and we believe that the best ideas come from the ground up, not the top down.'

- 2.20 Over the coming months similar announcements and speeches were offered by various Government ministers as various different initiatives emerged. The following is another quote from a DCLG announcement of a speech given by Minister Bob Neill MP:-

"Speaking at the National Planning Forum, Mr Neill set out the government's vision for the future where councils and local people work together with developers and planners to deliver new building in their area.

Localism, localism, localism

The expert audience, which included council staff, planners, developers and charities, heard how the end of top-down regional targets by unaccountable quangos and bureaucrats would herald a new era in planning.

Planning Minister Bob Neill said:-

'We're abolishing this ridiculous system where Whitehall tells communities what they must build, and then dictates when and where they have to build it. Those who make planning decisions will no longer be able to avoid reporting back to those whose lives are directly affected by them.'

'Communities will be able to come together and take responsibility for solving their own local challenges in a way that make sense for them. And in return, they will be offered powerful incentives that ensure they see the benefits of the development they welcome.'

'But we can't return to localism simply by changing the rules. We need your help to make this work. Planning has its roots in a democratic system that engages local communities. You were there at the beginning, and you will be there again to give communities the real power and real influence they deserve.'

A new way of working

Mr Neill explained how planning policy would be streamlined and simplified, to free up local authorities and communities to make their own decisions.

He also went on to set out the challenges ahead for planners, councillors and developers. In the future planners will not just be planning experts, but experts at working with communities, and translating their visions into action.

Local plans will be more transparent and spell out how they will benefit the community. Communities will help develop proposals for their neighbourhoods, rather than be consulted on 'options' that have already been prepared.

And local, long-term plans will become more important. If a new development is in the plan that is supported by local people, a proposal in line with that plan will be approved unless there are significant reasons against it."

- 2.21 Understandably these clear messages from Government influenced the thinking that existed behind the strategy being developed by this Council. The message that local Councils would have more say on housing numbers chimed with the concerns raised by Councillors only 12 months previously that Arun was being asked to take an additional 2000 homes unreasonably by the (now disbanded) regional layer of decision making.
- 2.22 The next key milestone locally was the 4 August 2010 LDFSC. This contained a report to determine what the Council's interim position was on housing numbers. Based on the tone of the messages from Central Government and the Council's previous decision to endorse a target of 465 homes per annum (prior to the imposition of the additional 2000 homes in the RSS) the Sub Committee decided to re-endorse the original 465 target, a figure supported by officers and set in the context of the following extract from the report:-

- The SE Plan which was published in May 2009 proposed **11,300** units to be provided in Arun between 2006 and 2026. This equated to **565** units per annum.
- The level of provision (for the same time period) agreed by this Council to be submitted to the original Regional Spatial Strategy examination in 2005 was **9,300**. This equated to **465** units per annum.
- The West Sussex Structure Plan which was ... on the publication of the SE Plan proposed **8700** units between 2001 and 2016. This equated to **580** units per annum.
- The 2003 Arun local Plan which covered the period 1996 to 2011 proposed **8700** units. This equated to **580** units per annum.

2.23 At the following meeting in September, officers asked Members to agree an approach for establishing the scale and location of development in Arun for a 17 year period between 2011 and 2028 through the creation of a Local Plan. The report stated this was the first opportunity for the Council to actually set out its options for growth in the forthcoming years following the significant changes which had taken place since the Coalition Government had taken office. Members were advised on 4 principle elements contained within the report as follows:-

- There would be only one Plan rather than a number of documents covering a number of different elements.
- A revised duration for the Plan to commence from 2011 and to exist for a minimum of 15 years post adoption, i.e. adoption in 2013 up to 2028.
- The Plan to be aligned with the local community strategy.
- Timetable as set out in the report, which was based on agreeing to what scale of development there should be; where that should be located; and the formal stages.

This is the first point at which it was decided to dispense with the previous proposal of creating a Core Strategy and replace it with a single Plan – the Local Plan.

2.24 The new approach adopted also involved undertaking a series of public consultation events around the District based on clusters of Parish and Town Councils. The public were invited to comment not only on the Vision and Strategic Objectives but also the scale of employment growth and four broad scenario's for housing growth (362, 447, 548 and 628 homes per annum respectively).

2.25 However, in parallel with this work the decision of the Secretary of State to revoke the Regional Spatial Strategy was quashed in the High Court. This created yet another hiatus in the journey of creating the Local Plan, and led to further uncertainty for the Council as to which path it should follow. Indeed, in the minutes of the June 2011 LDFSC meeting officers had to advise on both what option the Council should pursue with the RSS in place and what option it could pursue if the RSS was again revoked. This was not resolved until after the Council had

considered a draft Local Plan in 2012 (see below). Officer's advice was not to reduce the level of housing provision significantly (over 10%) if the RSS was revoked. Below are the options Members had available to consider.

Alternative A: 175 units per annum (2,960 over plan period)

5.3 This target is based on utilising existing sites with planning permission and other sites already allocated and making no additional allocations. During the consultation, when invited to provide their own figure for housing growth the number zero was mentioned on several occasions, this was also mentioned at many of the parish cluster meetings and to staff at the footfall survey locations. Zero is not considered a realistic alternative because of existing permissions and allocations. Consequently, the target of 175 units per annum is included as it addresses this minimum growth sentiment.

Alternative B: 362 units per annum (6,150 over plan period)

5.4 This target reflects scenario one used in the consultation. It was the lowest growth scenario and is chosen as an alternative because it received the highest level of support in the consultation. Overall it received 27% support, ahead of the 22% support for scenario 2 (447 dwellings per annum); 14% for Scenario 3 (548 dpa) and 6% for Scenario 4 (628 dpa). Consequently, it has a significant level of public support though it is not supported by other elements of the evidence base.

Alternative C: 425 units per annum (7,225 over plan period)

5.5 This is based on a recent trend based population projection referred to in the Locally Generated Needs Study by GL Hearn. It uses a shorter-term migration assumption than the projection which supports the higher growth associated with Alternative F. It is based upon net migration levels of 1,225 per annum which the study criticises as being very low. Consequently, though reflecting a modest level of growth that may attract public support the evidence base to support it is weak.

Alternative D: 495 units per annum (8,415 over plan period)

5.6 This alternative presents a mid point between Alternatives C and E. There remains a risk, even at this level of growth, as to whether the evidence base can justify growth below the South East Plan figure.

Alternative E: 565 units per annum (9,605 over plan period)

5.7 This is equivalent to the annual target expressed in the South East Plan. It is supported by the evidence base, in particular the Strategic Housing Market Assessment (SHMA).

Alternative F: 610 units per annum (10,370 over plan period)

5.8 This figure is identified in the Locally Generated Needs Study, undertaken by consultants GL Hearn, as representing "a robust basis for strategic planning based on a 'locally-generated approach' to assessing housing requirements which is driven by demographic trends". It is also the mid point figure in the range quoted in the same study when referring to an economic based approach. The study states: "a realistic economic-driven scenario would fall somewhere between achieving delivery of 230 – 380 net additional jobs per annum over the plan period." "this would require delivery of between 550 – 670 additional homes per annum." This alternative is therefore also significantly underpinned by a robust evidence base, though there is little public support for this level of growth.

2.26 Officers advised against option C which was the preference of Members and instead suggested Option D which had less risk associated with it. However, Members endorsed Option C. At Full Council this was again the subject of debate and a proposition to follow Option D was lost 39-4 with 2 abstentions. The agreed figure eventually agreed was 400 homes per annum. It is important to remember all these decisions were being made still with the spectre of the RSS looming over the debate, as the Government sought to resolve the issues that had led to the successful challenge to the revocation of the RSS for the South East.

- 2.27 The same combination of LDFSC meeting and Full Council meeting also considered a range of possible spatial options linked to the scale of housing being pursued. The options included both Parish allocations but also a range of strategic allocations based on locations in the Eastergate area, Bersted area, Angmering and West Bank, Littlehampton. The greater the level of provision required, the more strategic sites would be required to meet the required provision. As Members had resolved a target of 400 homes per annum only approximately 600 homes were required in a strategic allocation (which was still to be determined at that time). However, if the RSS remained in place the number of homes to be allocated in a strategic allocation(s) would increase substantially.
- 2.28 At the November 2011 meeting the LDFSC were presented with a report which set out the process on developing a new Local Plan based on the Council's previous decisions. This included agreeing a revised Local Development Scheme and reflecting on the fact that the South Downs National Park Authority would now be responsible for preparing a Local Plan for that part of Arun covered by the South Downs National Park (SDNP) designation.
- 2.29 Members were presented in June 2012 with a draft version of the Local Plan for the purposes of public consultation. It contained two distinct housing strategies based on firstly, the 400 homes per annum that the Members has supported in 2011 and secondly, the 565 homes per annum that was contained in the RSS (because at this time the RSS was still in force). The policy also set out likely strategic allocation locations and the expected level of delivery in the parishes.
- 2.30 The relevant policy (SP8) in the draft plan is set out below:-

"The Council is consulting on two options for future housing growth for the 15 years 2013-2028. Option 1 is equivalent to 400 new homes per annum and Option 2 is equivalent to 565 new homes per annum.

Option 1 takes account of sites with existing planning permissions and additionally requires 1,350 new homes. The sites for these new homes will be determined by Parish and Town Councils – see table 13.2(of the original report).

Option 2 takes account of sites with existing planning permissions, the 1,350 new homes to be determined by parish and town councils and additionally two broad locations for strategic housing growth. Having regard to the outcome of the 'Options for Growth' consultation, the updated Strategic Housing Land Availability Assessment, potential improvements to the A29 which would help to unlock the Enterprise Zone at Bognor Regis and potential improvements to the A259 south of Angmering, the broad locations for growth are proposed at Barnham / Eastergate / Westergate and at Angmering

Therefore strategic housing shall be accommodated as follows:-

*(i) through sustainable urban extensions adjoining Littlehampton and Bognor Regis from existing planning consents;
(ii) in the Barnham / Eastergate / Westergate area and
(iii) Angmering”*

- 2.31 The Government at this time continued to introduce a plethora of new initiatives and other changes including the introduction of Local Enterprise Partnerships, the Community Infrastructure Levy, New Homes Bonus, Neighbourhood Plans, the Duty to Co-operate, and a draft of the National Planning Policy Framework (NPPF). The latter has made a fundamental difference to the development of the Local Plan. Again, the significance of all of these changes was perhaps not fully appreciated at the time and some of the implications, such as the requirement to need an area’s Objectively Assessed Needs have been subsequently very profound.
- 2.32 In 2012, the Secretary of State finally addressed the reasons for the original decision on the RSS being quashed so that a post RSS period was restored.
- 2.33 In January, March and May 2013 Members were presented with reports outlining the proposed changes to the draft Local Plan based on the public consultation responses, technical responses and the updated evidence base. This led to a second meeting in May 2013 which presented a full revised Local Plan to Members for consideration. Importantly, this report recommended that the level of housing provision should be 580 homes per annum. A special Full Council meeting was held on the 29 May to consider the revised Plan. The minutes of that meeting contain the verbal advice I gave to Members which is very pertinent to this report so it is set out in full below:-

“In introducing his report, the ADPER advised that it was, essentially, an updated version of the report considered by the Local Plan Subcommittee on 16 May 2013 and which now included advice from the Council’s Section 151 Officer, together with a commentary upon the recommendations of the Subcommittee. He invited Members to propose the recommendations contained in his report on the table.

The meeting was reminded that the last Local Plan, which was adopted in 2003, included, for example, extensive allocation for residential development at Felpham and Bersted and which had financially supported the construction of the Bognor Regis Relief Road, due to open in 2014/15. This latest Local Plan covered the period up to 2029 – a significant period of time which meant that it was difficult to predict and be precise about what would happen in the future. However, officers had tried to use all the information available to develop a coherent and positive strategy appropriate to Arun and having regard to the national context, which was set by Government through the National Planning Policy Framework (NPPF).

The NPPF not only set out the Government's policies on many issues such as employment, housing and the environment, but also laid down how Council's should approach the creation of Local Plans. One clear theme running through the document was the need for the Plan to be based on evidence and, indeed, for evidence to help shape the direction of the Plan. In due course Arun's Plan would be Examined in Public by an Inspector from the Planning Inspectorate. They would be looking to see whether, on the key issues, the Council could substantiate the strategy and approach taken in its Local Plan.

The Local Plan to 2029 had a much greater focus on delivering new employment opportunities and sought to address some of the area's infrastructure deficit. For example, the Plan sought to give formal status to the proposed 80 ha of employment space at Enterprise@ Bognor Regis and proposed the bridging of the railway to the east of Woodgate, through a re-alignment of the A29.

It was acknowledged that housing was clearly a controversial issue, not just here in Arun, but nationally. There had been much debate, not only on the scale of housebuilding required, but also on where that housing should be located. Arun had commissioned a number of studies (known as the SHMA – Strategic Housing Market Assessment) together with other authorities in the Coastal West Sussex area and beyond, to identify what would be a reasonable level of house building in each of the individual authorities. These studies collectively considered demographic data (much of which had been taken from the Office for National Statistics), economic data, housing need and the characteristics of individual authority areas. Overall, the conclusion that had been drawn by officers was that the appropriate scale of housing for Arun going forward in order to meet its future housing needs should be a minimum of 580 homes per annum. This was slightly greater than 565 homes per annum required by the (now revoked) South East Plan, but was the same as the 2003 Local Plan. The recommendation to accept 580 homes per annum represented what officers (and the expert consultants engaged to advise on this work) believed to be at the lower end of the realistic options for Arun, and, even if Members agreed to this level of provision, the Council would be likely to come under significant pressure to accept a higher level at the Examination in Public. At the request of Members additional consultants were engaged to undertake a critical friend review of a number of these documents. This review concluded that the conclusions drawn were reasonable, but also reaffirmed that there was likely to be significant pressure to increase the level of provision.

The Local Plan Subcommittee at its meeting on 16 May 2013, resolved that the Local Plan should provide for 455 homes per annum for the first six years. The recommendation was silent on what should happen after that. If the intention was to only have a 6 year plan then, based on current extant permissions, the Council would not need to allocate any more housing.

However, such a Plan would, the ADPER's professional opinion, be found unsound as it would fail to meet the required tests. (Option A under Section 5.0 of the report).

If the intention of the LPSC was to provide 455 homes per annum for the first six years followed by an annual provision thereafter until 2029 of at least 455 or higher then there would be a requirement for Full Council to confirm where that housing should go. For example, a plan of 455 homes per annum for the lifetime of the plan from 2013 onwards would still require over 4000 homes to be allocated. Alternatively, if the plan provided 580 per annum after year 6 then the residual amount to be allocated would amount to just over 5200. It was the ADPER's professional opinion that a Local Plan based on either scenario would still be unsound.

The Council was advised that if it did wish to promote a strategy based on 455 for the first 6 years, then there would be a lesser risk of the Plan being found unsound if the shortfall in the early years was made up in later years so that, on average, the provision would equate to 580 homes per annum. This required just over 6000 homes to be allocated. A constant provision of 580 homes per annum was the option recommended by officers.

The ADPER advised that a Plan which simply sought to set the level of housing without indicating where it should go was not a Plan and would fail the statutory tests. In addition, Members needed to be aware that the statutory tests also included a requirement to meet the Duty to Co-operate. Officers at Chichester DC had offered the following comments on the LPSC recommendation:-

“Should Arun Council resolve to agree the approach recommended by the Local Plan Sub-Committee (or adopt a similar approach designed to reduce housing provision below that recommended in the officer report), we consider that the resulting Plan would be likely to fail to meet the Duty to Cooperate requirements and NPPF tests of soundness when submitted for examination. Chichester DC would not wish to raise a formal objection to the Arun Local Plan, but unless your published Plan is supported by clear evidence to justify your approach to housing provision and does not lead to a displaced housing requirement to be met elsewhere in the sub-region, we may find ourselves in this position. This is not a situation that we would welcome and we would therefore hope that Arun Council will support the officer recommendation on housing numbers at the forthcoming Full Council meeting.”

In the event that the Plan agreed by Council was found to have not met the required tests, the Council would not have a Plan to guide the future scale and location of new housing and provide for the new employment sites and infrastructure required. Nor would there be a Plan to protect areas such as the gaps between settlements. The likely consequence would be that development would be permitted (without the necessary infrastructure) through the appeal process.

Further, the ADPER advised that, depending on what Members decided about the scale of housing to be provided, there might be a need to identify specific site allocations. Equally, Members might wish to consider varying the scale of individual allocations. There must be an awareness that any decision to consider sites of any significant size not in this version of the Local Plan, or to significantly vary the scale of the proposed allocations, must be supported by evidence (particularly on deliverability and viability) and, therefore, whilst Members could agree the overall level of housing to be provided at this meeting, any decisions on these other matters should be subject to a further report to the LPSC. This would delay the formal publication of the Plan and would require additional resources to be allocated to fund this additional work.

The ADPER concluded his advice with an extract from a speech given by Nick Boles Parliamentary Under Secretary of State for Planning on 10 January 2013 which, in summary, clearly indicated that Councils must assess their local housing need in an objective way and they must identify immediately developable sites sufficient to supply all of the new homes that were needed over the next 5 years. Whilst some Councils were embracing this duty, others were not and this was not acceptable. Councils which did not accept their responsibilities and did not produce credible Plans to meet local housing need would find that the presumption in favour of sustainable development would trump local decisions. They would have to explain to local residents why their failure to produce a robust Local Plan exposed their communities to speculative development in places where it was not welcome.

Councillors would have to find a way to persuade the people who elected them that substantial further house-building was in the interest of the whole community, including those who were living there now.

The ADPER strongly suggested that Members should propose the recommendations in his report dated 22nd May and support them fully.”

- 2.34 The actual debate amongst Members covered a lot of issues and there were a number of amendments proposed, some of which were supported and others lost. Amongst those lost were amendments that invited Members to consider a westward realignment of the A29 around Westergate, with consequential impacts on the location of strategic housing allocations and secondly a proposal for a strategic housing allocation at Ford.
- 2.35 The eventual outcome of debate was that the following matters were resolved:-
- (1) the Council’s Local Plan should allocate 455 homes per annum for the next six years thereafter 655 from 2019 for each year to 2028-2029 inclusive;

(2) strategic allocations be determined in light of the outcome of a review of the Strategic Housing Market Assessment (SHMA);

(3) the Council refers these matters to a future meeting of the Local Plan Sub-Committee;

(4) the sum of up to £100,000 be agreed as a supplementary estimate for the production of studies and other evidence to support the above. This is equivalent to £1.81 on a Band D property of the Council Tax; and

(5) The Local Plan be treated as a material consideration in the determination of planning applications having regard to the advice in the National Planning Policy Framework.

2.36 Clearly resolution 1 was contrary to the advice of officers but related very much to a concern over the veracity of the core data and analysis being used to support the proposed level of housing provision. This led to Members supporting resolution (2). However, the resultant impact of this was a further delay in agreeing an updated version of the Local Plan.

2.37 The report commissioned in response to resolution (2) was presented to the October 2013 meeting of the now entitled Local Plan Sub Committee (LPSC). This report prepared by Opinion Research Services (ORS) had concluded that the assessed level of housing need for Arun did not appear excessive and that the SHMA and its updates had taken all necessary matters into account in a robust manner. However, it was highlighted that the SHMA could have been more transparent in certain places to avoid some of the concerns that had been raised. Overall, a range of between 430 and 970 homes per annum had been assessed for Arun's needs and that between 550 to 650 homes per annum was an objectively assessed range of need for the District. It was also suggested that 580 or 620 homes per annum were realistic targets for the Council to consider. Officers then recommended that the annual target should be amended to 580 homes per annum and not as set out in resolution 1 of the 29 May Full Council meeting. After a debate this was agreed by Members.

2.38 The subsequent debate at Full Council as set out in the minutes of the meeting on the 9 January 2014 is informative regarding the very polarised view of Members on the subject. A relevant extract is set out below:-

“Councillor Bower then referred Members to two recommendations at Minute 9 (Strategic Housing Market Assessment (SHMA) Validation) and in moving this recommendation forward he stated that he wished to draw to Members’ attention the situation mentioned earlier in Public Question Time at Mid Sussex District Council. Councillor Bower also outlined that Brighton & Hove City Council had had the examination of their Local Plan undertaken as well and that comments had been

made by the Planning Inspector that they had not set sufficient strategic sites to accommodate their housing needs and so they were having to look at further sites before considering required neighbouring authorities to make any contribution to their needs. Councillor Bower also spoke about a situation at Hastings Borough Council. He outlined that this was an interesting decision but it was misleading to support or suggest that Arun could follow what Hastings has been able to do, in reducing their housing numbers. It was explained that last April, Hastings Borough Council had entered into an agreement with Rother District Council who had undertaken to take on 6,000 of Hasting's housing need and so Hastings was able to set a figure below the figure assessed under their Strategic Housing Market Assessment (SHMA). Councillor Bower outlined that whilst this was interesting this was a situation that the Council could not take a great deal of notice of in setting Arun's housing needs figure. The SHMA figure for Arun had now been validated three times by different routes and the Council had done all it could to make it acceptable to Members and members of the public.

The 580 per annum figure that was being proposed was nearly agreeing a figure that had been met by annual build in this District for the last ten years anyway. Councillor Bower stated that there was no evidence to support a different figure and so he therefore asked Members to support the recommendation to plan for between 550 to 650 homes per annum, the quantum of homes resolved by Full Council on 29 May 2013 but that it be expressed as 580 homes per annum. The two recommendations were then seconded by Councillor Mrs Hall.

A lengthy debate then took place with some Members speaking against the proposed housing figure. These Members were of the opinion that they were being lead in a direction that they did not want to go down as the electorate did not support these figures. On top of this, they stated that they had been told that they could not disagree with the figure proposed and that they believed they were being bound by a straight jacket of planning policy.

These Members were of the view that just because 580 was a figure in a range of forecasts it did not mean that this had to be adopted by the Council within its Local Plan. The argument was that national policy framework stated that a Local Plan could provide for a lower number of houses provided the impact of more could be proven. Examples provided were that it would need to be taken into account that more houses would put pressure on the area's water drainage system and that the existing infrastructure deficit in terms of roads; flooding and public services would never be able to be corrected by developer contributions.

These views were supported by many Members but it was accepted that there seemed to be little alternative at this stage. The concerns were that having looked at the planning process from right at the beginning where it had been stated that it would be employment led, this seemed to not be the case. Statistics showed that the demographic shift was falling and was still falling.

The Council had a duty to co-operate and it needed to stick to 580 homes per annum, but it did mean other people would come and live in the District and would commute backwards and forwards, creating more infrastructure problems in terms of road congestion. Members outlined that this was not a happy situation and was one that needed to be looked at very carefully. Many Members were of the view that they reluctantly would have to accept 580 houses per annum, but that the Council needed to be very careful in terms of where it decided to place the housing and what the impact of this would be.

Members were mindful that it was essential for the Council to continue to create jobs and regenerate Bognor Regis and to be able to take some jobs from neighbouring authorities into the Arun District.

Although many Members supported all of the views made, it was acknowledged that the Council was in a difficult position. Some Members stated that they would like to agree on a housing figure of 450 per annum but that this would be rejected by the Planning Inspectorate. The other main concern was that delaying the approval of a Local Plan further would result in applications going through on appeal, allowing developers to have a free hand in getting their plans approved resulting in developments being approved throughout the District in no planned or controlled way whatsoever. It was therefore necessary, and the responsibility of the Council, to get a Local Plan in place urgently to protect the District and that it could not afford to have its Plan rejected.

Other views expressed were that the Council had a responsibility to many people in the District who could not afford housing in the area. It was pointed out that Arun was in the middle of a housing crisis which was continuing to grow and so the Council needed to look carefully at the needs of its population and accepting the fact that the District needed more houses and not less. In urban areas such as Littlehampton and Bognor Regis there was hidden homelessness and it was the view of one Councillor that the Council had a responsibility to these people as well.

As proposer to the recommendations, Councillor Bower outlined that if the Council were to set a lower housing number then it would be inviting neighbouring authorities to insist that the Council took some of their housing.

Councillor Bower outlined that amongst the 580 houses per annum, on average there would be 30 affordable units built by the Council. The Council had to be realistic in terms of its evidence base. If it opted for a lower number it would not be able to generate sufficient funds to meet some of the infrastructure needs on some of the sites.”

2.39 The eventual outcome was that the Council made the following resolutions:-

(1) the report from Opinion Research Services validates the Arun's Strategic Housing Market Assessment (SHMA), its updates and the quantum of housing resolved by Full Council on 29 May 2013; and

(2) in the light of the report's conclusions on the need to plan for the longer term and the evidence that the Council needs to plan for between 550-650 homes per annum, the quantum of homes resolved by Full Council on 29 May 2013 remains but that it is expressed as 580 homes per annum.

2.40 The other important part of this Full Council meeting was to consider the minutes of the November 2013 LPSC meeting. At this November meeting Members were invited to agree the strategic locations for housing. Again, there was considerable debate and various alternative amendments were put forward for different sites. However, these were lost. The agreed key recommendations to Full Council were as follows:-

(1) the following locations are chosen to meet Arun's housing supply shortfall:-

- (a) Barnham/Eastergate/Westergate
- (b) Angmering; and
- (c) Westbank

(2) the following locations/options to meet Arun's housing supply shortfall be rejected:-

- (d) Bognor Regis Eco Quarter (BREQ)/North West of Chalcraft Lane
- (e) West of Westergate
- (f) Ford
- (g) Additions to the existing parish allocations

(3) the housing numbers for each selected location to meet the residual housing requirements be confirmed as being at least:-

Barnham/Eastergate/Westergate 2,060
 Angmering 600
 Westbank 1,000

2.41 However, at the subsequent Full Council meeting in January 2014, Members were clearly influenced by recent wet weather in the Arun area and, therefore, resolved that all of these matters should be referred back to the LPSC for reconsideration.

2.42 This took place in March 2014 with the minutes being presented to Full Council in April 2014. Again, I provided a verbal update which was reported in the minutes as follows:-

"...Since that time, Members had met informally in a workshop to discuss the key issues such as the infrastructure deficit; the economy; landscape impact; and to consider the pros and cons of a wide range of sites across the entire District, as well

as studying the Environment Agency's and West Sussex County Council's (WSCC) mapping provided to Members on tidal, fluvial and surface water flooding. The collective outcome of this exercise was that a broad indication was given as to which locations for strategic allocations had most support; some support; and the least support.

On the 27 March 2014 the Local Plan Sub-Committee Members reconsidered the options available following Full Council and the workshop.

As is normal practice officers provided Members with recommendations for consideration. In essence these recommendations remained as per the original recommendations to the Sub-Committee back in November 2013 because Officers believed that they represented the best combination of solutions to deliver the Council's priorities. Furthermore, they appeared to accord with the majority view of Members during the workshop. However, the report to the Sub-Committee did highlight those alternatives which received some support in the workshop. It was always open to Members to determine whether these alternatives should have been considered further in some way.

The Assistant Director of Planning & Economic Regeneration confirmed that he had stressed at that meeting that it was important for Members to recognise that should they decide to opt for one of the alternatives to be delivered in the first ten years of the plan, then there would be a need to firstly gather appropriate technical information to inform how such an option might be successfully delivered, and secondly, undertake appropriate public consultation. All of this would need to happen as a prerequisite before Members could formally determine whether to include an alternative location as a strategic allocation for delivery in the first ten years of the plan. It was outlined that if Members wished to include an alternative location as a broad location for delivery in the last 5 years of the Plan then the detail of this could be done via a separate Site Allocations Documents which would be subject to the detailed technical analysis and consultation. All of this had implications for how the Council should consider speculative proposals until a Strategy was agreed and a Plan adopted.

Members were advised that the reality was that in the absence of an up to date Plan the Council had much less control on where development went and that it was much more likely that applications would be determined at Appeal and could relate to areas subject to protection in Chapters of the Plan agreed so far.

It had also been indicated to Members that should they decide to pursue a different path to that recommended then they were urged to give officers a clear indication of what alternatives (and their scale) should be investigated further, why, and what specific objectives Members wished to see delivered.

The Sub-Committee had been invited by one of its Members to consider an alternative strategy based on strategic housing locations at South Fontwell, Ford and Pagham. This alternative strategy had not been supported by the Sub-Committee. Instead it had reaffirmed its support for strategic allocations at Barnham/Eastergate/Westergate, Angmering and West Bank, Littlehampton.

Further observations were also outlined. Firstly, Members were reminded of the Vision & Objectives for the Plan which had been agreed at the Special Meeting of the Council on 11 February 2014. This section of the Plan was circulated to Members to refer to and the agreed Strategic Objectives for the Plan were read out. Secondly, Members were reminded that it was Officer's view that the recommendations for consideration provided the best strategic fit to meet both the spatial and strategic objectives.

The Assistant Director of Planning & Economic Regeneration dealt with a couple of specific issues. On the question of flooding, Members were reminded that no house building was being proposed on any floodplain within the BEW or Angmering allocations. The Environment Agency had no objection in principle to the proposals. Surface Water drainage for each site would be addressed through Sustainable Urban Drainage Systems (SUDS) designed specifically for the conditions found in the locality.

On the issue of Foul Water any development would have to meet exacting modern standards. There was the opportunity at BEW to help contribute to resolving the existing problems caused by surface water getting into the foul system.

On the issue of strategic highway infrastructure both the BEW and Angmering allocations sought to secure significant improvements, namely a re-aligned A29 bridging the mainline railway at Woodgate and a duelling of a section of the A259 at Angmering. These would have local benefits but also assist the broader economy of the District.

All of the proposed allocations would provide other forms of infrastructure, from Education to Open Space and should Members agree to the principle of these allocations, then the remaining chapters of the Plan would be drafted to reflect these requirements and presented to Members for consideration."

- 2.43 A lengthy debate then ensued which explored the advantages and disadvantages of the various options. In discussing the recommendations, Members all agreed and accepted that this was a very difficult decision to have to make and that everything debated so far needed to be very carefully considered. Included within the overall debate was an amendment seeking to reduce the scale of development allocated to the Barnham area with consequential provisions. This amendment was ultimately rejected. However, another to include Ford and Fontwell as possible strategic allocation sites was carried.

2.44 As a consequence the following key resolutions were carried:-

(1) the following strategic locations are taken forward as part of the current Local Plan:-

- (a) Barnham/Eastergate/Westergate (BEW) – 2,000
- (b) Angmering – 600

The voting was 23 For, 18 Against and 4 Abstentions.

(2) West Bank is taken forward as an Area Action Plan – Development Plan Document to deliver up to 1,000 homes and Ford and Fontwell are considered as a site specific development plan document.

The voting was 32 For, 11 Against and 2 Abstentions.

2.45 These decisions allowed officers to complete the remaining chapters of the Local Plan and present them to the LPSC at the July 2014 meeting. This recommendation along with others at the meeting allowed Full Council to agree the final parts of the Local Plan package and thereby allow the Council to proceed to the publication stage and submit the Local Plan to the Planning Inspectorate. In the debate the minutes record the following:-

“Members participated in general discussion and there was significant support for the recommendations as it was seen as being preferable to having a Local Plan in place that would ensure the Council would retain control of the planning process rather than having planning by appeal and passing control to the developers. It was felt that there was a need to get the Plan on to the Inspector’s list as soon as possible to give protection from developers and other local authorities who could not meet their own housing requirements.

An opposing view was voiced that the draft Local Plan had flaws that had still not been addressed, such as the rerouting to the A29; flooding and sewerage issues; and the destruction of a rural way of life in the 5 village area.”

2.46 In late 2014 the draft Local Plan was published for public consultation and was then submitted to the Planning Inspectorate in January 2015.

2.47 However, a parallel issue regarding the consequences arising from two appeals in Aldingbourne Parish which had been determined towards the end of 2014 then began to impact upon the Local Plan. The evidence presented by the appellants in the second of those appeals sought to argue that the Objectively Assessed Needs (OAN) for Arun should be considerably greater than the 580 homes per annum that the Council had been applying to date. At the appeal hearing the Council had not been able to present any evidence to counter the appellant’s position and so, based

on the advice of its consultants and advocate, had conceded on that point in respect of that appeal.

- 2.48 However, it was recognised that this issue would continue to arise in other appeals and, potentially, the Local Plan examination. As a consequence, a decision was taken to commission and update the Council's OAN once the Government had published updated housing projections in February 2015. Indeed, and as part of the examination process, the Inspector did subsequently invite the Council to comment on these OAN issues.
- 2.49 The updated OAN for the Council had been prepared by GL Hearn and an indication had been given that the revised OAN was likely to be 758 homes per annum – a substantial increase on the 580 homes the Council had been working to previously. The key factors which had led to the significant jump in the figure were highlighted in the report and Members were further advised that a separate firm that had been invited to review the GL Hearn report had found that the revised OAN was not likely to be less than 758.
- 2.50 The Council now had to ask itself two questions – firstly how did the Council wish to respond at the Examination to the updated OAN figure and, secondly, if any increase in housing was to be accommodated as part of the Local Plan, where should that development be located?
- 2.51 Officers suggested that the forthcoming debate should, therefore, focus around these two questions in turn as the second question would automatically fall if Members decided that no change should be made or, alternatively, decided that the Local Plan should be withdrawn in order to investigate accommodating the full revised OAN. With respect to question 1, the Council had been working to an OAN of 580 for some time as that figure fell within a range which had been identified at the time of between 550 and 640 homes.
- 2.52 The July 2015 LPSC meeting heard that the Council had a limited range of options open to it. Members could have decided that they wished to continue with the Local Plan as submitted for examination and leave the updated OAN as a matter to be considered as part of any Local Plan review. This was considered an understandable option given the late emergence of the updated OAN figures in a process that had taken many years. However, such a strategy did not recognise emerging best practice, which might result in the Inspector (in the examination) concluding that the Council was not taking sufficiently strong steps to 'plan positively' and, therefore, he could formally ask the Council to investigate the possibility of increasing the level of housing provision.
- 2.53 The second option and the one which was favoured by officers, was that the Council should seek to accommodate some of the growth in need, as identified in the updated OAN, by investigating the possibility of increasing the level of housing

provision, to at least the top of the previously identified range (i.e. 641) and beyond if possible, to accommodate any Duty to Co-operate requests that might come forward from Worthing Borough Council. The Council would also commit to reviewing the Local Plan within 2 years in order to assess how it could potentially meet the remainder of the revised OAN.

2.54 Such a strategy was considered to have the least impact upon 'made' Neighbourhood Plans but would require some additional evidence to be commissioned to update the sustainability appraisal and establish that any areas identified for additional growth could reasonably accommodate such growth. The final option would be to seek to accommodate the full updated OAN requirement of 758 homes per annum. However, at the time it was the officer's opinion that this scale of development could not be accommodated within the strategic sites identified in the Local Plan. Therefore, this option would most probably require the Council withdrawing the Local Plan from examination and restarting the process of trying to accommodate the full OAN. In such a scenario the Council would be susceptible to 'speculative' planning applications and thus 'planning by appeal'.

2.55 Members were, therefore, asked to support the underlying strategy set out in option 2 and, should such an approach be agreed, the question would then need to be asked as to where the additional homes should be located? Officers had undertaken some preliminary work and three sites already mention in the Local Plan had been identified as potential sites, plus the sites allows on appeal in Aldingbourne, namely:-

Barnham/Eastergate/Westergate (BEW)
Ford
Fontwell

2.56 BEW had already been identified as a strategic allocation of 2000 homes. The promoters of this allocation had made representations to the Inspector that they believed the allocation could accommodate 3000 homes and officers believed this opportunity should be explored further. Ford and Fontwell had already been identified as potential locations for housing growth in the latter part of the Plan Period. In respect of Ford, the Parish Council had indicated a willingness to prepare a Neighbourhood Plan to accommodate about 700 homes. Again, officers were of the view this opportunity should be explored further. With regard to Fontwell, a planning application for up to 400 homes had now been received and officers believed this opportunity should be investigated to establish its acceptability (or otherwise) in principle. If all 3 opportunities were to become a reality then this would deliver potentially up to an additional 2450 homes which would help the Council to meet the 641 figure and provide some additional growth for any duty to cooperate requirements.

- 2.57 In the debate Members expressed a view that the Council was not in a palatable position but it did have a legal duty to produce a Local Plan. Further Member comment was made that there was no wish to see these additional housing numbers but it was felt that Members should not 'act as a corporate ostrich' and therefore a reluctant but pragmatic approach would be to accept Option 2 as the right way forward.
- 2.58 This was agreed and this view was subsequently supported at Full Council. However, the Local Plan Inspector in his report on the examination to date disagreed with the approach being promoted by officers and instead came to the conclusion that the Council should prepare a Local Plan which has regard to the Full OAN and has as a result suggested a 12-18 months period of suspension for the examination, in order to allow the Council sufficient time to undertake the required additional work. It is very likely that the Inspector's conclusions were influenced by a recent Government announcement stating that local Councils should have a Local Plan in place by 2017.
- 2.59 Full Council has now agreed to the Inspector's recommendations and so work has commenced on developing a Local Plan which potentially addresses the full OAN of 758 homes per annum plus any duty to co-operate requirements. Details of this work, the cost and the timescale are available in the report to Cabinet at their meeting in October 2015.

3.0 CONCLUSIONS

- 3.1 The above has demonstrated how the process of creating a local 'Development Plan' is so heavily influenced by national events, not only in terms of legislation, regulation and guidance but also by changes of Government and consequential changes in philosophy. Local Councillors are clearly influenced by these events and the messages that are offered by national politicians and others, as they are by the views of their constituents. It is very unfortunate that freedoms that were clearly talked about in 2010 to enable Council's to set their own agendas have gradually disappeared into the background whilst the more technical aspects, which are clearly there to maximise the delivery of housing have come to the fore.
- 3.2 It is also reasonable to conclude that had the RSS not proposed additional 2000 homes in 2008 then Arun would have probably had an adopted Core Strategy in 2009 or 2010. However, had this occurred then in all probability the Council would now be in a similar position to Worthing Borough Council who are preparing a new Local Plan to address the changed 'planning landscape' since their Core Strategy was adopted.
- 3.3 What the above has also demonstrated is that the current direction of travel for the scale of housebuilding has for a number of years been heading in only one direction, namely up. Each delay in the process has ultimately led to a greater level of housebuilding in the next phase. Whilst officers have no monopoly on being right, it

is very important from this point onwards that officer advice is heeded if the Council is to get a Plan in place during 2017. Failure to do so would probably result in the Government taking over responsibility for Plan making in Arun.

4.0 COSTS

4.1 In terms of the costs included the following are the yearly totals recorded against the Local Plan budget. These figures do not include the cost of officer time:-

05/06	£57,700
06/07	£100,900
07/08	£51,300
08/09	£309,000
09/10	£119,600
10/11	£160,500
11/12	£108,800
12/13	£152,300
13/14	£193,900
14/15	£185,381
 TOTAL	 £1,439,381

4.2 Further expenditure has recently been agreed at Cabinet (October 2015) to allow the Council to update the evidence base to inform the next iteration of the Local Plan.

4.3 A table demonstrating the various changes in housing numbers over the last 11 years will be circulated at the meeting for information.

Background Papers: Full Council – Agendas and Minutes - <http://www.arun.gov.uk/full-council>

Local Plan Sub-Committee – Agendas and Minutes and Local Development Framework (LDF Sub-Committee – Agendas and Minutes - <http://www.arun.gov.uk/local-plan-sub-committee>

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AGENDA ITEM NO. 7ARUN DISTRICT COUNCILOVERVIEW SELECT COMMITTEE
24 NOVEMBER 2015

Information Paper

Subject : The Council's Information and Communication Technology (ICT) Programme – 2015/2016 – Review of Work to Date

Report by : Chris Lawrence – ICT Manager

Report date: November 2015

EXECUTIVE SUMMARY

At the request of the Committee, in setting its Work Programme for 2015/2016, this report provides information on the Council's ICT Programme for 2015/2016.

RECOMMENDATIONS

Members are requested to note this report.

1.0 INTRODUCTION

1.1 The information below is presented to the Committee for its information:

2015/16 Information & Communications Technology Revenue budget - £1,271,630

2015/16 Information & Communications Technology Capital budget - £585,000

2015/16 Information & Communications Technology Rolling Programme budget - £105,000

1.2 Arun DC's ICT service workload can be broken down into three parts, namely;

- Day to day workload, supporting Users in all software, hardware and Telecoms technology matters they are involved in; some support is also delivered by third party organisations
- Technical infrastructure projects
- Line of Business software application projects

Day to day workload

The day to day User support workload is high and we do measure user satisfaction with the service by completing a Helpdesk Customer Satisfaction Survey twice a year (see Appendix 1). The latest Survey, September 2015, recorded 97% of Users reporting that the handling of their issues as being either excellent (75%) or good (22%).

Technology is ever changing and Arun's ICT service must ensure that current infrastructure technologies are up to date and in place to deliver services to end Users. Infrastructure projects arise from technologies becoming out of date or unsupported, new Line of Business application software being introduced or achieving Public Services Network (PSN) Connection Compliance.

Technical infrastructure projects

An example of delivering a technical infrastructure Project (which the ICT Service will lead) would be the upgrading of the Cisco network edge switches, this Project is due for completion in November 2015.

The previously installed Cisco edge switch hardware was identified, by Cisco, as being End of Software Maintenance Releases. Arun works with supported software as required by PSN so a capital bid was submitted for the replacement of the switches.

This does not mean the product will stop working, it just means Cisco software support ends, with no further software maintenance releases or bug fixes . Cisco gave up to 24 months' Notice that the switch models installed at Arun would be unsupported. This in turn allowed us time to make a capital funding bid for 2015/16 to replace the existing inventory of network switches.

The replacement of the network switches has been completed to ensure that PSN compliance was not compromised by having unsupported network products installed. With technical infrastructure projects we aim to plan at least 12 months ahead so that funding issues can be resolved ahead of programming the projects.

Any projects the ICT service becomes involved with are recorded on the Work Programme, see example at Appendix 2. The Work Programme is updated monthly by the Technology Services Planning Team and is used to respond to the AIP (Arun Improvement Programme – see Appendix 3) with regard to programming new work.

Line of Business Software Application Projects

The ICT Service does not take the lead in managing this type of project, these projects are very much Service based and lead by the sponsoring Service. Any projects of this nature will have been agreed to be taken forward by the Arun Improvement Board (AIP) and will have been referred to the ICT Work programme for ICT resource availability. The project Sponsor will probably be the relevant Head of Service. Some background surrounding the AIP is attached at Appendix 3.

Representatives of the ICT service will likely sit on both the Project Board and the Project Team. The role on the Project Board is to make sure ICT resources are available to the project as agreed. The Project Team role is to deliver the immediate technical requirements in conjunction with the rest of the ICT team e.g. server capacity to help ensure the project is moved forward.

2015/16 Projects

Technical infrastructure projects

(see project summary sheets attached at Appendix 4)

- (i) Wireless upgrade
- (ii) Storage Area Network
- (iii) PSN Compliance
- (iv) VMWare servers
- (v) Back-up solution
- (vi) Network switches – core and edge
- (vii) Homeworking resilience
- (viii) Telecoms switch

Line of Business software application projects - examples

- (i) Building Control mobile working
- (ii) Cemeteries system
- (iii) Cheque processing system
- (iv) Electronic purchase requisitions
- (v) Financial Management system
- (vi) Graphical Information system
- (vii) Homeworking pilot
- (viii) Housing Management system
- (ix) Tree system
- (x) Website

Background Papers: Helpdesk Customer Satisfaction Survey Report – September 2015 (See Appendix 1 – Attached)

Contact: Chris Lawrence – ICT Manager – Tel: 01903 737803

Survey results:

IT Helpdesk Customer Satisfaction Survey Report

September 2015 (survey 6)



1. BACKGROUND

- 1.1 The IT Helpdesk has an annual Service Delivery Plan measure relating to customer satisfaction. In the past this has been measured via a feedback form generated by Technology Services. Since April 2013 this has been measured biannually via a satisfaction survey.
- Survey 1: run April 2013 for incidents logged in March
 - Survey 2: run September 2013, incidents logged in August
 - Survey 3: run March 2014, incidents logged in February
 - Survey 4: run September 2014, incidents logged in August
 - Survey 5: run March 2015, incidents logged in February.
 - Survey 6: run September 2015, incidents logged in August
- 1.2 During August 2015 a total of 446 ‘incidents’ were logged on IT’s Richmond database. These were raised by 209 members of staff. After removing staff who have since left the organisation or gone on long term leave, the number of survey recipients was 202 who were asked about 367 incidents¹. An online survey using personalised email messages with details of the incidents was sent out.
- 1.3 The initial mailing generated 66 responses; the reminder email a week later boosted response to 120 (a 59.4% response rate) responding on 218 separate incidents. This percentage response rate was higher than the last survey (55.9%).

2. EXECUTIVE SUMMARY

- 2.1 For this survey just over 1 in 8 respondents viewed themselves as advanced users, 3 in 5 as intermediate users, and 1 in 4 as basic users.
- 2.2 Two thirds of respondents view IT systems and services as extremely important with most of the rest viewing it as very important.
- 2.3 Whilst the telephone is the primary method for all levels of computer experience, those with basic IT skills are more likely than intermediate or experienced users to use the telephone for help.
- 2.4 There were very high levels of satisfaction reported for all areas. 97% reporting the overall handling of their issue as either ‘excellent’ (75%) or ‘good’ (21%). For the five previous surveys satisfaction with the overall handling of their issue has risen progressively: 93%, 94%, 97%, 97%, and 100%. Although slightly lower this time at 97%, the remaining 3% reported that handling was ‘fair’, so no real issues.
- 2.5 Between February 2015 and August 2015 the levels of satisfaction have broadly remained the same. It is worth noting that whilst the overall percentage of satisfaction has dropped slightly, the percentage reporting ‘excellent’ has risen slightly from 73% to 75%.

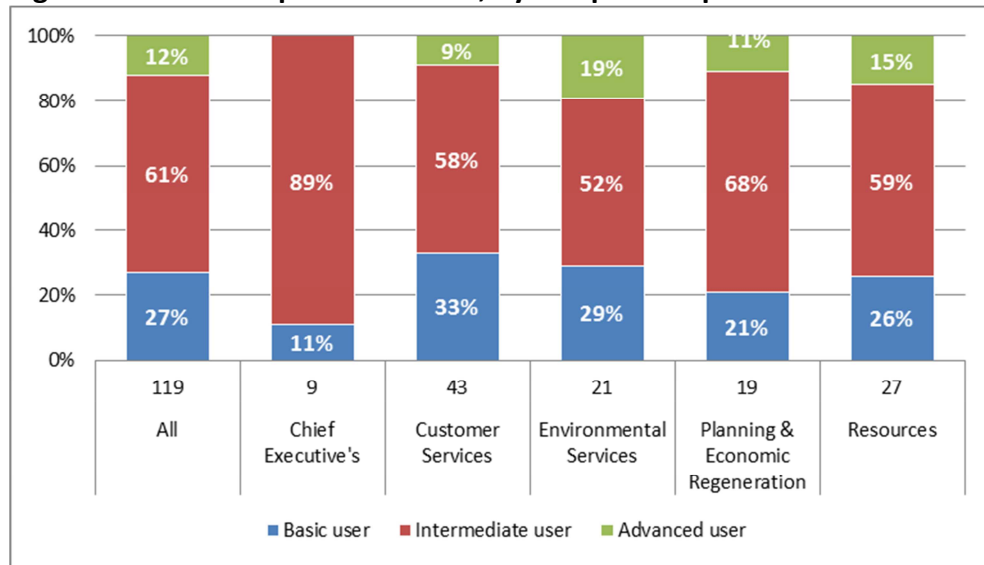
¹ Each survey recipient was asked about a maximum of three incidents they raised during August 2015. A number of staff raised more than three incidents – it was felt that asking about more than three would make their questionnaire unreasonably long.

- 2.6 The performance of helpdesk representatives handling 5 or more incidents was analysed in detail. All scores for the 'overall handling of your issue' were greater than 4.5, where 4.0 = 'Good' and 5 = 'Excellent'.
- 2.7 84% of respondents are 'very confident' with the same helpdesk representative handling future IT issues for them (down from 93% in February 2015). A few issues were raised with the speed of initial response and time taken to resolve an issue.
- 2.8 Respondents were given the opportunity to provide final comments. The majority of these were positive: e.g. "Always helpful and friendly, and always try to resolve issues/queries as quickly as possible"; "They always deal with your queries in a polite and patient way. Nothing is ever too much bother and they never make you feel silly."
- 2.9 A few respondents had issues with specific hardware/applications, out of hours service, the speed of response, and solving recurring problems.

3. KEY FINDINGS

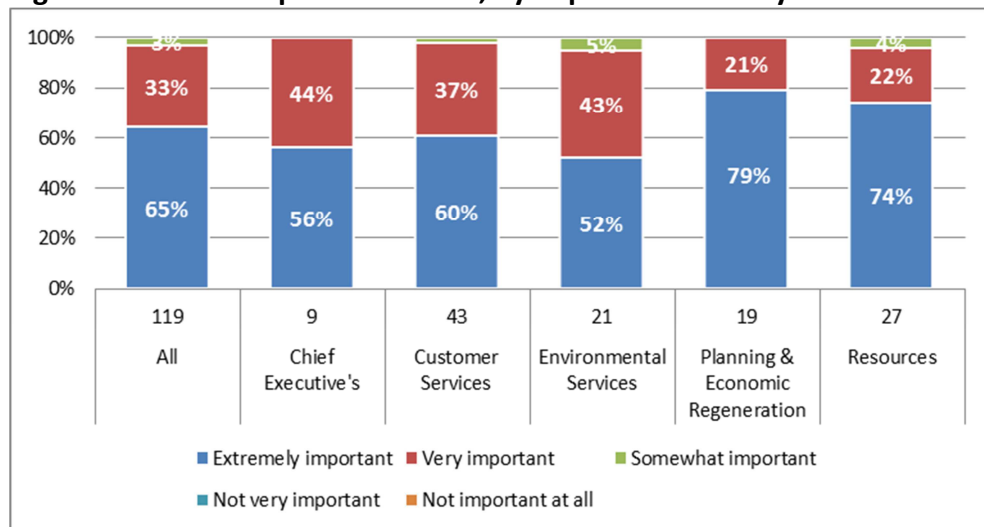
- 3.1 To get a better understanding of users’ expertise and reliance on information technology, respondents were asked where they work, their computer expertise, and their reliance on IT systems and services.
- 3.2 Figure 1 indicates the relative IT expertise reported by staff in each department. The proportions seeing themselves as advanced, intermediate, and basic users remain similar to previous surveys. For this survey just over 1 in 8 respondents viewed themselves as advanced users, 3 in 5 as intermediate users, and 1 in 4 as basic users.

Figure 1 - Where respondents work, by computer expertise²



- 3.3 Figure 2 illustrates the relative dependency on IT reported by staff across the organisation. Two thirds of respondents view IT systems and services as extremely important with most of the rest viewing it as very important.

Figure 2 - Where respondents work, by importance of IT systems and services³

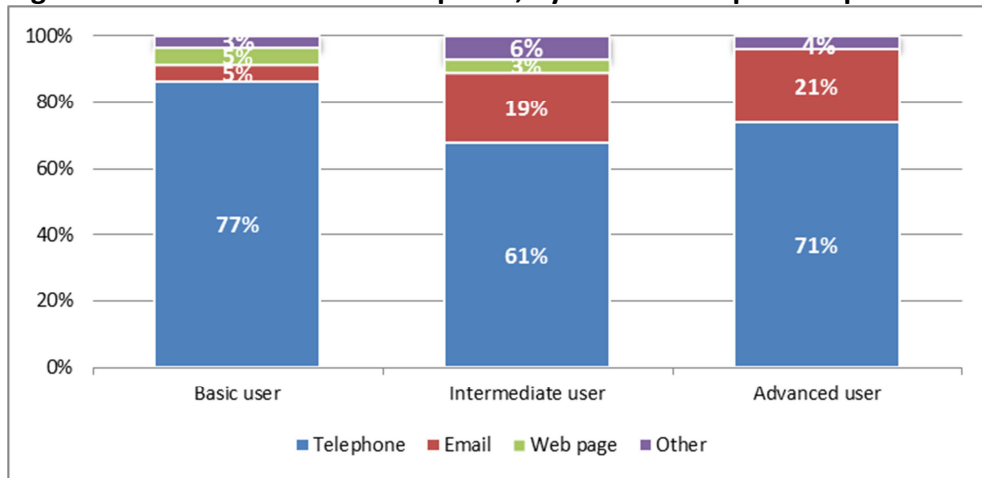


² Warning low base for Chief Executive’s department

³ Warning low base for Chief Executive’s department

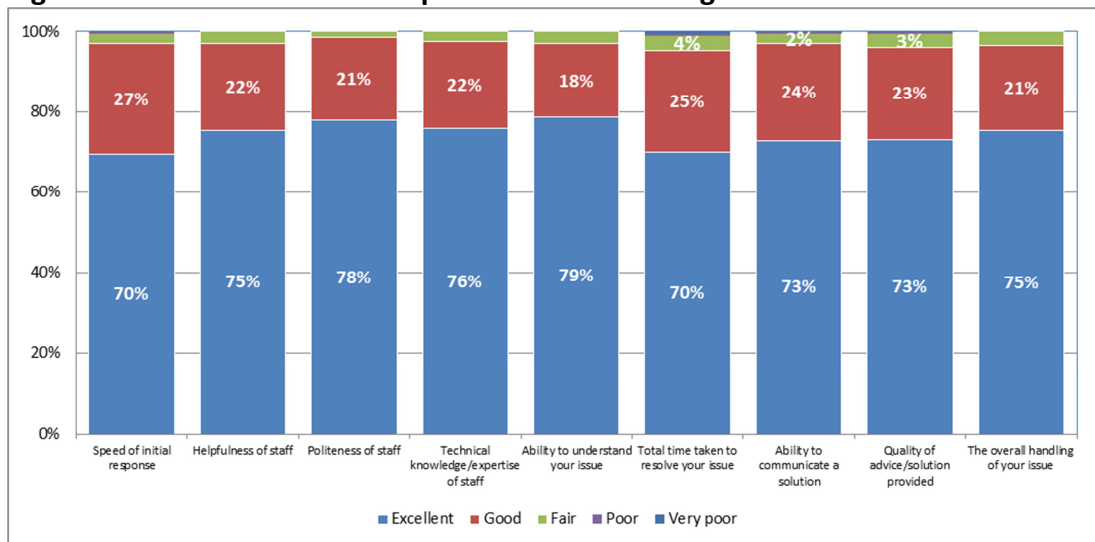
3.4 Whilst the telephone is the primary method for all levels of computer experience, those with basic IT skills are more likely than intermediate or experienced users to use the telephone for help.

Figure 3 - Initial contact with helpdesk, by level of computer expertise



3.5 Respondents were asked to rate their IT Helpdesk experience(s). Figure 4 illustrates very high levels of satisfaction reported for all areas, with 97% reporting the overall handling of their issue as either ‘excellent’ (75%) or ‘good’ (21%). For the five previous surveys satisfaction with the overall handling of their issue rose progressively to 100% (93%, 94%, 97%, 97%, and 100%). Although slightly lower this time at 97%, the remaining 3% reported that handling was ‘fair’, so no real issues.

Figure 4 - Please rate the IT Helpdesk in the following areas:



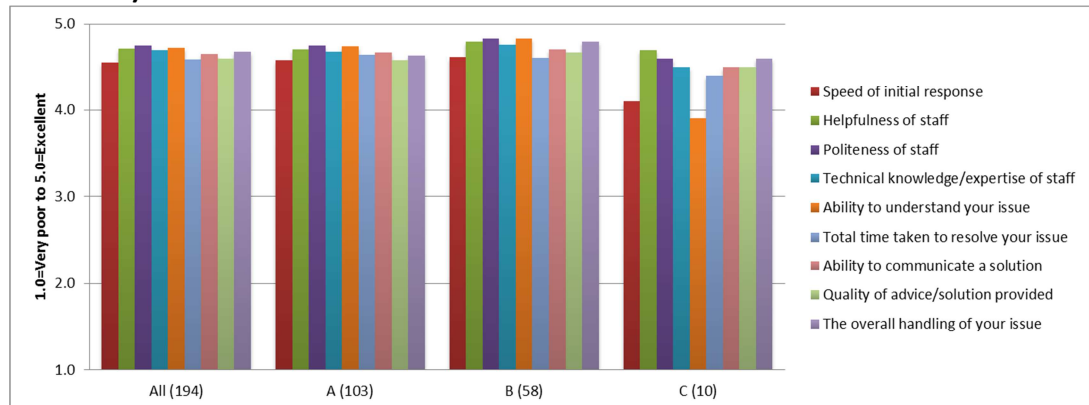
- 3.6 Table 1 ranks responses by level of satisfaction. The previous report noted improvements in all eight areas by between 9% and 15% between August 2014 and February 2015. Between February 2015 and August 2015 the levels of satisfaction have broadly remained the same. It is worth noting that whilst the overall percentage of satisfaction has dropped slightly, the percentage reporting 'excellent' has risen slightly from 73% to 75%.

Table 1 - Please rate the IT Helpdesk in the following areas (ranked by overall satisfaction): [Includes February 2015 results for comparison]

	Excellent	Good	Excellent + Good	Excellent	Good	Excellent + Good
	August 2015			February 2015		
Politeness of staff	78%	21%	99%	77%	23%	100%
Technical knowledge/expertise of staff	76%	22%	98%	75%	25%	100%
Ability to understand your issue	79%	18%	97%	75%	25%	100%
Helpfulness of staff	75%	22%	97%	78%	22%	100%
Ability to communicate a solution	73%	24%	97%	72%	26%	97%
Speed of initial response	70%	27%	97%	73%	26%	99%
Quality of advice/solution provided	73%	23%	96%	74%	24%	99%
Total time taken to resolve your issue	70%	25%	95%	74%	23%	97%
The overall handling of your issue	75%	21%	97%	73%	27%	100%

- 3.7 Figure 5 shows individual results of IT Helpdesk staff who handled 5 or more incidents for the survey respondents⁴. The number of incidents handled by each helpdesk representative is shown in brackets; individuals have been given letters to preserve anonymity⁵ as the purpose of this analysis is simply to highlight differences. All scores for the ‘overall handling of your issue’ were greater than 4.5, where 4.0 = ‘Good’ and 5 = ‘Excellent’. The figure shows there was little difference between ratings for Helpdesk staff – all scoring very highly.

Figure 5 - rating of IT Helpdesk staff (excludes staff handling fewer than 5 incidents):



- 3.8 Where a respondent provided a ‘poor’ or ‘very poor’ response, they were invited to say why they felt this way. Full comments are shown below:

3.8.1 The speed of initial response (‘poor’ or ‘very poor’):

“This is with regards to having access to Safeguarding. I was told that the IT department would allow/refuse this which is why I contacted them. I did not receive a response to the safeguarding so I sent a second email but still did not receive anything. I also tried calling the main number and left a message. I waited around 4 weeks in total for a response and then went to my line manager. Another colleague overheard the conversation and explained there is a form on the intranet for access to safeguarding. I completed this form and had access within a week. I understand this was not the responsibility of the IT department in the end but I did not know this and was chasing for a response. It would have been helpful to have received an email or phone call to explain this is not their remit so I would have known to look into this further instead of waiting for their response.”

3.8.2 The total time taken to resolve your issue (‘poor’ or ‘very poor’):

“This issue was ongoing and took months to resolve.”

“Xxxx (named individual) didn't phone me back until the week after I reported my issue with yyyy (program).”

3.8.3 Ability to communicate a solution (‘poor’ or ‘very poor’):

“It took numerous attempts to find a reasonable solution.”

⁴ A further 12 Helpdesk staff handled 23 reported incidents between them.

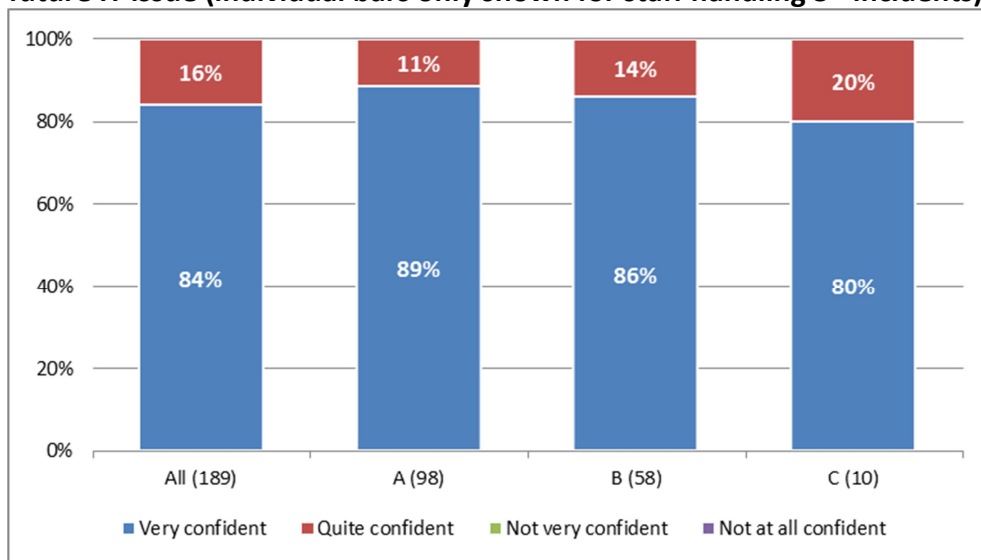
⁵ Please note: these are not the same as the previous survey.

3.8.4 The quality of advice/solution provided ('poor' or 'very poor'):

“The issue was in regards to the amount of time yyyy (program) was taking to respond to each click I made to any large files. It was explained that this is just the nature of the program and I would have to put up with it. The majority of the time files aren't that large so it's not often an issue, only when working on some that were initially created by Xxxx, for example the policy maps, it was very frustrating. Advice for the future on how to stop files becoming too large was however provided.”

- 3.9 Respondents were asked how confident they would feel about the same helpdesk representative handling future IT issues for them. Overall 84% were 'very confident' (down from 93% in February 2015).

Figure 6 - Confidence regarding the same helpdesk representative handling a future IT issue (individual bars only shown for staff handling 5+ incidents):



- 3.10 At the end of the survey, respondents were given the opportunity to provide final comments. These are sorted by theme below:

3.10.1 Positive comments:

“A great service and appreciated for quick responses.”

“All good.”

“All very helpful and understanding.”

“Always helpful and friendly, and always try to resolve issues/queries as quickly as possible.”

“Both Craig and James are always very helpful and professional at all times. They are a credit to the IT department.”

“Craig is extremely efficient and helpful - always.”

“Happy with the service Craig provides.”

“Having IT problems is very annoying and often myself or others ring IT and take our frustration out on the poor person that answered the phone. Overall I have found the IT team to be very understanding, polite and helpful. Thank you.”

“I think that IT are a fantastic resource. They always deal with your queries in a polite and patient way. Nothing is ever too much bother and they never make you feel silly. Someone is usually available at the end of the phone or if not then they quickly get back to you.”

“IT is always helpful and do their best to resolve any issues that occur and are patient.”

“IT Help Desk is professional, efficient and extremely effective. The standard of service is extremely high.”

“Mostly it's Craig that responds to issues - he's always very polite, helpful and prompt in dealing with queries.”

“Staff always helpful.”

“Thanks for your help as always. Sorry we didn't get to send Andy Hicks a good luck message and hope he has a good life!!”

“The guys are great when I contact them over the phone and Craig recently gave me a very helpful lesson on using a laptop and a projector which enabled me to give a very good and confident presentation in a school.”

3.10.2 **Comments about the out of hours/voicemail service:**

“Although hours of operation are stated as 8.00 am to 5.00 or 5.30, it's not always possible to get through to an operator before 8.30.”

“Generally always helpful - This is a useful service to have and highlighted as needed when helpdesk goes to ansa phone.”

“Helpdesk often do not answer the phone.”

“If the phone is not answered straight away and you leave a voicemail message, it can take quite a while to get called back to resolve the problem (especially if you cannot use your computer while you wait).”

3.10.3 **Problems with specific hardware/software:**

“The only query I have is why I need to raise a service call every time something changes with NET2 - as the only way I find out is when I can't log in to it. As there are only a few staff able to access it, can't there be something proactive from IT

when they make changes to either make the necessary changes without need to raise a service call?"

"The USB point on my screen to allow charging of my iPhone was the issue. A temporary fix running off my PC's USB was put in place and I am still using the temporary fix as I have not been advised whether the screen USB issue has been resolved."

"Unfortunately I was unable to use the laptop as I was unable to gain access on the laptop once at the meeting and had to use one of WSCC's laptops. Due to time constraints at the meeting I was unable to contact our IT department."

"We do have an issue of the TV news going down nearly every day."

3.10.4 **Other issues:**

"Generally the helpdesk staff do understand our reliance on the IT systems and do act quickly. Issues tend to arise when the fault/problem is outside of that individual's understanding and they do not understand how crucial it is that it is resolved speedily. I don't think that they always understand how quickly we start to get complaints from the public when documents are not blocked or the website or C Cubes is down. Problems with technology have roll on effects for us very quickly."

"I do find certain staff more efficient than others in IT. Craig is always helpful and continues to deal with the problem to the end unlike some who just forget the query, meaning you have to phone up again."

"Most of the issues are the same. Always have to contact help desk when we credentials coming up (?). This is an on-going issue."

"Replace Andy Hicks quickly."

"The recurrence of the same issue caused a problem with the efficiency of my response to a customer request, it was unfortunate."

"The speed and helpfulness/resolution of problems can depend upon who takes the call."

"The team are usually very quick to respond if possible, but they often don't explain what has been done or if it is something you could resolve in future, and often don't communicate that the call has been dealt with and is now OK."



"This is a difficult one as the problem I encountered was apparently not a straight forward situation to fix (it resulted from a virus in the system from a previous week which affected my pc) so although I was very happy with the response I got, the issue was unable to be resolved for reasons outside of the IT departments control (they needed to come out to the property). So - overall - I was happy but it took a little while to fix and I resorted to using webmail."

3.10.5 **About the survey:**

“This is ridiculous over-monitoring for a simple request for assistance which required a simple prompt response.”

IT Work Programme			
ID	AIP Priority	Task Status	Task Name
1			
2			Priority Key : A = High ; B = Medium ; C = Low ; Z = Not prioritised yet
3			
4			Chris Jeans
5	B	Hold	Investigate (replacement) Tape Backup Solution
12			
13			Darryl Blisset
14	A	Scheduled	Mailsweeper Appliances
17			
21	B	Tbc	Direct Access Server Upgrade to 2012R2
18			
19	Z	Potential	Review Mailsweeper Appliances
23			
24			David Butterworth
25	A	Running	Simdell Replacement Implement
30			
31			Debbie Friesen
32	A	Hold	Upgrade Call Logger
34			
35	A	Running	Telephony Review / Replace
39			
40			Jacqui Brockwell
43	A	Running	Papercut Add On (printing)
56			
57	A	Scheduled	2 Factor authentication to OWA
59			
60	A	Scheduled	Citrix Upgrade / Possible Replacement
46			
47	B	TBC	Evaluate Windows 10
49			
50	B	TBC	Carry out Pilot for Office 365
52			
53	B	Tbc	Evaluate Office 2013/2016
55			
41	C	Hold	Systems Centre 2012 (Operations Manager)
64			
65			James O'Hara
75	A	Running	SharePoint SQL Migration
77			
70	B	Tbc	Exchange 2013 Upgrade
78			
79	B	Tbc	Lync 2013 Upgrade
81			
66	C	Running	Windows Mobile Phone Pilot
72			
73	C	Potential	Create Test & Dev Environment
82			
83			James Saunders
104	A	Hold	Replace Lonsto Queuing System
106			
84	B	Hold	DR - BRTH recovery site
91			
92	B	Running	Roll-Out PC Renewals
94			

IT Work Programme			
ID	AIP Priority	Task Status	Task Name
95	B	Running	Roll-Out Building Control MS Surface Pro Kit
97			
98	B	Hold	Systems Centre 2012 (Service Manager)
107			
108			John Millard
120	A	Running	Replacement FMS/PL System
123			
124	A	Scheduled	Replace EH System
127			
128	A	Potential	Replace Election & Registration System
130			
109	C	Potential	EH - Scrap Metal Module
114			
115	C	Potential	Lifeline - Database Resilience / Rebuild
131			
132			Mark Slade
133	A	Tbc	Review Websense Appliances
135			
136	B	Potential	Implement Resilient WSCC Internet Connection
138			
139			Martin Harris
140	A	Running	Migrate Windows 2003 Servers
143			
144	A	Running	Build Test MS SQL 2012 Server - required for e5
146			
147	A	Complete	Build Test & Dev MS SQL 2014 Server
149			
150	Z	Potential	Committees System Replacement
152			
153			Mike Knight
154	A	Running	Web Upgrade Project
160			
161	A	Running	Integrate new on-line Job Application with Cyborg
164			
165	A	Scheduled	Create the Payroll Interface to the new FMS
172			
173	A	Scheduled	Migrate Payroll/HR Server (bobcat) to Win Ser 2012R2
175			
180	A	Running	ISDN HRMC Replacement
176			
177	B	Tbc	Sickness Absence Recording (link to eForm)
179			
186			Nigel Quinlan
187	A	Scheduled	PCI Compliance
194			
195	A	Running	Replace Server Room UPS
206			
207	A	Running	Replace Storage Area Network (SAN)
222			
223	A	Running	Replace VMWare Servers
229			
230	A	Running	Replace Edge Network Switches
236			
237	A	Complete	Building Control - Mobile Working

IT Work Programme				
ID		AIP Priority	Task Status	Task Name
241				
242		B	Tbc	DR Refinements & Testing
244				
245		B	Tbc	Evaluate MS HyperV as alternative to VMware
247				
248		B	Tbc	Resilient Home Working
250				
251		B	Tbc	VMware vSphere Upgrade to v6
253				
254				Peter Marsh
255		A	Running	GIS Replacement (Phase 1)
258				
259		A	Scheduled	EU Inspire (phase 2)
264				
265		A	Scheduled	GIS Replacement (Phase 2)
268				
269		A	Scheduled	Internet GIS
274				
275		A	Scheduled	BACAS Cemetery System
278				
279		B	Scheduled	Tree Database System

Appendix 3

Arun Improvement Programme

Purpose

The Arun Improvement Programme’s purpose is to ensure that corporately we invest in the right projects, resource is allocated on a priority need basis, outcomes are delivered and an environment is maintained to support successful delivery.

By having a corporate wide overview of all projects the Programme is better able to understand the wider context of change, manage project interdependencies, provide risk assurance, control costs, communicate with key delivery stakeholders, apply best practice principles, provide project management and support each individual project in achieving its outcomes.

Scope

The projects that fall into the scope of the Programme primarily, but not exclusively are those that require new or substantial changes to computer systems, this may also include new ways of working for staff. Substantial in this context is defined as requiring more than 10 days of ICT staff effort and / or £10,000 of budget.

If a project is being funded via an existing service budget or a new capital bid it will still fall within the scope of the AIP and any new capital bid should be considered by AIP prior to entering the bidding process.

Programme Board

The AIP is overseen by a Programme Board with membership made up of officers and elected members and this structure forms part of the Council’s annual governance statement.

Membership of the Board:

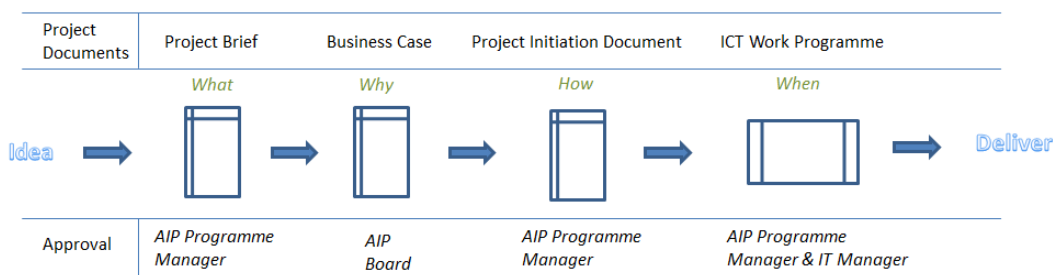
- Director of Customer Services (*Programme Director*)
- Head of HR & Customer Services
- Senior Project & Programme Manager (*Programme Manager*)
- Leader of the Council
- Deputy Leader of the Council
- Cabinet Member for Environment

ICT Work-Plan

The ICT work-plan is the master schedule of all project work within ICT including a mixture of internal ICT projects and AIP projects. It is maintained by the AIP Programme Manager on behalf of ICT.

Scheduling of new items and changes are agreed by the ICT Manager and AIP Programme Manager. New AIP projects will not be added to this work-plan unless agreed by the AIP.

Control Documents & Approval Process



ICT Services – Project performance

Project Title:	Wireless infrastructure upgrade
Funding Source:	Rolling Renewals Programme funding
Budget:	£35k
Current Status:	Complete - April 2015
Project aims and objectives:	
<p>The aim of this project was to upgrade and extend wireless capacity within the Arun Civic Centre and the Bognor Regis Town Hall and secure PSN compliance. The project has delivered full wireless access within the Civic centre for Members, staff and the public (wireless hotspot).</p>	
Partnership working:	
<p>Not on this project.</p>	
Budget performance:	
<p>Project delivered within budget.</p>	
Issues outstanding:	
<p>None</p>	
Lessons learned:	
<p>As in any technical project, planning, testing and understanding the technology we are working with are crucial features of any project undertaken.</p> <p>Improved accessibility to the wireless network, particularly for mobile devices put a strain on the internet connection circuit which required an upgrade and additional revenue commitment; there are frequently additional costs to be picked up by projects.</p>	
Current Project status:	
<p>Project complete.</p>	

ICT Services – Project performance

Project Title:	Storage Area Network (SAN) replacement
Funding Source:	Capital Prioritisation 2015/16
Budget:	£300k
Current Status:	Project Completion December 2015
Project aims and objectives:	
<p>The installed SAN had reached the end of its technical and capacity life at 5 years old. The aim of the Project was to replace the existing SAN, increase capacity and enhance the Council's Disaster Recovery capability by having a SAN available at Power Place in Chichester to allow replication of data held between the Arun Civic Centre in Littlehampton and Power Place in Chichester.</p>	
Partnership working:	
<p>Arun has worked with WSCC/Capita to house Arun DC hardware in the WSCC/Capita Power Place data centre in Chichester, so partnership working has featured in this project.</p>	
Budget performance:	
<p>Project spend will be contained within the agreed capital budget of £300k.</p>	
Issues outstanding:	
<p>Subject to review once project completed.</p>	
Lessons learned:	
<p>Subject to review once project completed.</p> <p>As in any technical project, planning, testing and understanding the technology we are working with are crucial features of any project undertaken.</p> <p>Better understanding of the procurement process as currently in place.</p>	
Current Project status:	
<p>Project Completion scheduled for December 2015.</p>	

ICT Services – Project performance

Project Title:	Public Services Network (PSN) Compliance
Funding Source:	ICT Revenue budget
Budget:	£10k
Current Status:	Compliance confirmed September 2015
Project aims and objectives:	
<p>This is an annual compliance exercise driven by Cabinet Office requirements.</p> <p>Failure to achieve compliance would impact on Arun's service delivery as the Authority would not be able to access the PSN secure network, a key user service being Revenues and Benefits.</p>	
Partnership working:	
<p>No, each authority must currently achieve compliance individually.</p>	
Budget performance:	
<p>Spend on the 2015/16 compliance project was within budget. However, the cost of achieving compliance can vary year to year depending on changing Cabinet Office requirements to achieve compliance.</p>	
Issues outstanding:	
<p>Compliance achieved with no issues to be resolved.</p>	
Lessons learned:	
<p>None.</p>	
Current Project status:	
<p>Project complete, compliance achieved for 2015/16.</p>	

ICT Services – Project performance

Project Title:	VMWare Servers
Funding Source:	Capital Prioritisation 2015/16
Budget:	£60k
Current Status:	Completion due November 2015
Project aims and objectives:	
<p>The VMWare server inventory is refreshed at 5 yearly intervals, budget provision had been made available for 2015/16 through a successful bid made through the Capital Prioritisation process for 2015/16.</p>	
Partnership working:	
<p>Not on this project.</p>	
Budget performance:	
<p>The project is scheduled to be delivered within budget.</p>	
Issues outstanding:	
<p>Currently none.</p>	
Lessons learned:	
<p>As in any technical project, planning, testing and understanding the technology we are working with are crucial features of any project undertaken.</p> <p>Need to be aware of current procurement limits for something relatively “off the shelf”. It is not just the hardware to be considered, there is also rack design and power cabling to consider when planning the switch-over to new hardware.</p>	
Current Project status:	
<p>Completion is due in November 2015.</p>	

ICT Services – Project performance

Project Title:	Back-up solution
Funding Source:	Rolling Renewals Programme funding
Budget:	£60k
Current Status:	Completion scheduled for November 2015
Project aims and objectives:	
To deliver a back-up solution that replaces existing tape technology with a server based solution hosted at the WSCC/Capita Power Place data centre in Chichester.	
Partnership working:	
No, not for this project.	
Budget performance:	
The new solution is on schedule and due to be delivered within budget.	
Issues outstanding:	
None currently.	
Lessons learned:	
As in any technical project, planning, testing and understanding the technology we are working with are crucial features of any project undertaken.	
Most projects using consultants / services need to have external resources clearly identified and available to ensure project delay is avoided otherwise extended project delivery time will need to be facilitated.	
Current Project status:	
Scheduled for completion in November 2015.	

ICT Services – Project performance

Project Title:	Network switches upgrade
Funding Source:	Capital Prioritisation 2015/16
Budget:	£100k
Current Status:	Completion will be November 2015
Project aims and objectives:	
<p>To replace End of Life network switch hardware at the edge and the core and so ensure supported hardware is in place. This helps with achieving PSN Compliance as unsupported products in place will not allow PSN Compliance to be achieved.</p>	
Partnership working:	
<p>Not on this project.</p>	
Budget performance:	
<p>Project spend will be contained within the agreed capital budget of £100k.</p>	
Issues outstanding:	
<p>None.</p>	
Lessons learned:	
<p>As in any technical project, planning, testing and understanding the technology we are working with are crucial features of any project undertaken.</p> <p>Need to ensure the technical infrastructure is capable of dealing with the proposed upgrades. Example: pre-plan upgrading of fibre between the Civic Centre floors.</p>	
Current Project status:	
<p>Edge switch installation has been completed, core switches were completed in October 2015.</p>	

ICT Services – Project performance

Project Title:	Homeworking access resilience
Funding Source:	To be confirmed
Budget required:	£7k
Current Status:	AIP agreed access resilience to be put in place, project not yet started.
Project aims and objectives:	
To provide resilience in access for Homeworkers and staff working remotely or from home by removing single points of failure within the technical remote access solution. This will help ensure maximum availability of systems for remote users.	
Partnership working:	
No, not for this project.	
Budget performance:	
Expected to be delivered within budget.	
Issues outstanding:	
Budget source to be confirmed.	
Lessons learned:	
None as yet.	
Current Project status:	
Project will be completed in January 2016.	

ICT Services – Project performance

Project Title:	Telecoms switch replacement
Funding Source:	Capital Prioritisation 2015/16
Budget:	£125k
Current Status:	ITT issued 28 th October 2015
Project aims and objectives:	
<p>The existing installed telephone switch is more than 20 years old, support will not be available after June 2016.</p> <p>A project was confirmed to progress the replacement of the telephone switch and funding was confirmed from the Capital Prioritisation fund for 2015/16.</p>	
Partnership working:	
<p>Following contact with Chichester DC it was confirmed that Arun and Chichester would progress a joint procurement. Chichester has lead the Project as their need to replace their telephone switch is more pressing with delivery of a solution within 2015/16 required.</p> <p>Over the last couple of months Project Teams from Chichester and Arun have met and refined the procurement model. This exercise has culminated in the issuing of an Invitation To Tender on 28th October 2015 with a return date of 4th December 2015 for completed Tenders.</p> <p>Each Authority has been able to Tender for the solution that meets their requirements from a single supplier.</p>	
Budget performance:	
<p>Tenders are due for return on 4th December 2015 when budget issues will be clarified.</p>	
Issues outstanding:	
<p>Tender content and evaluation leading to a decision and then delivering the replacement project.</p>	
Lessons learned:	
<p>When considering partnership working it is of critical importance that there is an</p>	

open and honest approach by the parties involved so that all issues are in the open and are understood by the parties involved.

It will also be helpful if the Authority is clear on the direction it is taking so that any potential shared services

Current Project status:

The Invitation To Tender has been issued using the Unified Communication Telephony System Framework.

Agenda Item No. 8

**ARUN DISTRICT COUNCIL
COUNCILLOR FEEDBACK REPORT FROM OUTSIDE BODIES**

Report to Overview Select Committee – 24 November 2015

Name of Meeting:	West Sussex County Council's Task and Finish Joint Scrutiny Group - Flooding
Date of Meeting:	19 October 2015
Report by:	Cllr Norman Dingemans
Relevant Cabinet Member:	Cllr Terry Chapman
<p>Feedback:</p> <p>The Meeting was held to review:</p> <ul style="list-style-type: none"> • Progress made by the County Council and its partners in implementing the Task and Finish Group's recommendations since 2013; • The work undertaken under Operation Watershed; and • The response to any flooding events occurring since the Task and Finish Group last met (back in November 2013) <p><u>Conclusions</u></p> <ul style="list-style-type: none"> • Work against the recommendations agreed back in 2013 is ongoing with good support in all activities. • Significant work has taken place to deliver increased public awareness of riparian landowner responsibilities and development of a prioritised, countywide project list; • Staff resourcing issues continue to be the largest factor on delivering work around the recommendations. This is due to be mitigated with the recruitment of two new posts at the County Council in Autumn 2015. <p><u>Next Steps</u></p> <ul style="list-style-type: none"> • A final report will be drafted and approved by the Task and Finish Group within four weeks of the final meeting; • This final report will be sent to the relevant Cabinet Members in each of the participating authorities. A copy of the report/recommendations will be sent to the relevant Overview & Scrutiny Committees of the authorities concerned and to the Joint Scrutiny Steering Group; • If the Task and Finish Group's report and recommendations need to be made to other organisations, they will be sent to those organisations by the Steering Group; • The relevant Cabinet Members will be expected to respond to the Steering Group in respect of the report and recommendations; • The final report and recommendations will be published on the County 	

Agenda Item No. 8**ARUN DISTRICT COUNCIL
COUNCILLOR FEEDBACK REPORT FROM OUTSIDE BODIES****Report to Overview Select Committee – 24 November 2015**

Council website and will also be circulated to relevant interested parties.

Agenda Item No. 9

**ARUN DISTRICT COUNCIL
COUNCILLOR FEEDBACK REPORT FROM OUTSIDE BODIES**

Report to Overview Select Committee – 24 November 2015

Name of Meeting:	West Sussex County Council's Health & Adult Social Care Select Committee (HASC)
Date of Meeting:	1 October 2015
Report by:	Cllr George Blampied
Relevant Cabinet Member:	Cllr Paul Wotherspoon
<p>Feedback:</p> <p>A report on the Working Party on West Sussex Dementia Framework was discussed and the following recommendations were agreed:</p> <ul style="list-style-type: none"> • The Chairman should write to the Health & Wellbeing Board to review how the funding for full implementation could be assured; • To write to all Chairman of Local County Committees to support friendly community initiatives in their areas; <p>The Committee felt that the 15 minutes allowed for Care at Home was too short and should be reviewed.</p> <p>Adult Safeguarding was discussed. The Care Act 2014 puts adult safeguarding on a legal footing and from April 2015 each local authority must:</p> <ul style="list-style-type: none"> • Make enquiries or ensure others do if it believes an adult was at risk of abuse or neglect and was unable to protect themselves, due to their care and support needs; • Set up a Safeguarding Adults Board; • All Councillors share the responsibility for safe guarding adults known to be at risk; • The West Sussex Board must develop and publish a strategic plan setting out how they will meet their objectives and how their Members and partners agencies will contribute; and • Publish an annual report detailing how effective their work has been and identify any additional recommendations for consideration. <p>Musculoskeletal Services Update – On 23 June the Coastal West Sussex Clinical Commissioning Group took the decision to begin direct, formal contract negotiations with Western Sussex Hospitals NHS Foundation Trust to become the prime provider of MSK services for Coastal's patients.</p>	

Agenda Item No. 9**ARUN DISTRICT COUNCIL
COUNCILLOR FEEDBACK REPORT FROM OUTSIDE BODIES****Report to Overview Select Committee – 24 November 2015**

Mobilising the new service and IT will start in January 2016. Some of the changes will begin in 2016 with the current plan showing the new service in place in full by the end of June. The full IT clinical portal will not be ready until 2017 so interim measures will allow for the integrated care we expected for patients to start to be delivered from July 2026.

Agenda Item No. 9

**ARUN DISTRICT COUNCIL
COUNCILLOR FEEDBACK REPORT FROM OUTSIDE BODIES**

Report to Overview Select Committee – 24 November 2015

Agenda Item No. 10

**ARUN DISTRICT COUNCIL
COUNCILLOR FEEDBACK REPORT FROM OUTSIDE BODIES**

Report to Overview Select Committee – 24 November 2015

Name of Meeting:	Police & Crime Panel Meeting
Date of Meeting:	9 October 2015
Report by:	Councillor Paul Wotherspoon
Relevant Cabinet Member:	Councillor Paul Wotherspoon
Feedback:	
<p>The meeting was held at County Hall, Lewes and there were no apologies for absence.</p> <p>In addition to the Panel, in attendance were Katy Bourne, Sussex Police and Crime Commissioner, Mark Streater, Chief Executive and Monitoring Officer of the Office of the Sussex Police and Crime Commissioner and other important officers.</p> <p>The Panel received a report from the Commissioner on road safety which outlined the role of Sussex Police in relation to road safety and how the Force was held to account for the reduction of Killed and Seriously Injured (KSIs) statistics on the roads of Sussex. The rise in KSIs can be attributed to increases in the number of collisions involving drivers and riders up 20% in the vehicle types: pedal cycles up 45%, cars up 16% and motorcycles up 9%. The Commissioner stated that the Sussex Safer Roads Partnership (SSRP) was the local oversight body for road safety in Sussex and its membership included the Commissioner and Local Authorities and highways authorities. After the meeting the Cabinet Member queried the Commissioner's statement and the following was received from West Sussex County Council:</p> <p>"SSRP has been around for some time. It's an officer group. The partnership consists of the four highway authorities, WSCC, ESCC, Brighton and Hove and Highways England, Sussex Police and East Sussex Fire and Rescue. I am aware of no plans to extend the partnership to District and Borough Councils at this time"</p> <p>This is important due to the Commissioner not answering questions due to Arun District Council and other Districts and Boroughs being able to ask them at SSRP - how can we when we are not members? Perhaps OSC could pursue this?</p> <p>The Panel then raised a number of issues with the Commissioner which are all in the Minutes which have been circulated, however, can I please repeat the following statement made by the Commissioner:</p>	

Agenda Item No. 10**ARUN DISTRICT COUNCIL
COUNCILLOR FEEDBACK REPORT FROM OUTSIDE BODIES****Report to Overview Select Committee – 24 November 2015**

It is the responsibility of the constituent local authorities to the SSRP to hold this body to account.

The suitability of sites for speed cameras was raised and the importance of using local intelligence to target problem areas effectively.

The SSRP will be able to provide advice on the policy for the location of speed cameras in Sussex.

It was resolved that the Panel notes the Commissioner's Road Safety report.

The Panel then received a report from the Commissioner regarding the medium-term financial forecast and budget timetable for 2016/17. The Panel was informed that a further report would be presented to it in January 2016 with further information and a proposed precept for 2016/17. Currently the Commissioner's Office was awaiting the outcome of the Treasury spending review and an announcement on how the Police Fund would be allocated in the future which would impact upon future funding levels.

The Panel raised a number of issues with the Commissioner all of which are detailed in the Minutes which have been circulated.

It was resolved that the Panel notes the content of the report.

The Panel then considered a report by the Clerk to the Panel regarding a proposal to establish a Police Complainants Working Group to assist the Commissioner in the development of a response to the current consultation regarding Police Complaints.

The Panel agreed to the establishment of the Working Group; its terms of reference; and membership.

The Panel then received and noted a report providing an update on complaints received in the last quarter and progress made on live complaints. No new complaints received by the Panel over the last quarter pertained to issues within the remit of the Panel.

The Panel then received and noted the schedule of written questions submitted prior to the meeting and the responses from the Commissioner's Office.

A number of Members of the Panel then provided feedback on recent visits to Victim Support in Shoreham and to the Youth Commission event. Members were impressed by the proactive approach taken by Victim Support and the quality of service provided under the high level of demand-led pressure.

Agenda Item No. 10**ARUN DISTRICT COUNCIL
COUNCILLOR FEEDBACK REPORT FROM OUTSIDE BODIES****Report to Overview Select Committee – 24 November 2015**

Members who attended the Youth Commission event spoke of the energy and professionalism of the members of the Commission.

Finally there were a number of questions asked of the Commissioner and she responded to each question in turn. Again please see the Minutes for the questions and answers.

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2015/2016**

Date of Meeting: 26 January 2016			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	Council Budget – 2016/2017	Alan Peach	
2	Social Media Policy and Guidance for Councillors	Justine Vincent	To be agreed by the Committee on 24 November 2015
3	Social Media Policy and Guidance for Staff	Justine Vincent	To be agreed by the Committee on 24 November 2015
Performance Reviews			
3	Corporate Plan 2014-2017 Performance update for April to September 2015	Nigel Lynn	
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
4	Feedback from Meetings of HASC held on 4 December 2015 [Project Day] and 20 January 2016	Cllr G Blampied	
5	Feedback from Sussex Police and Crime Panel Meeting held on 22 January 2015	Cllr L Brown/Cllr P Wotherspoon	
Holding Cabinet to account			
6	Cabinet Member Questions and Updates – focus for this meeting on reviewing performance against the Corporate Plan	All Cabinet	
Work Programme			
7	Work Programme 2015/16 – Update	Jane Fulton	

**OVERVIEW SELECT COMMITTEE
WORK PROGRAMME – 2015/2016**

Date of Meeting: 15 March 2016			
Policy/Strategy Reviews			
Agenda Items	Subject	Lead Officer/Member	Comments
1	The Vision – final proposals	Nigel Lynn	
2	Coast Protection and Land Drainage Annual Review	Roger Spencer	Scrutinising performance over the winter months on coastal and drainage matters
3	ADC Filming and Photographic Policy	Justine Vincent	To be agreed by the Committee on 24 November 2015
Performance Reviews			
	There are not items for this meeting		
Contractor/Partner Performance Reviews			
	There are no items for this meeting		
Partner Reviews			
	There are no items for this meeting.		
Feedback from Joint Scrutiny in West Sussex			
4	Feedback from Meetings of HASC held on 11 February [Project Day] and 10 March 2016	Cllr G Blampied	
5	Feedback from Sussex Police and Crime Panel Meeting held on 18 February 2016	Cllr L Brown/Cllr P Wotherspoon	
Holding Cabinet to account			
6	Cabinet Member Questions and Updates – focus for this meeting on Cabinet Member for Environmental Services	All Cabinet	
Work Programme			
7	Work Programme 2015/16 – Update	Jane Fulton	