

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: 1 March 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	Procurement of a Dynamic Purchasing System for Independent Alternative Provision for children with SEND	March 2021
Director of Property and Assets	Award of contract for installation of Modular Teaching Block at Queen Elizabeth II Silver Jubilee Special School, Horsham	March 2021
Director of Education and Skills	Contract Extension for the Provision of Primary Phase School Meals	March 2021
Director of Education and Skills	Contract Extension for the Provision of Primary Phase School Meals to seven schools in the Horsham area	March 2021
Cabinet Member for Education and Skills	Change of status for Forest Boys' School, Horsham - Capital Funding for Delivery of Phase One Works	March 2021
Cabinet Member for Education and Skills	Expansion of Oak Grove College, Worthing	March 2021
Cabinet Member for Education and Skills	Admission Arrangements for Community and Voluntary Controlled Schools in West Sussex from September 2022	March 2021
Executive Director Children, Young People and Learning	Modifications to the West Sussex County Council Foster Care Allowances	March 2021
Cabinet Member for Children and Young People	Recommissioning of accommodation services for young people aged 16+	March 2021
Cabinet Member for Education and Skills	Replacement All Weather Pitch at Tanbridge House School, Horsham	March 2021
Cabinet Member for Education and Skills	Provision of an All Weather Pitch at The Forest School, Horsham	March 2021
Cabinet Member for Education and Skills	Slinfold CE Primary School - Funding for Replacement of Modular Teaching Accommodation	March 2021
Director of Property and Assets	Award of contract for construction of an All Weather Pitch at The Forest School, Horsham	March 2021
Director of Property and Assets	Award of contract for Delivery of Phase 1 works - Change of status of The Forest Boys' School, Horsham	March 2021
Director of Property and Assets	Award of contract for installation of Modular Teaching Unit at Oak Grove College, Worthing	March 2021
Cabinet Member for Education and Skills	Change of status for St Andrew's CE High School, Worthing - Capital Funding for Delivery of Phase One Works	March 2021
Director of Property and Assets	Change of status for St Andrew's CE High School, Worthing - Award of Contract for Delivery of Phase One Works	March 2021
Cabinet Member for Children and Young People	Remodelling of Orchard House children's home	March 2021
Cabinet Member for Education and Skills	Procurement of Alternative Provision for Key Stage 4 Learners	March 2021

Decision Maker	Subject Matter	Date
Director of Property and Assets	Award of contract for the expansion of Palatine Primary School	May 2021
Cabinet Member for Education and Skills	Phase 2 Special Support Centre Programme - Edward Bryant Primary School, Bognor Regis - Allocation of Funding for Project Delivery	May 2021
Cabinet Member for Education and Skills	Phase 2 Special Support Centre Programme - Felpham Community College, Bognor Regis - Allocation of Funding for Project Delivery	May 2021
Cabinet Member for Education and Skills	Phase 2 Special Support Centre Programme - St Margaret's CE Primary School, Angmering - Allocation of Funding	May 2021
Cabinet Member for Education and Skills	Phase 2 Special Support Centre Programme - West Park Primary School, Worthing - Allocation of Funding	May 2021

Best Start in Life

Cabinet Member for Education and Skills

Procurement of a Dynamic Purchasing System for Independent Alternative Provision for children with SEND	
<p>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</p> <p>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.</p> <p>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.</p> <p>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.</p>	
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	March 2021
Consultation/Representations	<p>Consultation with the market – current and potential providers</p> <p>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

Director of Property and Assets

Award of contract for installation of Modular Teaching Block at Queen Elizabeth II Silver Jubilee Special School, Horsham

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.

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	March 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

Director of Education and Skills

Contract Extension for the Provision of Primary Phase School Meals

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.

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.

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	March 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 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

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.

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.

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	March 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	March 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

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	March 2021
Consultation/ Representations	<p>Cabinet Member for Finance and Resources</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	None

(via website)	
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	March 2021
Consultation/Representations	<p>Parents School staff and governors Own admission authority schools 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

Executive Director Children, Young People and Learning

Modifications to the West Sussex County Council Foster Care Allowances

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.

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.

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.

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.

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	March 2021
Consultation/ Representations	United Foster Carers Association (West Sussex) 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	Jo Collins Tel: 033 022 22153
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Children and Young People

Recommissioning of accommodation services for young people aged 16+

In December 2020, the Executive Director of Children, Young People and Learning approved the reopening of the Dynamic Purchasing System (DPS) portal for accommodation services for young people aged 16 years and over and the extension of

the DPS for 2 years from the point of closure, to 31st March 2022 (decision reference [OKD44\(20/21\)](#)). These services offer a leaving care/independent living service for young people in preparation for living independently.

The extension of the existing DPS will allow time for the re-procurement of these services, the aim of which will be to develop a new supported living model for young people aged 16+ which supports the delivery of strategic commissioning aims and objectives, namely;

- To support the transition of young people to live independently,
- To provide a pathway for local affordable social housing,
- To align with the guidance issued by the Ministry for Housing, Communities and Local Government, and
- To support the West Sussex Local Offer for Care Leavers

It is proposed to set up a Framework Agreement to enable the purchase of supported accommodation for young people aged 16+ to continue via new contracts commencing in April 2022 once the DPS expires.

The Cabinet Member for Children and Young People will be asked to approve the commencement of a procurement to set up a Framework Agreement for supported accommodation services for those aged 16+ and to delegate authority to the Executive Director of Children, Young People and Learning to implement the Framework at the conclusion of the procurement process.

Decision by	Cllr Russell - Cabinet Member for Children and Young People
West Sussex Plan priority	Best Start in Life
Date added	14 January 2021
Month	March 2021
Consultation/ Representations	Procurement Legal Finance Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	Officer Key Decision OKD44(20/21)
Author	Shelly Dichello Tel: 033 022 24131
Contact	Wendy Saunders Tel: 033 022 22553

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	March 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

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>	

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.

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	March 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)	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

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.

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.

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	March 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

Director of Property and Assets

Award of contract for construction of an All Weather Pitch at The Forest School, Horsham	
<p>In July 2020 the Cabinet Member for Education and Skills approved the siting of additional accommodation for QEII School on some of the existing playing field at The Forest School (Decision reference ES02(20/21)). In order to mitigate the impact of the loss of the playing field an All Weather Pitch will be constructed at The Forest School.</p> <p>The All-Weather pitch will enable pupils to undertake outside sport activities all year round whilst also providing the school the ability to generate additional income through letting.</p> <p>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 Section 106 contributions to undertake a project to provide an All Weather Pitch at The Forest School. The Cabinet Member will also be asked to delegate authority to the Director of property and Assets to award the contract for the 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 proposed project at The Forest School.</p>	
Decision by	Andrew Edwards - Director of Property and Assets
West Sussex Plan priority	Best Start in Life
Date added	11 January 2021
Month	March 2021
Consultation/ Representations	Procurement Legal Finance Representations concerning this proposed decision can be made to the Director of Property and Assets, via the contact officer, by the beginning of the month in which the decision is due to be taken.

Background Documents (via website)	None
Author	Liam Hayward Tel: 033 022 22002
Contact	Wendy Saunders Tel: 033 022 22553

Director of Property and Assets

Award of contract for Delivery of Phase 1 works - Change of status of The Forest Boys' School, Horsham	
<p>The Forest School, Horsham, is currently a single-sex boys' school. In October 2020, following a public consultation, the proposal to alter The Forest School to become a co-educational school from September 2021 entry was confirmed (Decision Reference ES08(20/21)). Capital investment will be required to enable the necessary building adjustments to take place so that girls can attend the school.</p> <p>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 to enable the first phase of the project to enable the school to welcome girls to proceed. The Cabinet Member will also be asked to delegate authority to the Director of property and Assets to award the contract for the first phase of the 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 proposed project at The Forest School.</p>	
Decision by	Andrew Edwards - Director of Property and Assets
West Sussex Plan priority	Best Start in Life
Date added	11 January 2021
Month	March 2021
Consultation/ Representations	<p>Legal Finance Procurement</p> <p>Representations concerning this proposed decision can be made to the Director of Property and Assets, via the contact officer, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	Cabinet Member Decision Report
Author	Liam Hayward Tel: 033 022 22002
Contact	Wendy Saunders Tel: 033 022 22553

Director of Property and Assets

Award of contract for installation of Modular Teaching Unit at Oak Grove College, Worthing	
<p>Oak Grove College in Worthing caters for wide range of Special Education Needs, for children aged between 11 and 19. Following a review of current numbers on roll, projected needs and the existing accommodation at Oak Grove College in Worthing the need for the provision of 4 additional classrooms has been identified, to enable an increase in planned places from 256 in September 2020 to 271 in September 2021.</p> <p>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 to provide additional accommodation at Oak Grove College. 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 Oak Grove College.</p>	
Decision by	Andrew Edwards - Director of Property and Assets
West Sussex Plan priority	Best Start in Life
Date added	26 January 2021
Month	March 2021
Consultation/ Representations	Procurement Legal Finance 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)	None
Author	Carol Bruce Tel: 033 022 23055
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Change of status for St Andrew's CE High School, Worthing - Capital Funding for Delivery of Phase One Works
<p>St Andrew's CE High School in Worthing is currently a single-sex boys' school. In October 2020, following a public consultation, the proposal to alter St Andrew's CE High School, Worthing to a co-educational school from September 2021 entry was confirmed (Decision Reference ES08(20/21)).</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.

Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	26 January 2021
Month	March 2021
Consultation/ Representations	School Parents and Carers 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 ES08(20/21)
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders Tel: 033 022 22553

Director of Property and Assets

Change of status for St Andrew's CE High School, Worthing - Award of Contract for Delivery of Phase One Works

St Andrew's CE High School in Worthing is currently a single-sex boys' school. In October 2020, following a public consultation, the proposal to alter St Andrew's High School, Worthing to a co-educational school from September 2021 entry was confirmed (Decision Reference [ES08\(20/21\)](#)). Capital investment will be required to enable the necessary building adjustments to take place so that girls can attend the school.

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 to enable the first phase of the project to enable the school to accommodate girls to proceed. The Cabinet Member will also be asked to delegate authority to the Director of Property and Assets to award the contract for the first phase of the works.

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 first phase of the works at St Andrew's CE High School.

Decision by	Andrew Edwards - Director of Property and Assets
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West Sussex Plan priority	Best Start in Life
Date added	28 January 2021
Month	March 2021
Consultation/ Representations	Procurement Legal Finance 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)	Cabinet Member Decision ES08 (20/21)
Author	Carol Bruce Tel: 033 022 23055
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Children and Young People

Remodelling of Orchard House children's home
<p>A strategy for the Residential Service was approved by the Cabinet Member for Children and Young People in October 2019 (decision reference CYP03(19/20)) which set out the proposals to maintain the current residential estate and seek to specialise in the care and support that is delivered. As part of this decision, the Cabinet Member also endorsed the implementation plan and the proposals for the investment required to deliver the strategy.</p> <p>Phase 1 of the strategy implementation focussed on the work to reopen the three closed homes within the service; Cissbury Lodge, May House and Seaside. Phase 2 will now focus on the improvements required to support the delivery of care and support for children and young people in the three open homes; Teasel Close, High Trees and Orchard House.</p> <p>Orchard House children's home caters for residential placements and short breaks for children with disabilities, with capacity for up to 16 children at one time. It is currently graded as 'outstanding' by Ofsted. Remodelling and refurbishment works are required to resolve critical issues with the site, modernise the home and improve the facilities for those children resident at the home and those who undertake short breaks there.</p> <p>The Cabinet Member for Children and Young People will be asked to approve the allocation of funding from the Capital Programme required to deliver the works to Orchard House and the commencement of two procurement processes to appoint contractors to;</p> <ul style="list-style-type: none"> • Undertake the remodelling of the main site at Orchard House, incorporating the main building, lodge and grounds, and • Undertake the remodelling of its supervised contact space <p>Approval will also be sought to delegate authority to the Executive Director Children, Young People and Learning to award the contracts.</p>

Decision by	Cllr Russell - Cabinet Member for Children and Young People
West Sussex Plan priority	Best Start in Life
Date added	2 February 2021
Month	March 2021
Consultation/ Representations	Procurement Legal Finance Property and Assets Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People 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 CYP03(19/20)
Author	Thomas Strivens Tel: 033 022 22082
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Education and Skills

Procurement of Alternative Provision for Key Stage 4 Learners	
<p>The County Council currently commission Chichester College Group and Greater Brighton Metropolitan College to deliver education provision for Learners aged 14-16 whose needs are deemed better met by a more vocational curriculum. Both of these contracts were awarded in September 2020 and expire in August 2021(decision reference OKD30(20/21) refers).</p> <p>Building on the success to date of this education provision in delivering improved outcomes for these learners, the County Council wish to ensure these services continue post August 2021. Therefore it is proposed to launch a procurement to seek providers able to deliver a vocational curriculum for 14-16 year olds.</p> <p>The Cabinet Member for Education and Skills will be asked to approve the commencement of a procurement process for the delivery of Alternative Provision for Key Stage 4 Learners.</p>	
Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	23 February 2021
Month	March 2021
Consultation/ Representations	Further Education Colleges Procurement Legal

	<p>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)	Officer Key Decision OKD30(20/21)
Author	Ellie Evans Tel: 033022023582
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	May 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
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Cabinet Member for Education and Skills

Phase 2 Special Support Centre Programme - Edward Bryant Primary School, Bognor Regis - Allocation of Funding for Project Delivery	
<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 Edward Bryant 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 Edward Bryant Primary School in Bognor Regis.</p> <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 Edward Bryant Primary School 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 February 2021
Month	May 2021
Consultation/ Representations	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 - Felpham Community College, Bognor Regis - Allocation of Funding for Project Delivery
<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</p>

Specialist Support Centres that are attached to mainstream schools and academies. This will assist with the aim of enabling children to attend school locally.

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 Felpham Community College ([Decision reference ES09 \(20/21\)](#))

Since that approval further design work has been undertaken and costed in relation to the Special Support Centre at Felpham Community College in Bognor Regis.

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 Felpham Community College to proceed.

Decision by	Cllr N Jupp - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added	1 February 2021
Month	May 2021
Consultation/ Representations	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 - St Margaret's CE Primary School, Angmering - Allocation of Funding

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.

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	May 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> <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.</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	May 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