



Forward Plan of Key Decisions

Explanatory Note

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

- Best Start in Life
- A Prosperous Place
- A Safe, Strong and Sustainable Place
- Independence in Later Life
- A Council that Works for the Community

The Forward Plan is updated regularly and key decisions can be taken daily. Published decisions are available via this [link](#). The Forward Plan is available on the County Council's website www.westsussex.gov.uk and from Democratic Services, County Hall, West Street, Chichester, PO19 1RQ, all Help Points and the main libraries in Bognor Regis, Crawley, Haywards Heath, Horsham and Worthing.

Key decisions are those which:

- Involve expenditure or savings of £500,000 or more (except decisions in connection with 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	The title of the decision, a brief summary and proposed recommendation(s)
Decision By	Who will take the decision
West Sussex Plan priority	See above for the five priorities contained in the West Sussex Plan
Date added to Forward Plan	The date the proposed decision was added to the Forward Plan
Decision Month	The decision will be taken on any working day in the month stated
Consultation/Representations	Means of consultation/names of consultees and/or dates of Select Committee meetings and how to make representations on the decision and by when
Background Documents	What documents relating to the proposed decision are available (via links on the website version of the Forward Plan). Hard copies of background documents 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

For questions about the Forward Plan contact Helena Cox on 033022 22533, email helena.cox@westsussex.gov.uk.

Published: 1 May 2019

Forward Plan Summary

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

Page No	Decision Maker	Subject Matter	Date
 Best Start in Life			
5	Cabinet Member for Education and Skills	Expansion of Manor Green Primary School, Crawley	May 2019
6	Cabinet Member for Education and Skills	Expansion of Sompting Village Primary School	May 2019
6	Executive Director Economy, Infrastructure and Environment	Completion of expansion works to Northgate Primary School	May 2019
7	Executive Director Economy, Infrastructure and Environment	Award of Contract for the expansion of Manor Green Primary School, Crawley	May 2019
8	Executive Director Economy, Infrastructure and Environment	Award of Contract for the expansion works to Nyewood Junior School, Bognor Regis	May 2019
8	Executive Director Economy, Infrastructure and Environment	Award of Contract for the expansion of Shelley Primary School, Broadbridge Heath	May 2019
9	Executive Director Economy, Infrastructure and Environment	Award of Contract for the expansion of Sompting Village Primary School	May 2019
10	Cabinet Member for Children and Young People	Redesign of the Integrated Prevention and Earliest Help Service	May 2019
11	Cabinet Member for Children and Young People	Relinquishment of the Beechfield Secure Unit	May 2019
 A Prosperous Place			
12	Cabinet Member for Highways and Infrastructure	A284 Lyminster Bypass - Land Acquisition	May 2019
13	Director of Highways and Transport	Award of Contracts for Winter De-icing Salt and Gritter Fleet	May 2019

13	Cabinet Member for Highways and Infrastructure	Guidance on Parking in New Developments	May 2019
14	Cabinet Member for Highways and Infrastructure	A2300 scheme: capital allocation and authority to submit business case and award contract	June 2019
15	Cabinet Member for Highways and Infrastructure	A259 Littlehampton Corridor Improvements	June 2019
16	Executive Director Economy, Infrastructure and Environment	Eastern Gateway, Crawley Growth programme- Contract award	June 2019
17	Cabinet Member for Highways and Infrastructure	Highways and Transport Service Area Review - Highway Maintenance Plan	June 2019



A Strong, Safe and Sustainable Place

18	Director of Fire Service Operations and Chief Fire Officer	Award of Contract for the provision of 7 x Fire Appliances	May 2019
19	Director of Fire Service Operations and Chief Fire Officer	Collaborative Procurement of Diesel Fuel with Blue Light partners	May 2019
20	Director of Fire Service Operations and Chief Fire Officer	Commence procurement of replacement vehicles for Fire and Rescue Flexi-Duty System (FDS) staff	May 2019
21	Executive Director Children, Adults, Families, Health and Education	Commissioning of community advice services from Citizens Advice in West Sussex	May 2019
22	Cabinet Member for Environment	Halewick Lane Energy Storage Project	May 2019
23	Cabinet Member for Adults and Health	Procurement of Integrated Sexual Health Services	May 2019
24	Cabinet Member for Environment	West Sussex Minerals and Waste Development Scheme 2019-2022	May 2019
25	Cabinet Member for Safer, Stronger Communities	Worthing Community Hub	May 2019
26	Cabinet Member for Environment	Adoption of the Shoreham Harbour Joint Area Action Plan	June 2019
27	Director of Fire Service Operations and Chief	Replacement Fuel Card Contract (Fire Service)	June 2019

	Fire Officer		
28	Executive Director Economy, Infrastructure and Environment	Worthing Community Hub Award of Contract	June 2019



Independence in Later Life - None



A Council that works for the Community

29	Leader, Cabinet Member for Finance and Resources	Total Performance Monitor (Rolling Entry)	Between April 2019 and March 2020
29	Cabinet Member for Finance and Resources	Review of Property Holdings (Rolling Entry)	Between April 2019 and March 2020
30	Cabinet Member for Safer, Stronger Communities	Allocation of the Community Initiative Fund	May 2019
31	Cabinet Member for Adults and Health	Procurement of Mortuary Services for West Sussex	May 2019
32	Cabinet Member for Finance and Resources	Procurement of Outdoor Media Services	May 2019
33	Executive Director Economy, Infrastructure and Environment	Procurement - Self Service Library Kiosk Replacement	May 2019
34	Executive Director Economy, Infrastructure and Environment	Procurement of a Water Retail Supplier	May 2019
34	Director of Communities	Award of Contract Self Service Library Kiosks	June 2019

Best Start in Life

Cabinet Member for Education and Skills

Expansion of Manor Green Primary School, Crawley	
<p>The Special Educational Needs and Disability (SEND) Strategy 2016-2019 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 to meet two specific areas of SEND - Autistic Spectrum Condition and Social, Emotional and Mental Health.</p> <p>Following a review of current provision and anticipated future need, in early January 2019 the Cabinet Member for Education and Skills agreed a statutory notice to increase space at Manor Green Primary School in Crawley from September 2019. The school caters for a wide-range of Special Educational Needs, particularly for children with moderate and severe learning difficulties, complex social and communication difficulties or those who have been identified as having an Autistic Spectrum Condition. The increase in space would enable the school to increase planned places by 36 from 164 to 200.</p> <p>To accommodate the additional pupils two further classrooms will need to be built. The feasibility work for the project has now been completed. Following detailed design and a competitive tendering exercise the Cabinet Member will be asked to approve the allocation of the funds required to enable the project to proceed.</p>	
Decision By	Mr Burrett - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	7 January 2019
Decision Month	May 2019
Consultation/ Representations	<p>School, parents and local residents, Borough Council. 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 author or 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 Report
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders - 033 022 22553

Cabinet Member for Education and Skills

Expansion of Sompting Village Primary School	
<p>The County Council has a statutory duty to provide sufficient school places for all children who need a place. Due to growing demand for school places in the Sompting area there is a need to expand the local Primary School to accommodate additional pupils. In March 2017 the Cabinet Member for Finance approved an expansion of Sompting Village Primary School to increase its admission number from 60 pupils in each year group to 90 pupils in each year group with effect from September 2019.</p> <p>The Cabinet Member for Education and Skills will be asked to approve the allocation of the funds required to enable the expansion project to proceed.</p>	
Decision By	Mr Burrett - Cabinet Member for Education and Skills
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	4 December 2018
Decision Month	May 2019
Consultation/ Representations	<p>School, parents and local residents, Parish and District Councils. 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 author or officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	Decision Report FIN09 (16/17)
Author	Leigh Hunnikin Tel: 033 022 23051
Contact	Wendy Saunders - 033 022 22553

Executive Director Economy, Infrastructure and Environment

Completion of expansion works to Northgate Primary School	
<p>The County Council has a statutory duty to provide sufficient school places for all children who need a place. Due to the growing demand for school places in the Northgate area of Crawley an expansion project has been progressing at the school to enable the school to increase admission numbers from 60 pupils in each year group to 90 pupils in each year group.</p> <p>The initial budget allocation to fund this project has proved to be insufficient to achieve all the works required for the school expansion. The Executive Director Economy, Infrastructure and Environment will therefore be asked to approve the expenditure of additional funding to enable the completion of the expansion works at Northgate Primary School.</p>	
Decision By	- Executive Director Economy, Infrastructure and Environment

West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	14 December 2018
Decision Month	May 2019
Consultation/ Representations	Director of Education and Skills Representations concerning this proposed decision can be made to the Executive Director for Economy, Infrastructure and Environment 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	Carol Bruce Tel: 033 022 23055
Contact	Wendy Saunders - 033 022 22553

Executive Director Economy, Infrastructure and Environment

Award of Contract for the expansion of Manor Green Primary School, Crawley	
<p>Due to growing demand for school places for children with Special Educational Needs and Disabilities there is a need to expand Manor Green Primary School to accommodate additional pupils. The Cabinet Member for Education and Skills will be asked to approve the allocation of funds required to enable the expansion to proceed and to delegate authority to the Executive Director of Economy, Infrastructure and Environment to award the contract for the works.</p> <p>Following receipt of this approval from the Cabinet Member, the Executive Director of Economy, Infrastructure and Environment will be asked to award the construction contract to expand Manor Green Primary School.</p>	
Decision By	- Executive Director Economy, Infrastructure and Environment
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	15 January 2019
Decision Month	May 2019
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director for Economy, Infrastructure and Environment via the author or officer contact, by the beginning of the month in which the decision is due to be taken
Background Documents	None

(via website)	
Author	Philippa Hind Tel: 033 022 23041
Contact	Wendy Saunders - 033 022 22553

Executive Director Economy, Infrastructure and Environment

Award of Contract for the expansion works to Nyewood Junior School, Bognor Regis	
<p>Due to growing demand for school places, an expansion project was undertaken at Nyewood Junior School in 2015 to increase the published admission number from 75 to 90 places per year. A new school hall is required to complete the expansion. The Cabinet Member for Education and Skills will be asked to approve the allocation of funds required to enable the project to proceed and to delegate authority to the Executive Director of Economy, Infrastructure and Environment to award the contract for the works.</p> <p>Following receipt of this approval from the Cabinet Member, the Executive Director of Economy, Infrastructure and Environment will be asked to award the construction contract for the new hall for Nyewood Junior School.</p>	
Decision By	- Executive Director Economy, Infrastructure and Environment
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	14 December 2018
Decision Month	May 2019
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director Economy, Infrastructure and Environment, 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	Philippa Hind Tel: 033 022 23041
Contact	Wendy Saunders - 033 022 22553

Executive Director Economy, Infrastructure and Environment

Award of Contract for the expansion of Shelley Primary School, Broadbridge Heath	
<p>Due to growing demand for school places there is a need to expand Shelley Primary School to accommodate additional pupils. The Cabinet Member for Education and Skills will be asked to approve the allocation of funds required to enable the expansion to</p>	

proceed and to delegate authority to the Executive Director of Economy, Infrastructure and Environment to award the contract for the works.

Following receipt of this approval from the Cabinet Member, the Executive Director of Economy, Infrastructure and Environment will be asked to award the construction contract to expand Shelley Primary School.

Decision By	- Executive Director Economy, Infrastructure and Environment
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	14 December 2018
Decision Month	May 2019
Consultation/ Representations	Representations concerning this proposed decision can be made to the Executive Director for Economy, Infrastructure and Environment 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	Philippa Hind Tel: 033 022 23041
Contact	Wendy Saunders - 033 022 22553

Executive Director Economy, Infrastructure and Environment

Award of Contract for the expansion of Sompting Village Primary School

Due to growing demand for school places there is a need to expand Sompting Village Primary School to accommodate additional pupils. The Cabinet Member for Education and Skills will be asked to approve the allocation of funds required to enable the expansion to proceed and to delegate authority to the Executive Director of Economy, Infrastructure and Environment to award the contract for the works.

Following receipt of this approval from the Cabinet Member, the Executive Director of Economy, Infrastructure and Environment will be asked to award the construction contract to expand Sompting Village Primary School.

Decision By	- Executive Director Economy, Infrastructure and Environment
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	14 December 2018
Decision Month	May 2019
Consultation/	

Representations	Representations concerning this proposed decision can be made to the Executive Director, Economy, Infrastructure and Environment 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	Philippa Hind Tel: 033 022 23041
Contact	Wendy Saunders - 033 022 22553

Cabinet Member for Children and Young People

Redesign of the Integrated Prevention and Earliest Help Service	
<p>In January 2019 the Cabinet Member for Children and Young People published a decision approving the commencement of a review to propose a redesign of the services provided as the Integrated Prevention and Earliest Help Service (IPEH) (Decision reference CYP06 (18/19)).</p> <p>The aim of the review is to design and plan to implement a targeted early help offer that delivers improved outcomes, reduces demand for children's social care and directs the financial resources available within the Directorate appropriately.</p> <p>The Cabinet Member for Children and Young People will be asked to approve the proposed design and plans for its implementation.</p> <p>The implementation will be achieved in a planned and responsive way which takes full account of the comprehensive consultation and engagement plan this project relies upon. It will also draw on the contributions from those members (in Select Committee and Corporate Parenting Panel) who have a close interest in how the proposals are coordinated and carried through so as to maintain the core aims and benefits of this critical service area. The first changes are likely to be in areas of internal service reconfiguration, with any more significant service changes which may affect partnership plans and commitments being settled through the on-going joint planning and engagement over a period of time.</p> <p>The decision to approve the proposed design and plans for its implementation is due to be taken by the Cabinet Member for Children and Young People in May 2019. Further decisions for implementation after the initial plans will be set out as part of the design and time line to be published in May.</p>	
Decision By	Mr Marshall - Cabinet Member for Children and Young People
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	6 February 2019
Decision Month	May 2019
Consultation/ Representations	Staff Unison

	Partners in the IPEH Partnership Local Safeguarding Children Board West Sussex Clinical Commissioning Groups District and Borough Councils Children and Young People's Services Select Committee – 15 May 2019 Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People, 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)	IPEH review decision
Author	Hayley Connor Tel: 033 022 23792
Contact	Wendy Saunders Tel: 033 022 22553

Cabinet Member for Children and Young People

Relinquishment of the Beechfield Secure Unit	
<p>Beechfield Secure Unit is a West Sussex County Council owned and run unit in Copthorne, near Crawley, that has provided secure accommodation welfare placements for young people that meet the criteria set out in Section 25 of the 1989 Children's Act.</p> <p>In 2016 an Ofsted inspection judged the unit to be inadequate; as a result Beechfield was closed on 10 October 2016 and has remained closed since this time.</p> <p>Following an analysis of the need in West Sussex for this type of accommodation, benchmarking against provision by other local authorities, and set against the wider review that is taking place of the in-house residential estate, the Cabinet Member for Children and Young People will be asked to agree that operation of a secure unit at the Beechfield site permanently ceases.</p>	
Decision By	Mr Marshall - Cabinet Member for Children and Young People
West Sussex Plan priority	Best Start in Life
Date added to Forward Plan	9 April 2019
Decision Month	May 2019
Consultation/Representations	Staff, Unison Children and Young People's Services Select Committee – 15 May 2019 Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People via the author or officer contact, by the beginning of the month in which the decision is due to be taken
Background	None

