

Extract of the Forward Plan of Key Decisions – published 13 November 2020

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A Prosperous Place

Executive Director Place Services

Endorsement of Design Fees for Burgess Hill Stations and Western Gateway Improvements

The Mid Sussex Growth Deal identifies a set of priorities for economic growth in Burgess Hill including the Burgess Hill Place and Connectivity Programme, comprising a package of projects aimed at creating safe, direct and attractive walking and cycling routes and high-quality public spaces to encourage people to choose to walk, cycle and use public transport, delivered in partnership with Mid Sussex District Council.

In March 2019 the Leader approved the Burgess Hill Place and Connectivity Programme [LDR09](#) (18.19) and following approval of the business case by the Coast to Capital Local Enterprise Partnership, delegated authority is given to Executive Director of Place Services to progress the projects.

Subsequent to completion of Preliminary Design and Public Engagement in June 2020, the Burgess Hill Stations and Western Gateway projects are to progress to detailed design with combined design and project management fees of £619k requiring a Key Decision.

The Executive Director Place Services will be asked to agree the Detailed Design and Project Management fees of £619k for the Burgess Hill Stations and Western Gateway project using the current Burgess Hill Place and Connectivity Programme capital programme allocation.

Decision by	- Executive Director Place Services
West Sussex Plan priority	A Prosperous Place
Date added	1 October 2020
Month	November 2020
Consultation/ Representations	Burgess Hill Growth Board, Burgess Hill Members Steering Group, Burgess Hill Place and Connectivity Programme Public Engagement Representation can be made via the officer contact in the month prior to that in which the decision will be taken.
Background Documents (via website)	
Author	Paul Jackson-Cole Tel: 033 022 25445
Contact	Suzannah Hill tel. 033 022 22551

Executive Director Place Services

Award of Contract: Crawley Growth Programme Eastern Gateway Scheme

In August 2017 the Leader approved the Crawley Growth Programme [LDR04 17.18](#) and following approval of the business case by the Coast to Capital Local Enterprise Partnership, delegated authority to the (then entitled) Executive Director Economy, Infrastructure and Environment to progress the projects.

The £8.35m Eastern Gateway scheme is a key project within the growth programme and seeks to improve connectivity between the town and key development sites in the vicinity of the proposals including the Town Hall, County Buildings, Crawley College and Telford Place. In February 2019, the Executive Director approved the commencement of the tender process to secure a design and build Contractor through the WSCC Highways Design and Build framework. The design contract (stage 1) was awarded to Volker Fitzpatrick.

The Executive Place Services will now be asked to award the construction phase of the contract and endorse the final budget allocation not exceeding £8.35m. The budget is from within the Crawley Growth Programme total allocations.

Decision by	Lee Harris - Executive Director Place Services
West Sussex Plan priority	Prosperous Place
Date added	23 April 2020
Month	December 2020
Consultation/ Representations	Community engagement and online feedback opportunities were undertaken May to July 2018. The Crawley Growth Board will be consulted on final designs. Representation can be made via the officer contact prior to the month in which the decision is to be taken.
Background Documents (via website)	None
Author	Marie Ovenden Tel: 033 022 23854
Contact	Suzannah Hill Tel: 033 022 22551

Executive Director Place Services

Award of Contract: Crawley Growth Programme Manor Royal Scheme
<p>In August 2017 the Leader approved the Crawley Growth Programme LDR04 17.18 and following approval of the business case by the Coast to Capital Local Enterprise Partnership, delegated authority to the (then entitled) Executive Director Economy, Infrastructure and Environment to progress the projects. The Manor Royal Highways improvement scheme is comprised of two parts: Part 1- Manor Royal County Oak one-way scheme and London road junction improvements; Part 2 – provision of a Bus lane in the Manor Royal road.</p> <p>The Executive Director Place Services will be asked to award the construction phase of the contract and endorse the final/total budget allocation to the highways improvement scheme. The total budget will not exceed £3.308m (bus lane, highways and bus lane extension). The budget is from within the Crawley Growth Programme total allocations.</p>

Decision by	Lee Harris - Executive Director Place Services
West Sussex Plan priority	Prosperous Place
Date added	23 April 2020
Month	December 2020
Consultation/ Representations	<p>A public engagement exercise ran for four weeks from 5 February 2019 to 5 March 2019. The Crawley Growth Board will be consulted on final designs.</p> <p>Representation can be made via the officer contact prior to the month in which the decision is to be taken.</p>
Background Documents (via website)	None
Author	Marie Ovenden Tel: 033 022 23854
Contact	Suzannah Hill Tel: 033 022 22551

Executive Director Place Services

Award of Contract Partial Demolition Crawley County Buildings	
<p>In August 2017 the Leader approved the Crawley Growth Programme LDR04 17.18 and following approval of the business case by the West Sussex Local Enterprise Partnership, delegated authority to the Executive Director Economy, Infrastructure and Environment to progress the projects. Crawley County Buildings partial demolition is a key project within the growth programme.</p> <p>A full demolition was approved in July 2019. A change request was submitted March 2020 to reduce the full demolition to a partial demolition in order to mitigate costs associated with the abortive relocation of the Coroners Service into Bartons Primary School. A partial demolition of the County Buildings will prepare the site for prospective developers.</p> <p>The Executive Director Place Services will be asked to approve the award of contract to the preferred provider to deliver the demolition works.</p>	
Decision by	- Executive Director Place Services
West Sussex Plan priority	Prosperous Place
Date added	1 September 2020
Month	December 2020
Consultation/ Representations	<p>Crawley Growth programme Growth board; Crawley OPE programme team; Current occupiers of Centenary House, Crawley.</p> <p>Representation can be made via the officer contact in the month prior to that in which the decision is to be taken.</p>

Background Documents (via website)	none
Author	Marie Ovenden Tel: 033 022 23854
Contact	Suzannah Hill Tel. 033 022 22551

A Strong, Safe and Sustainable Place

Cabinet Member for Economy and Corporate Resources

Procurement of an Occupational Health Service Contract	
<p>An occupational health service forms part of the Councils' overall people strategy ensuring that there are systems in place so that employees' health and wellbeing is well supported and managers can make informed decisions on the fitness of employees to work.</p> <p>The current contract for the provision of occupational health services, which started in October 2016, covers the corporate requirement and is also accessed by some schools and District and Borough councils in West Sussex.</p> <p>The contract is due to expire on 30 September 2021 and it is proposed that the Council commences a procurement process to identify and select a new provider from 01 October 2021 and beyond. The proposed contract length is 3yrs + 1yr + 1yr (total 5 years) with a total value of approximately £1.5m.</p>	
Decision by	Cllr Lanzer - Cabinet Member for Economy and Corporate Resources
West Sussex Plan priority	A Strong, Safe and Sustainable Place
Date added	26 October 2020
Month	November 2020
Consultation/Representations	Representation can be made via the officer contact in the month prior to that in which the decision is to be taken.
Background Documents (via website)	
Author	Colin Chadwick Tel: 033 022 23283
Contact	Suzannah Hill Tel. 033 022 22551

A Council that works for the Community

Cabinet Member for Finance, Leader

Total Performance Monitor (Rolling Entry)	
The Monitor details the Council's performance in relation to revenue and capital spending, savings, workforce projections, performance and risk by portfolio against the Cabinet's key priorities. The Leader and Cabinet Member for Finance will be recommended to approve the Total Performance Monitor and any items of financial and performance management within the Monitor.	
Decision by	Cllr Hunt - Cabinet Member for Finance, Cllr Marshall - Leader
West Sussex Plan priority	A Council that Works for the Community
Date added	1 April 2020
Month	Between April 2020 and March 2021
Consultation/ Representations	Representation can be made via the officer contact.
Background Documents (via website)	None
Author	Fiona Morris Tel: 033 022 23811
Contact	Suzannah Hill 033 022 22551

Cabinet Member for Finance

Property Review (Rolling Entry)	
The County Council's Future West Sussex Plan set out its ambition to minimise the burden of local taxation, delivering the best outcomes for residents with the money it spends, whilst living within its means. In 2018 the County Council agreed to adopt an Asset Management Policy and Strategy . An objective of the strategy is to acquire, manage, maintain and dispose of property effectively, efficiently and sustainably, together with optimising financial return and commercial opportunities.	
Decision by	Cllr Hunt - Cabinet Member for Finance
West Sussex Plan priority	A Council that works for the Community
Date added	1 December 2007
Month	Between April 2020 and March 2021
Consultation/ Representations	Representations can be made via the officer contact.
Background Documents (via website)	None
Author	Elaine Sanders Tel: 033 022 25605
Contact	Suzannah Hill: Tel. 030022 22551

Cabinet

Endorsement: West Sussex County Council Economy Reset Plan 2020-2024

The County Council's [Economic Growth Plan 2018-2023](#) sets out the Council's priorities and opportunities for economic growth in West Sussex. Work has progressed over the past two years and positive outcomes have been achieved. With the emergence of COVID-19 it has been agreed to 'reset' the Economic Growth Plan to provide the framework for the Council's response to the impact of the pandemic on the economy, businesses and residents. The economy reset will also inform the County Council's Corporate Plan Reset in due course. The Reset Plan will be delivered within existing budget allocations for the economy.

Cabinet will be asked to endorse an update of the West Sussex Economic Growth Plan 2018-2023 as the 'Economy Reset Plan 2020 - 2024'.

Decision by	Cllr Marshall, Cllr N Jupp, Cllr Russell, Cllr Urquhart, Cllr Lanzer, Cllr A Jupp, Cllr Hunt, Cllr Crow - Cabinet
West Sussex Plan priority	A Council that Works for the Community
Date added	16 October 2020
Month	November 2020
Consultation/Representations	Partner engagement August 2020. Performance and Finance Scrutiny Committee September 2020. Representation can be made in the month prior to that in which the decision is to be taken.
Background Documents (via website)	none
Author	Carolyn Carr Tel: 033 022 23836
Contact	Suzannah Hill 033 022 22551

Cabinet Member for Economy and Corporate Resources

Procurement: Concession Contract SmartHubs Work Package 8

The SmartHubs Work Package 8 project forms part of the Innovate UK funded SmartHubs programme which will be delivered by a consortium and provide a range of energy solutions across West Sussex.

The objective of SmartHubs work package 8 is to deliver 250 domestic solar PV & battery systems (e.g. for social housing), 100 light commercial solar PV & battery systems (e.g. for the Council, schools and potentially other public sector buildings) and 250 EV charge points across West Sussex. There will be no capital cost to the Council to deliver this project. The Council anticipates financial benefit from reduced electricity costs in the corporate estate.

The Cabinet Member will be asked to endorse the procurement of a concession contract for a maximum 25-year period with a suitable provider and to delegate authority to the Director of Environment and Public Protection to award the contract and to agree lease terms with the successful provider allowing them access to County Council assets for the duration of the contract term.

Decision by	Cllr Lanzer - Cabinet Member for Economy and Corporate Resources
West Sussex Plan priority	A Council that works for the Community
Date added	16 October 2020
Month	November 2020
Consultation/ Representations	Innovate UK manage the grant allocation and Connected Energy lead on the programme. Representation can be made via the officer contact in the month prior to that in which the decision is due to be taken
Background Documents (via website)	none
Author	Steve Read Tel: 033 022 22654
Contact	Suzannah Hill 033 022 22551

Cabinet

West Sussex Plan Re-set	
<p>Cabinet will be asked to recommend the approval of the new West Sussex Plan by the County Council in December 2020. The Plan will re-set the County Council's priorities and outcomes for the year from April 2021.</p> <p>The Plan will build on the framework approved by the County Council in July 2020 which identified the main priorities around which the plan will be built and the principles which will drive its development. It will capture existing activities of the County Council and those delivered with its partners as well as identifying those ambitions and outcomes which will be new. It will map the timetable for delivering these activities and describe the measures on which to judge the County Council's performance in achieving them. It will show how the activities are to be funded and managed within budgetary requirements whilst striving to deliver outcomes that are ambitious, realistic and achievable, particularly within the context of continued uncertainty, challenges and pressures associated with the local and national impact of the global pandemic.</p>	
Decision by	Cllr Urquhart, Cllr Russell, Cllr N Jupp, Cllr Marshall, Cllr Elkins, Cllr Crow, Cllr Lanzer, Cllr A Jupp, Cllr Hunt - Cabinet
West Sussex Plan priority	A council that works for the community

Date added	8 October 2020
Month	November 2020
Consultation/ Representations	All Members at a member day All partners All staff through workshops. Representations concerning this proposed decision can be made to the Cabinet via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Becky Shaw
Contact	Natalie Jones-Punch Tel: 033 022 25098

Cabinet Member for Economy and Corporate Resources

Insourcing Information Technology from the Information Technology Outsource contract	
<p>It is proposed to insource and recommission through new contracts the services currently provided by Capita through Outsource contract ("ITO"). The current contract concludes at the end of September 2022 and the early work on options indicates benefit to the council by moving to a new provision model at an earlier date. The proposed approach will better support the delivery of council services and the ability to transform its services to provide a modern, responsive, and flexible digital, data and technology service. In addition, it is anticipated the new model will be delivered in a reduced cost envelope delivering a £750k per annum financial benefit.</p> <p>The intention will be for a phased insource, with the objective of procurement activity commencing in late 2020, and the transition of services concluding by summer 2021. A decision report will be prepared to detail the services to be recommissioned and the services to be provided in house and outline the process and timelines of the recommended options.</p> <p>The Cabinet Member for Economy and Corporate Resources will be asked to endorse the proposed in-sourcing arrangements.</p>	
Decision by	Cllr Lanzer - Cabinet Member for Economy and Corporate Resources
West Sussex Plan priority	A Council that Works for the Community
Date added	13 November 2020
Month	December 2020
Consultation/ Representations	Cabinet Member for Finance; Recommissioning of Contract for Support Services Task and Finish Group 16 November 2020. Representation can be made via the officer contact in the month prior to that in which the decision is to be taken.

Background Documents (via website)	None
Author	Stewart Laird Tel: 033022 25310
Contact	Suzannah Hill - Tel: 033022 22551

Cabinet Member for Economy and Corporate Resources

Procurement: Construction Framework Arrangement	
<p>The County Council carries out repair, maintenance and refurbishment work throughout the corporate estate, a construction framework arrangement is required to deliver work around and within the County Council buildings. This will include repairs and refurbishment as well as new build requirements where needed. It will enable the County Council to place works orders with a variety of qualified contractors to deliver works that fall outside of the current maintenance contract.</p> <p>The anticipated spend through the new Framework is approximately £48m over a maximum term of 4 years. The value of the Framework is greater than £4,733,252 ex VAT so, in order to comply with the requirements of EU/UK law (the Public Contract Regulations 2015) and the County Council's Standing Orders on Procurement and Contracts, an OJEU procurement must be run to establish a new Framework Agreement.</p> <p>The Cabinet Member will be asked to agree to the commencement of a procurement process to begin in September 2020, contract to be awarded in January 2021 and commence on 1 February 2021 and to delegate to the Director of Property and Assets, the authority to award contract/contracts. Further forward plan entries and decision reports will be published as appropriate.</p>	
Decision by	Cllr Lanzer - Cabinet Member for Economy and Corporate Resources
West Sussex Plan priority	A Council that works for the Community
Date added	24 January 2020
Month	December 2020
Consultation/Representations	<p>Internal and external stakeholders, the incumbent supplier and market suppliers.</p> <p>Representation concerning this proposed decision can be made via the officer contact prior to the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Stephen Allan Tel: 033 022 25192
Contact	Suzannah Hill Tel: 033 022 22551