

# Public Document Pack

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01 December 2021

Dear Member,

## **Performance and Finance Scrutiny Committee - Thursday, 2 December 2021**

Please find enclosed the following documents for consideration at the meeting of the Performance and Finance Scrutiny Committee on Thursday, 2 December 2021 which was unavailable when the agenda was published.

<b>Agenda No</b>	<b>Item</b>
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- |           |  |
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| <b>7.</b> | <b>Work Programme Planning and possible items for future scrutiny</b><br>(Pages 3 - 6) |
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Extract of a new version of the Forward Plan of Key Decisions that was published after the papers for this meeting were despatched.

Yours sincerely

Tony Kershaw  
Director of Law and Assurance

**To all members of the Performance and Finance Scrutiny Committee**

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## 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 [Cabinet Member](#) portfolios.

The most important decisions will be taken by the Cabinet. Due to the continuing public health measures, there will be limited public access to the meeting. Admission is by ticket only, bookable in advance via: [democratic.services@westsussex.gov.uk](mailto:democratic.services@westsussex.gov.uk). 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 website. [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:

<b>Decision</b>	A summary of the proposal.
<b>Decision By</b>	Who will take the decision - if the Cabinet, it will be taken at a Cabinet meeting in public.
<b>Date added</b>	The date the proposed decision was added to the Forward Plan.
<b>Month</b>	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.
<b>Consultation/ Representations</b>	How views and representations about the proposal will be considered or the proposal scrutinised, including dates of Scrutiny Committee meetings.
<b>Background Documents</b>	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.
<b>Author</b>	The contact details of the decision report author
<b>Contact</b>	Who in Democratic Services you can contact about the entry

### Finance, assets, performance and risk management

Each month the Cabinet Member for Finance and Property 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 Katherine De La Mora on 033 022 22535, email [katherine.delamora@westsussex.gov.uk](mailto:katherine.delamora@westsussex.gov.uk).

**Published: 24 November 2021**

**County Council, Cabinet**

<b>Revenue Budget 2022/23 and Capital Programme 2022-2026/27</b>	
<p>The Budget report details the County Council’s revenue budget, the level of council tax proposed for 2022/23, the nature of its expenditure, income and savings for a balanced budget. It will also outline the County Council’s Capital Programme to cover the period 2022/23 to 2026/27 which will update the programme previously agreed by County Council.</p> <p>Cabinet will be asked to endorse the Revenue Budget and Capital Programme for approval at County Council on 18 February 2022.</p>	
<b>Decision by</b>	Cllr Russell, Cllr A Jupp, Cllr Marshall, Cllr Waight, Cllr Urquhart, Cllr Lanzer, Cllr Hunt, Cllr N Jupp, Cllr Crow, Cllr J Dennis - County Council, Cabinet
<b>Date added</b>	24 November 2021
<b>Month</b>	February 2022
<b>Consultation/ Representations</b>	<p>Performance and Finance Scrutiny Committee</p> <p>All Member Sessions</p> <p>Representations concerning this proposed decision can be made to the Cabinet, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Katharine Eberhart Tel: 033 022 22682
<b>Contact</b>	Natalie Jones-Punch Tel: 033 022 25098

**Director of Property and Assets****Procurement and Award of Contract-Littlehampton County Offices**

Littlehampton County Offices is a three-storey property, owned by West Sussex County Council and shared with Sussex Police.

At the time of the August 2021 Key Decision (FP03 21/22) to vacate Centenary House Durrington, options for replacement office space had been identified for County Council staff including for direct engagement with the public. Some of the capacity will be provided by a move to rented accommodation at Durrington Bridge House on a five-year lease. It is intended to provide the balance of the accommodation at Littlehampton County Offices, which will provide an enduring facility for the Council. A feasibility study has identified a solution that will cost £1.1m to refurbish the property, including making adaptations to reduce the carbon footprint of the building and improve accessibility.

The Director of Property and Assets will be asked to approve the procurement and award of the refurbishment contract and associated expenditure.

<b>Decision by</b>	Andrew Edwards - Director of Property and Assets
<b>Date added</b>	23 November 2021
<b>Month</b>	February 2022
<b>Consultation/ Representations</b>	Local Member – Littlehampton Town / Cabinet Member for Finance and Property  Representation can be made via the officer contact.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Jeremy Rigby Tel: 033 022 26460
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

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