

# 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 sitting in public. 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 County Council’s website 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. [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>West Sussex Plan priority</b>	Which of the five priorities in the West Sussex Plan the proposal affects.
<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 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](mailto:helena.cox@westsussex.gov.uk).

**Published: StartValidDate**

## Forward Plan Summary

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

Page No	Decision Maker	Subject Matter	Date

## Assistant Chief Executive

### Procurement of an External Print Management Service

In 2012, the Council entered into a 10-year outsourcing contract with Capita Plc to deliver a range of back-office support functions which is known as the 'Support Services Outsource' (SSO) contract. The outsourcing contract is due to expire at the end of September 2022.

One service within the Capita contract is print management.

The printing spend across West Sussex County Council has reduced from approximately £450,000 per annum five years ago to approximately £200,000 per annum now. These savings within the print management service budget are the result of a planned digital first approach designed to drive down print costs and support the Council's sustainability commitments.

However, an ongoing requirement remains for printed materials issued for and on behalf of West Sussex County Council. Printed assets are produced across all directorates to meet various service needs and to reach audiences without digital access. Printed assets are used for a range of statutory and information sharing purposes, including signage, on site posters, printed consultation surveys for residents without online access and translated hand out materials.

The current print management service operates as a neutral vendor model. It uses an online portal (Solprint XN) where the Council uploads details for print jobs and is then provided with a best value quote based on the criteria specified. The process is overseen for the organisation as a function of the Council's Graphic Design team which sits within the Communications & Engagement team. The Graphic Design team supports directorates and services to access effective and efficient print options to support corporate aims and achieve best value for money.

The Council intends to continue to procure an external service from October 2022 under the same model, to ensure quality and value for money.

The procurement recommendation is for a new contract with an initial term of 5 years plus options to extend for periods up to a further 2 years, allowing for a maximum contract term of 7 years. The total estimated cost for a 5-year contract is £1.20m. This assumes that a new supplier works in the same way, i.e. providing a fully managed service, carrying an element of the risk and managing the production, delivery, quality and the suppliers on the Council's behalf. This also assumes a similar level of printing to the last 2 years (averaged at £200,000/year) and a similar annual management fee (currently £40,000/year). A further decision to award a contract will be published in due course.

<b>Decision by</b>	Sarah Sturrock - Assistant Chief Executive
<b>West Sussex Plan priority</b>	
<b>Date added</b>	28 February 2022
<b>Month</b>	March 2022
<b>Consultation/ Representations</b>	Cabinet Member for Support Services and Economic Development.

	Representation can be made via the officer contact.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Alix Macfarlane Tel: 033 022 25967
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551