

Extract of the Forward Plan of Key Decisions – 1 September 2021

Leader, Cabinet, Cabinet Member for Finance and Property

Performance Monitor (Rolling Entry)	
The Monitor details the Council's performance in relation to revenue and capital spending, savings, workforce projections, performance and risk by portfolio against the Cabinet's key priorities. The Leader and Cabinet Member for Finance and Property will be recommended to approve the Performance Monitor and any items of financial and performance management within the Monitor.	
Decision by	Cllr Marshall - Leader Cllr Hunt - Cabinet, Cabinet Member for Finance and Property
Date added	1 April 2020
Month	Between April 2021 and March 2022
Consultation/ Representations	Representation can be made via the officer contact.
Background Documents (via website)	None
Author	Fiona Morris Tel: 033 022 23811
Contact	Suzannah Hill Tel: 033 022 22551

Cabinet Member for Finance and Property

Property Holdings (Rolling Entry)	
The County Council's West Sussex Plan sets out its ambition to minimise the burden of local taxation, delivering the best outcomes for residents with the money it spends, whilst living within its means. In 2018 the County Council agreed to adopt an Asset Management Policy and Strategy . An objective of the strategy is to acquire, manage, maintain and dispose of property effectively, efficiently and sustainably, together with optimising financial and commercial opportunities.	
Decision by	Cllr Hunt - Cabinet Member for Finance and Property
Date added	1 April 2021
Month	Between April 2021 and March 2022
Consultation/ Representations	Representation can be made via the officer contact. Consultees: Local members

Background Documents (via website)	None
Author	Elaine Sanders Tel: 033 022 25605
Contact	

Director of Property and Assets

Procurement and Award of Contract Heating Plant Replacement at Parkside, Horsham	
Parkside is a commercial administrative office West Sussex County Council in Horsham functioning 24 hours a day seven days a week. A procurement process is being undertaken for a fully designed heating and hot water scheme to replace the current system which is failing and now obsolete. It is anticipated that an award of contract will be proposed to the Director Property and Assets in September 2021 and a decision report will be published at that time.	
Decision by	Andrew Edwards - Director of Property and Assets
Date added	2 June 2021
Month	September 2021
Consultation/ Representations	<p>The project will be issued on the In-Tend procurement system, early engagement and qualifying questions with potential Contractors will commence shortly, with a shortlist being drawn up ready for the full tender to be issued.</p> <p>Representation can be made via the officer contact in the month prior to that in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Jeremy Rigby Tel: 033 022 26460
Contact	Suzannah Hill Tel. 022 033 22551

Director of Property and Assets

Award of Framework Agreements for Construction Framework
<p>The County Council carries out repair, maintenance and refurbishment work throughout the corporate estate. Following Cabinet Member decision ECR06 20 21 a construction framework arrangement is being procured which will enable the County Council to place work orders with a variety of qualified contractors to deliver works that fall outside of the current maintenance</p>

contract. The works can include repairs and refurbishment as well as new build requirements where needed.

Authority was delegated to the Director of Property and Assets by the Cabinet Member decision, to award the Framework Agreements and any call-off contracts as a result of mini-competitions run under the Frameworks. The Director of Property and Assets will be asked to approve the award of Framework Agreements for the proposed Construction Framework.

Decision by	Andrew Edwards - Director of Property and Assets
Date added	19 August 2021
Month	December 2021
Consultation/ Representations	Cabinet Member for Finance and Property Representation can be made via the officer contact.
Background Documents (via website)	none
Author	Jeremy Rigby Tel: 033 022 26460
Contact	Suzannah Hill Tel. 033 022 22551

Director of Finance and Support Services

Award of Contract(s) Information Technology Services	
<p>In December 2020 the Cabinet Member for Economy & Corporate Resources approved a proposal via decision ECR04_20-21, to insource and recommission, through new contracts, the services currently provided by Capita through the Information Technology outsource contract.</p> <p>The Cabinet Member delegated authority to the Director of Finance and Support Services to progress the programme and commence procurement of the Service Desk and End User Compute Services, Networks, Telephony, Cloud Hosting and Infrastructure and Application Management Services. In accordance with the decision a procurement exercise is being undertaken.</p> <p>The Director of Finance and Support Services will be asked to award the contract(s) to the successful bidder(s) from June 2021 with initial service transitions to commence in July 2021 and further decisions on the remaining services to follow.</p>	
Decision by	Katharine Eberhart - Director of Finance and Support Services
Date added	14 April 2021
Month	September 2021

Consultation/Representations	External Consultants SOCITM; Director Law and Assurance Representation can be made via the officer contact in the month prior to that in which the decision is to be taken.
Background Documents (via website)	None
Author	Stewart Laird Tel: 033022 25310
Contact	Suzannah Hill Tel: 0330 222 2551

Director of Law and Assurance

Award of Contract: County Council Insurance Provision	
West Sussex County Council is approaching the end of its existing Long-Term Agreements with insurers for Material Damage, Casualty, Motor, Crime, Personal Accident covers. In line with Public Procurement legislation, authority has been given by the Director of Law and Assurance to commence a procurement exercise to tender the insurance portfolio in time for renewal on 29 September 2021. The award of contract decision will be taken at that point when a key decision report will be published covering the outcome of the procurement process and the proposals for contract award.	
Decision by	Tony Kershaw - Director of Law and Assurance
Date added	23 June 2021
Month	September 2021
Consultation/Representations	Market engagement. Consultation with Cabinet Member for Finance and Property Representation can be made via the officer contact at the beginning in the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Neil Robb Tel: 033022 29426
Contact	Suzannah Hill Tel: 033 022 22551

Executive Director Place Services

Procurement Build Partner: Western Gateway, Burgess Hill and Wivelsfield Station

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

In March 2019 a [Leader Decision](#) approved the Burgess Hill Place and Connectivity Programme funding allocation, delivery mechanism and governance for projects to be progressed by the County Council, allowing delegated authority to the Executive Director of Place Services to progress the projects subject to Business Case.

A key project within the Burgess Hill Place and Connectivity Programme is the Western Gateway, Burgess Hill and Wivelsfield Station. Detailed Designs have been completed for the scheme and it is now proposed that scheme delivery is progressed to procurement of a build partner from the WSCC Highways Maintenance Framework.

Decision by	Lee Harris - Executive Director Place Services
Date added	30 July 2021
Month	September 2021
Consultation/ Representations	Representation can be made via the officer contact. Consultees: Burgess Hill Growth Board; Burgess Hill Member Steering Group; Cabinet Member for Support Services and Economic Development, Cabinet Member for Highways and Infrastructure and Cabinet Member for Environment. Burgess Hill Place and Connectivity Public Engagement Programme
Background Documents (via website)	None
Author	Paul Jackson-Cole Tel: 033 022 25445
Contact	Suzannah Hill 033 022 22551

Director of Finance and Support Services

Award of Contract: Data Migration Service
In March 2021, the then Cabinet Member for Economy & Corporate Resources approved a proposal via decision ECR07 20-21 to procure a data migration service to support the implementation of a Business Management Solution. As part of the decision, the Cabinet Member delegated authority to the Director of Finance and Support Services to progress the procurements. The procurement is now underway, and the Director of Finance and Support Services will be asked to award the contract to the successful bidder during September 2021 with services due to start shortly after.

Decision by	Katharine Eberhart - Director of Finance and Support Services
Date added	30 July 2021
Month	September 2021
Consultation/ Representations	Representation can be made via the officer contact. Consultees: Cabinet Member for Support Services and Economic Development
Background Documents (via website)	None
Author	Alistair Rush Tel: 033022 22002
Contact	Suzannah Hill 033 022 22551

Director of Finance and Support Services

Award of Contract: Design and Implementation Support Service	
<p>In March 2021, the then Cabinet Member for Economy & Corporate Resources approved a proposal via decision ECR07 20-21 to procure specialist resource to support the implementation of a Business Management Solution. As part of the decision, the Cabinet Member delegated authority to the Director of Finance and Support Services to progress the procurement. The proposed arrangement will be a capability and capacity contract, giving the Council flexibility to buy-in specialist resource to deliver specific outcomes in the programme when needed. The procurement process is now underway, and the Director of Finance and Support Services will be asked to award the contract to the successful bidder during September 2021 with services to start shortly after.</p>	
Decision by	- Director of Finance and Support Services
Date added	30 July 2021
Month	September 2021
Consultation/ Representations	Representation can be made via the officer contact. Consultees: Cabinet Member for Support Services and Economic Development
Background Documents (via website)	none
Author	Alistair Rush Tel: 033022 22002
Contact	Suzannah Hill 033 022 22551