

# 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 sitting in public. The meetings are also 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: StartValidDate**

## **Forward Plan Summary**

**Summary of all forthcoming executive decisions in  
Cabinet Member portfolio order**

<b>Page No</b>	<b>Decision Maker</b>	<b>Subject Matter</b>	<b>Date</b>

## Assistant Chief Executive

### Award of Contract: 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 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. A procurement exercise is underway for an external service from October 2022 under the same model, to ensure quality and value for money.*

*The Assistant Chief Executive will be asked to endorse the award of contract.*

<b>Decision by</b>	Sarah Sturrock - Assistant Chief Executive
<b>Date added</b>	1 April 2022
<b>Month</b>	April 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