

Forward Plan of Key Decisions

The County Council must give at least 28 days' notice of all key decisions to be taken by councillors or officers. The Plan describes these proposals and the month in which the decisions are to be taken over a four-month period. Decisions are categorised according to the [West Sussex Plan](#) priorities of:

- **Best Start in Life** (those concerning children, young people and schools)
- **A Prosperous Place** (the local economy, infrastructure, highways and transport)
- **A Safe, Strong and Sustainable Place** (Fire & Rescue, Environmental and Community services)
- **Independence in Later Life** (services for older people or work with health partners)
- **A Council that Works for the Community** (finances, assets and internal Council services)

The most important decisions will be taken by the Cabinet. In accordance with regulations in response to the current public health emergency, Cabinet meetings will be held virtually with councillors in remote attendance. Public access will be via webcasting and the meetings will be available to watch online via our [webcasting website](#). The [schedule of monthly Cabinet meetings](#) is available on the website. The Forward Plan is updated regularly and key decisions can be taken on any day in the month if they are not taken at Cabinet meetings. The [Plan](#) is available on the. [Published decisions](#) are also available via the website.

A key decision is one which:

- Involves expenditure or savings of £500,000 or more (except treasury management); and/or
- Will have a significant effect on communities in two or more electoral divisions in terms of how services are provided.

The following information is provided for each entry in the Forward Plan:

Decision	A summary of the proposal.
Decision By	Who will take the decision - if the Cabinet, it will be taken at a Cabinet meeting in public.
West Sussex Plan priority	Which of the five priorities in the West Sussex Plan the proposal affects.
Date added	The date the proposed decision was added to the Forward Plan.
Month	The decision will be taken on any working day in the month stated. If a Cabinet decision, it will be taken at the Cabinet meeting scheduled in that month.
Consultation/ Representations	How views and representations about the proposal will be considered or the proposal scrutinised, including dates of Scrutiny Committee meetings.
Background Documents	The documents containing more information about the proposal and how to obtain them (via links on the website version of the Forward Plan). Hard copies are available on request from the decision contact.
Author	The contact details of the decision report author
Contact	Who in Democratic Services you can contact about the entry

Finance, assets, performance and risk management

Each month the Cabinet Member for Finance reviews the Council's budget position and may take adjustment decisions. A similar monthly review of Council property and assets is carried out and may lead to decisions about them. These are noted in the Forward Plan as 'rolling decisions'.

Each month the Cabinet will consider the Council's performance against its planned outcomes and in connection with a register of corporate risk. Areas of particular significance may be considered at the scheduled Cabinet meetings.

Significant proposals for the management of the Council's budget and spending plans will be dealt with at a scheduled Cabinet meeting and shown in the Plan as strategic budget options.

For questions contact Helena Cox on 033 022 22533, email helena.cox@westsussex.gov.uk.

Published: 4 January 2021

Forward Plan Summary

Summary of all forthcoming executive decisions in West Sussex Plan priority order

Decision Maker	Subject Matter	Date
Cabinet Member for Education and Skills	Replacement All Weather Pitch at Tanbridge House School, Horsham	January 2021
Director of Property and Assets	Award of contract for installation of Modular Teaching Block at Queen Elizabeth II Silver Jubilee Special School, Horsham	January 2021
Cabinet Member for Education and Skills	Procurement of a Dynamic Purchasing System for Independent Alternative Provision for children with SEND	January 2021
Cabinet Member for Education and Skills	Expansion of Palatine Primary School, Worthing	January 2021
Cabinet Member for Education and Skills	Provision of an All Weather Pitch at The Forest School, Horsham	January 2021
Cabinet Member for Education and Skills	Slinfold CE Primary School - Funding for Replacement of Modular Teaching Accommodation	January 2021
Executive Director Children, Young People and Learning	Award of a contract for the provision of urgent care and support for children and young people	January 2021
Director of Education and Skills	Contract Extension for the Provision of Primary Phase School Meals	January 2021
Director of Education and Skills	Contract Extension for the Provision of Primary Phase School Meals to seven schools in the Horsham area	January 2021
Cabinet Member for Education and Skills	Change of status for Forest Boys' School, Horsham - Capital Funding for Delivery of Phase One Works	January 2021
Cabinet Member for Education and Skills	School Funding 2021/22	January 2021
Cabinet	Local House Project for Care Leavers	January 2021
Interim Director of Public Health	Healthy Child Programme Contract Extension	January 2021
Cabinet Member for Education and Skills	Phase 2 Special Support Centre Programme - St Margaret's CE Primary School, Angmering - Allocation of Funding	February 2021
Cabinet Member for Education and Skills	Phase 2 Special Support Centre Programme - West Park Primary School, Worthing - Allocation of Funding	February 2021
Cabinet Member for Education and Skills	Expansion of Oak Grove College, Worthing	February 2021
Cabinet Member for Education and Skills	Admission Arrangements for Community and Voluntary Controlled Schools in West Sussex from September 2022	February 2021
Cabinet Member for Children and Young People	Procurement of a Pseudo-Dynamic Purchasing System for Family and Community Support for Children and Young People with SEND	February 2021
Cabinet	Consultation on Early Help Service Redesign Proposals	February 2021
Executive Director Children, Young People and Learning	Modifications to the West Sussex County Council Foster Care Allowances	February 2021
Director of Property and Assets	Award of contract for the expansion of Palatine Primary School	March 2021

Best Start in Life

Cabinet Member for Education and Skills

Replacement All Weather Pitch at Tanbridge House School, Horsham	
<p>As part of the secondary school curriculum, Physical Education is a core subject and suitable provision is required to enable a wide range of sport to be offered and ensure children are given the Best Start in Life.</p> <p>Tanbridge House School has an All Weather Pitch facility which is in a deteriorating condition and is now at the end of its life. The pitch requires replacement to ensure continued provision for sport.</p> <p>The Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding, from Section 106 contributions, to undertake a project to replace the All Weather Pitch at Tanbridge House School, thereby ensuring ongoing sports provision to meet the needs of the secondary school curriculum.</p>	
Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	3 August 2020
Month	January 2021
Consultation/ Representations	<p>School Parents and local residents Parish and District Councils Cabinet Member for Finance</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills, via the officer contact, by the beginning of the month in which the decision is due to be taken</p>
Background Documents (via website)	
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Director of Property and Assets

Award of contract for installation of Modular Teaching Block at Queen Elizabeth II Silver Jubilee Special School, Horsham
<p>Queen Elizabeth II Silver Jubilee School (QEII School) in Horsham caters for a wide range of Special Educational Needs, for children aged between 2 and 19 with severe learning difficulties, profound and multiple learning difficulties or complex needs.</p>

Over recent years additional pupils have been accommodated by the school but without the supporting investment in accommodation. Pupil numbers have increased from 85 in 2017 to 105 in 2019.

In July 2020 the Cabinet Member for Education and Skills approved the allocation of capital funding from the Basic Need Capital Programme to expand the school and delegated authority to the Director of Property and Assets to award the contract for the works (Decision reference [ES02 \(20/21\)](#)). The building project will provide a three class modular teaching block with associated group room, hygiene provision, storage and external works.

The Director of Property and Assets will be asked to approve the award of contract for the expansion works at QEII school.

Decision by	Andrew Edwards - Director of Property and Assets
West Sussex Plan priority	Best Start in Life
Date added	3 August 2020
Month	January 2021
Consultation/ Representations	School Parents and local residents Parish and District Councils Representations concerning this proposed decision can be made to the Director of Property and Assets via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	Decision Report ES02 (20/21)
Author	Liam Hayward Tel: 033 022 22002
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Procurement of a Dynamic Purchasing System for Independent Alternative Provision for children with SEND

The County Council has a statutory obligation to provide suitable education for all pupils including those who, because of exclusion, illness or other reasons, would not otherwise receive suitable education; this is termed Alternative Provision

Currently the need for Alternative Provision is predominately for children with Special Educational Needs and Disabilities (SEND) and is commissioned on a case by case basis with Individual Placement Agreements (IPAs) ensuring that the provision meets the needs of the child/young person for each placement.

Whilst the County Council provides some of these services, the demand is such that a significant amount of provision has to be purchased from the external market and evaluation shows this is a trend expected to continue. In order to meet this demand, it

is proposed to set up a Dynamic Purchasing System (DPS) to enable the efficient sourcing of Independent Alternative Provision services from qualified suppliers.

The Cabinet Member for Education and Skills will be asked to approve the commencement of a procurement to set up a DPS to enable the purchase of Independent Alternative Provision services for children with SEND.

Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in LIfe
Date added	16 October 2020
Month	January 2021
Consultation/ Representations	<p>Consultation with the market – current and potential providers Legal Finance Procurement</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills, via the officer contact, by the beginning of the month in which the decision is due to be taken</p>
Background Documents (via website)	None
Author	Helen Johns Tel: 07715 616560
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Expansion of Palatine Primary School, Worthing
<p>The Special Educational Needs and Disability (SEND) Strategy 2019-2024 aims to provide high quality local education provision for children and young people with SEND and optimise value for money from the High Needs Block of the Dedicated Schools Grant. As part of the development of the SEND Strategy, the County Council has identified an increased demand for extra provision in Special Schools across West Sussex to meet increasing needs. There is a requirement to both increase places at certain special schools and to ensure existing school accommodation meets the needs of the pupils on roll.</p> <p>Following a review of current numbers on roll, projected needs and the existing accommodation at Palatine Primary School in Worthing the need for additional accommodation has been identified, to meet a projected increase in pupils from 153 to 178. The school caters for a wide-range of Special Educational Needs and Disability for pupils aged between 4 and 11, including children with moderate and severe learning difficulties, complex social and communication difficulties and profound and multiple learning difficulties.</p> <p>A proposed project to deliver an increase in capacity would enable the school to offer suitable accommodation and support spaces for 178 pupils.</p>

The feasibility work for the project to accommodate the pupils has been completed. Following detailed design and associated cost estimates the Cabinet Member for Education and Skills will be asked to approve the allocation of the funds required to enable the project to proceed.

Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	1 April 2020
Month	January 2021
Consultation/ Representations	School, parents and local residents Parish and Borough Councils Cabinet Member for Finance and Resources Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills 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	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Provision of an All Weather Pitch at The Forest School, Horsham	
<p>As part of the secondary school curriculum, Physical Education is a core subject and suitable provision is required to enable a wide range of sport to be offered and ensure children are given the Best Start in Life.</p> <p>The Forest School does not currently have an All Weather Pitch (AWP) facility. Following the Cabinet Member Decision in July 2020 (Decision reference ES02(20/21)) that approved the siting of additional accommodation for QEII School on some of the existing playing field at The Forest School installation of an AWP is now required to mitigate the impact.</p> <p>The Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding from Section 106 contributions to undertake a project to provide an All Weather Pitch at The Forest School thereby ensuring ongoing sports provision to meet the needs of the secondary school curriculum.</p>	
Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	3 August 2020

Month	January 2021
Consultation/ Representations	School Parents and local residents Parish and District Councils Cabinet Member for Finance Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	Cabinet Member Decision ES02 (20/21)
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Slinfold CE Primary School - Funding for Replacement of Modular Teaching Accommodation	
<p>The County Council has a statutory duty to provide sufficient primary and secondary school places for all children who need a place. Slinfold CE Primary School is a 5 class Primary School with a broad range of buildings including a double modular unit which was installed on the site in excess of 30 years ago. The modular unit has significant suitability issues and requires replacement with new teaching accommodation that meets current required standards for construction.</p> <p>The Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding from Section 106 contributions and a procurement exercise to undertake a project to replace the modular classrooms with new purpose built classrooms.</p>	
Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	8 July 2020
Month	January 2021
Consultation/ Representations	School Cabinet Member for Finance and Resources Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Leigh Hunnikin Tel: 033 022 23051

Contact	Wendy Saunders Tel: 033 022 22553
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Executive Director Children, Young People and Learning

Award of a contract for the provision of urgent care and support for children and young people	
<p>The Council has a statutory duty to safeguard children and young people under the Children Act and to ensure sufficient and appropriate accommodation for looked after children.</p> <p>A contract is required to provide 24-hour care packages to support children and young people with significant and complex needs. These packages must be put in place very quickly because of the urgency of each situation. These children are in acute distress and require highly specialist care and support from experienced and trained staff. It is also essential that these children are accommodated in placements based within West Sussex to ensure the right wraparound support services can be provided, in particular services to support social, mental and emotional health and wellbeing, and that the care plan can be effectively managed by Council social care teams.</p> <p>Due to the limited market of providers able to offer this type of care package, a contract will be sought through a single tender process.</p> <p>The Executive Director of Children, Young People and Learning will be asked to award a contract for the provision of urgent care and support to children and young people with significant and complex needs.</p>	
Decision by	Lucy Butler - Executive Director Children, Young People and Learning
West Sussex Plan priority	Best Start in Life
Date added	1 December 2020
Month	January 2021
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director Children, Young People and Learning, via the officer contact, by the beginning of the month in which the decision is due to be taken
Background Documents (via website)	None
Author	Thomas Strivens Tel: 033 022 22082
Contact	Wendy Saunders Tel: 033 022 22553

Director of Education and Skills

Contract Extension for the Provision of Primary Phase School Meals	
<p>The Councils main contract for the provision of Primary Phase school meals is delivered by Chartwells, who currently provide a service to a total of 194 schools. The contract was let on a 5-year term, commencing 31 July 2016, with the option for a period of up to 5 years extension. The meals provided through the contract include Free School Meals (FSM), Universal Infant Free School Meals (UIFSM), and parent paid Key Stage two (KS2) meals.</p> <p>The initial contract term ends 31 July 2021; taking up the extension will allow the County Council to continue building upon the contracts success including the nationally recognised Eat Right Stay Bright (ERSB) healthy food added value schools engagement programme.</p> <p>The Director of Education and Skills will be asked to approve the extension of the contract for up to a period of a further 5 years to 31 July 2026.</p>	
Decision by	Paul Wagstaff - Director of Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	2 November 2020
Month	January 2021
Consultation/ Representations	<p>Schools Procurement Legal and Finance</p> <p>Representations concerning this proposed decision can be made to the Director of Education and Skills, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	Cabinet Member decision ES01(15/16) to procure the contract
Author	John Figgins Tel: 033 02222814
Contact	Wendy Saunders Tel: 033 022 22553

Director of Education and Skills

Contract Extension for the Provision of Primary Phase School Meals to seven schools in the Horsham area
<p>The Council has a contract with the Easy Lunch Company for the provision of Primary Phase school meals to 7 schools in the Horsham area. The contract was let on a 4-year term, commencing 31 July 2017, with the option for a period of up to 5 years extension. The meals provided through the contract include Free School Meals (FSM), Universal Infant Free School Meals (UIFSM), and parent paid Key Stage two (KS2) meals.</p> <p>Easy Lunch offer these 7 schools a specialised Delivered in Hot food service (DIH) These schools do not have their own kitchens and therefore are not able to cook meals on site.</p>

The initial contract term ends 31 July 2021. Taking up the extension will allow the County Council to continue building upon the contracts success including increasing meal choices for the children and supporting schools with lunch provision.

The Director of Education and Skills will be asked to approve the extension of the contract for up to a period of a further 5 years to 31 July 2026.

Decision by	Paul Wagstaff - Director of Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	2 November 2020
Month	January 2021
Consultation/ Representations	Schools Procurement Legal and Finance Representations concerning this proposed decision can be made to the Director of Education and Skills, via the officer contact, by the beginning of the month in which the decision is due to be taken
Background Documents (via website)	Cabinet Member Decision ES08(16/17) to procure the contract
Author	John Figgins Tel: 033 02222814
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Change of status for Forest Boys' School, Horsham - Capital Funding for Delivery of Phase One Works	
<p>In October 2020, following a public consultation, the proposal to alter Forest Boys' School, Horsham to a co-educational school from September 2021 entry was confirmed (Decision Reference ES08(20/21))).</p> <p>The County Council's Multi-Disciplinary Consultant (MDC) were appointed to undertake a study of the site and accommodation to identify the capital investment required to enable the school to welcome girls in September 2021. The design work is ongoing and following detailed design and associated cost estimates the Cabinet Member for Education and Skills will be asked to approve the allocation of the funds required to enable the first phase of the project to proceed.</p>	
Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	1 December 2020
Month	January 2021

Consultation/ Representations	School Governing Body Cabinet Member for Finance Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	Cabinet Member Decision Report ES08(20/21)
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

School Funding 2021/22	
<p>West Sussex County Council is required, under national funding regulations, to consult schools and the Schools Forum on proposed changes to funding arrangements affecting mainstream school budgets. The School Funding Review 2021/22 consultation document detailing the proposed changes was published on 21st October 2020.</p> <p>To help fund the DSG deficit a proposal to transfer £2.5m of funding from the Dedicated Schools Grant (DSG) Schools block to the DSG High Needs Block has also been included as part of the schools funding consultation. Under the funding regulations, any transfer between blocks is a decision that is taken by Schools Forum, although the County Council can seek to overturn this by applying to the Secretary of State for Education through a disapplication request.</p> <p>Responses to the consultation and feedback from Schools Forum will be taken into account in the development of the local funding formula for mainstream schools in 2021/22. Following consideration of these responses and the feedback from Schools Forum the Cabinet Member for Education and Skills will be asked to approve the changes to school funding arrangements.</p>	
Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in LIfe
Date added	13 November 2020
Month	January 2021
Consultation/ Representations	Schools Schools Forum – 26 November 2020 Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken.

Background Documents (via website)	Consultation Document
Author	Andy Thorne Tel: 03302223349
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet

Local House Project for Care Leavers	
<p>The County Council currently largely relies on the private rental sector to provide accommodation for young care leavers. Due to the high level of competition for available properties within the private rental sector it can be challenging to secure cost effective accommodation for care leavers.</p> <p>The National House Project is a Charity that aims to work with local authorities to support the provision of sustainable homes and a community of support for young people leaving care. Developing a local house project in West Sussex would enable care leavers to be provided with affordable social housing locally, delivering improved outcomes for these young people at lower costs and so reduce demand on wider local authority and partner agency budgets. Once embedded the project would run yearly schemes with a new cohort of older children looked after, in preparation for them leaving care, joining the project each year.</p> <p>Cabinet will be asked to approve the creation of a local house project in West Sussex.</p>	
Decision by	Cllr Crow, Cllr Hunt, Cllr A Jupp, Cllr Lanzer, Cllr Marshall, Cllr N Jupp, Cllr Elkins, Cllr Russell, Cllr Urquhart - Cabinet
West Sussex Plan priority	Best Start in Life
Date added	23 December 2020
Month	January 2021
Consultation/ Representations	<p>Children and Young People's Services Scrutiny Committee – 7 January 2021.</p> <p>Representations concerning this proposed decision can be made to the decision maker via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Shelly Dichello Tel: 033 022 24131
Contact	Wendy Saunders Tel: 033 022 22553

Interim Director of Public Health

Healthy Child Programme Contract Extension	
<p>The Health and Social Care Act 2012 sets out the statutory responsibility for West Sussex County Council to deliver and commission public health services for children and young people aged 5-19 years. On 1 October, 2015 the Council became responsible for statutory children's public health services. West Sussex County Council, Public Health, currently commission the Healthy Child Programme with Sussex Community NHS Foundation Trust (SCFT). This is a national programme delivering pre-school and school age services by Health visitors and School nurses to deliver Public Health outcomes (0-19 years of age, 25 years of age for Young People with Special Educational Needs).</p> <p>The contract is 5 years plus an option to extend for a further period of up to 2 years (5-year contract expires March 2022). On 20 July 2020 the WSCC Public Health Board recommended an extension of one year plus one year. The original publication online in Official Journal of the European Union – (OJEU) and contract contained the extension period which the Council now wishes to exercise.</p> <p>West Sussex County Council's Commercial Panel met on 6, November 2020 and endorsed the recommendation of an initial one-year extension 2022/2023. The Interim Director, Public Health will be asked to approve the initial one year contract extension 2022/2023.</p>	
Decision by	Tony Hill - Interim Director of Public Health
West Sussex Plan priority	Best Start In Life
Date added	4 December 2020
Month	January 2021
Consultation/ Representations	Representations concerning this proposed decision can be made to the Interim Director Public Health via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Fiona Mackison Tel: 0330 22 27049
Contact	Erica Keegan Tel: 033 022 26050

Cabinet Member for Education and Skills

Phase 2 Special Support Centre Programme - St Margaret's CE Primary School, Angmering - Allocation of Funding
<p>There is a need to increase provision for children and young people with Special Educational Needs and Disabilities (SEND) through the creation of additional places in Specialist Support Centres that are attached to mainstream schools and academies. This will assist with the aim of enabling children to attend school locally.</p>

In December 2019 Cabinet approved the proposal to develop Phase two of the project for opening additional Special Support Centres in accordance with capital governance processes (decision reference [CAB03\(19/20\)](#)). In October 2020 the Cabinet Member for Education and Skills approved the allocation of design fees to progress 6 of the Special Support Centres including St Margaret's CE Primary School ([Decision reference ES09 \(20/21\)](#))

Since that approval further design work has been undertaken and costed in relation to the Special Support Centre at St Margaret's CE Primary School.

The Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding from the Capital Programme to enable the project to create a Special Support Centre at St Margaret's CE Primary School to proceed.

Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	1 December 2020
Month	February 2021
Consultation/ Representations	Cabinet Member for Finance Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills 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)	Cabinet Member Decision ES09(20/21)
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Phase 2 Special Support Centre Programme - West Park Primary School, Worthing - Allocation of Funding
<p>There is a need to increase provision for children and young people with Special Educational Needs and Disabilities (SEND) through the creation of additional places in Specialist Support Centres that are attached to mainstream schools and academies. This will assist with the aim of enabling children to attend school locally.</p> <p>In December 2019 Cabinet approved the proposal to develop Phase two of the project for opening additional Special Support Centres in accordance with capital governance processes (decision reference CAB03(19/20)). In October 2020 the Cabinet Member for Education and Skills approved the allocation of design fees to progress 6 of the Special Support Centres including West Park Primary School (Decision reference ES09 (20/21))</p> <p>Since that approval further design work has been undertaken and costed in relation to the Special Support Centre at West Park Primary School in Worthing.</p>

The Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding from the Capital Programme to enable the project to create a Special Support Centre at West Park Primary School proceed.

Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	1 December 2020
Month	February 2021
Consultation/ Representations	Cabinet Member for Finance Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills 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)	Cabinet Member Decision ES09(20/21)
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Expansion of Oak Grove College, Worthing
<p>The Special Educational Needs and Disability (SEND) Strategy 2019-2024 aims to provide high quality local education provision for children and young people with SEND and optimise value for money from the High Needs Block of the Dedicated Schools Grant. As part of the development of the SEND Strategy, the County Council has identified an increased demand for extra provision in Special Schools across West Sussex to meet increasing needs.</p> <p>Following a review of current numbers on roll, projected needs and the existing accommodation at Oak Grove College in Worthing the need for additional accommodation has been identified, to enable an increase in planned places from 256 in September 2020 to 271 in September 2021. The school caters for a wide range of Special Educational Needs and Disability for pupils aged between 11 and 19, including children with moderate and severe learning difficulties, complex social and communication difficulties and profound and multiple learning difficulties.</p> <p>The additional physical space created through this work will enable Oak Grove College to accommodate the most complex young people with SEND transferring from neighbouring special schools. Whilst numbers transferring this year are high the profile of need is also complex requiring additional adult support to meet needs.</p> <p>The feasibility work for the project to accommodate the pupils has been commissioned. Following detailed design and associated cost estimates the Cabinet Member for Education and Skills will be asked to approve the allocation of the funds required to enable the project to proceed.</p>

Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	17 December 2020
Month	February 2021
Consultation/ Representations	Cabinet Member for Finance and Resources Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken
Background Documents (via website)	None
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Admission Arrangements for Community and Voluntary Controlled Schools in West Sussex from September 2022	
<p>The County Council has a statutory duty to set the School admission arrangements for Community and Voluntary Controlled schools in West Sussex and to publish a National scheme of coordination for all schools. The scheme of coordination is in place to ensure that in instances where parents put schools located in two different local authority areas on the preference list of their admission application, appropriate arrangements between the authorities exist to ensure that parents receive only one offer of a school place.</p> <p>A number of changes are proposed to the current admission arrangements for schools in the Chichester, Horsham and Mid Sussex areas and a public consultation will be carried out during December 2020 and January 2021 to seek views on the proposed changes.</p> <p>Following assessment of the outcome of the consultation the Cabinet Member for Education and Skills will be asked to endorse the proposed admission arrangements for community and voluntary controlled schools in West Sussex and the changes on behalf of the academy trust for Portfield Academy, Chichester, for the academic year commencing September 2022 and approve the coordinated scheme of admissions.</p>	
Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	4 December 2020
Month	February 2021
Consultation/ Representations	Parents School staff and governors Own admission authority schools

	<p>Diocesan Authorities Neighbouring Local Authorities. District and Borough Councils Parish Councils</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	Consultation Document
Author	Ellie Evans Tel: 033022023582
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Children and Young People

Procurement of a Pseudo-Dynamic Purchasing System for Family and Community Support for Children and Young People with SEND	
<p>The Council has a statutory duty to provide a range of services which is sufficient to assist carers of disabled children and young people with complex needs, to continue to provide care or to do so more effectively. Where these needs impact significantly on daily life, it can be necessary to commission specialist support and care provision.</p> <p>The demand is such that a significant amount of provision has to be purchased from the external market and evaluation shows this is a trend expected to continue. In order to meet this demand, it is proposed to set up a Pseudo-Dynamic Purchasing System (P-DPS) to enable the efficient sourcing of specialist support services from qualified suppliers.</p> <p>The Cabinet Member for Children and Young People will be asked to approve the commencement of a procurement to set up a P-DPS to enable the purchase of family and community support services for children and young people with SEND.</p>	
Decision by	Cllr Russell - Cabinet Member for Children and Young People
West Sussex Plan priority	Best Start in Life
Date added	17 December 2020
Month	February 2021
Consultation/Representations	<p>Consulting with the market – current and potential providers, Legal Finance Procurement</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>

Background Documents (via website)	None
Author	Philip Slater Tel: 03302 223766
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet

Consultation on Early Help Service Redesign Proposals	
<p>The County Council's Early Help service is part of its Children, Young People and Learning Directorate. It identifies and works with children and families in need of support, to help to promote the safe and healthy development of children and young people within stable families, and prevent social care intervention in the future.</p> <p>Proposals for a redesign of the service are being prepared, with the intention of creating an improved, targeted early help offer directed to those most at need, while continuing to provide the existing statutory functions of the service. The overall objectives will be to create a service model that is more focused on supporting the needs of the most vulnerable children and families, for the Early Help service to be enabled to work more closely with the Children's Social Care service and its other delivery partners, and the strengthening of work with schools.</p> <p>The proposed changes would mean service delivery being focused in areas of greatest need, and a review of the network of service outlets around the county will ensure that resources are deployed with the greatest efficiency and maximum benefit to vulnerable children and families.</p> <p>Cabinet will be asked to agree the launch of a public consultation on the proposed changes to the Early Help service. This will enable all customers and stakeholders of the service, together with local communities to study and comment on the detailed proposals before any final decision on the future service is taken.</p>	
Decision by	Cllr Urquhart, Cllr Russell, Cllr Elkins, Cllr N Jupp, Cllr Marshall, Cllr Lanzer, Cllr A Jupp, Cllr Hunt, Cllr Crow - Cabinet
West Sussex Plan priority	Best Start in Life
Date added	23 December 2020
Month	February 2021
Consultation/ Representations	<p>Children and Young People's Services Scrutiny Committee – 7 January 2021</p> <p>Representations concerning this proposed decision can be made to the decision maker via the author or officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Claire Hayes Tel: 07702 442462

Contact	Wendy Saunders Tel: 033 022 22553
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Executive Director Children, Young People and Learning

Modifications to the West Sussex County Council Foster Care Allowances	
<p>Since 2017 work has been ongoing to increase the number of in-house foster carers with significant improvements made in the recruitment process, bringing improved practice and efficiencies that have brought the service more in line with the external market, including reducing the time from assessments to approval. Despite significant changes and an increase in the approval of new foster carers in the last two years, it is recognised that further work is required to improve the recruitment and retention of foster carers and to help ensure stability of local placements and quality of care for our children. The current scheme of allowances and wider support offer will therefore be reviewed in a phased approach.</p> <p>Phase 1 - the initial proposal is to carry out some minor modifications to introduce a simplified and competitive scheme of fees and allowances for in-house foster carers, to go live in April 2021.</p> <p>Phase 2 – across 2021 a full service review will be completed, this will include more detailed work to assess other potential adjustments to the fees and allowance scheme as well as the support package provided to our foster carers, the outcome of which will be the subject of a separate key decision process.</p> <p>The Executive Director of Children's, Young People and Learning will be asked to approve the phase 1 modifications to the existing foster care allowance scheme.</p>	
Decision by	Lucy Butler - Executive Director Children, Young People and Learning
West Sussex Plan priority	Best Start in Life
Date added	4 January 2021
Month	February 2021
Consultation/ Representations	<p>United Foster Carers Association (West Sussex)</p> <p>Representations concerning this proposed decision can be made to the Executive Director Children, Young People and Learning via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Jo Collins Tel: 033 022 22153
Contact	Wendy Saunders Tel: 033 022 22553

Director of Property and Assets

Award of contract for the expansion of Palatine Primary School	
<p>Palatine Primary School in Worthing caters for a wide range of Special Educational Needs for children aged between 2 and 11 with moderate, severe or profound learning needs.</p> <p>Following a review of existing and projected numbers on roll, the need for capital investment in the school has been identified to meet an increase in pupils from 153 to 177. As part of a separate key decision process the Cabinet Member for Education and Skills will be asked to approve the allocation of capital funding from the Basic Need Capital Programme to provide additional accommodation at Palatine Primary School. The Cabinet Member will also be asked to delegate authority to the Director of Property and Assets to award the contract for the expansion project.</p> <p>Subject to this delegation of authority from the Cabinet Member, the Director of Property and Assets will then be asked to approve the award of contract for the expansion of Palatine Primary School.</p>	
Decision by	Andrew Edwards - Director of Property and Assets
West Sussex Plan priority	Best Start in Life
Date added	4 January 2021
Month	March 2021
Consultation/ Representations	<p>Procurement Legal Finance</p> <p>Representations concerning this proposed decision can be made to the Director of Property and Assets, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Paul Hemming Tel: 033 022 23519
Contact	Wendy Saunders - Tel: 033 022 22553