

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:

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

Published: StartValidDate

Forward Plan Summary

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

Page No	Decision Maker	Subject Matter	Date

Assistant Director (Communities)

Contract Award: Digital Customer Service Function	
<p>In March 2022 the Cabinet Member for Support Services & Economic Development approved a proposal via decision SSED05 21-22, for procurement of a Digital Customer Service Function and the digital technology and cloud software of the function for a proposed contract term of three years with the option to extend by two periods of one year.</p> <p>The new service to be commissioned from 01 October 2022 to coincide with expiry of the Support Services Outsource (SSO).</p> <p>The Cabinet Member delegated authority to the Assistant Director (Communities) to progress the programme and commence procurement of Customer and Information Technology Services. In accordance with the decision, procurement exercises are being undertaken.</p> <p>The Assistant Director (Communities) will be asked to award the contract(s) to the successful bidder(s).</p>	
Decision by	Emily King - Assistant Director (Communities)
Date added	26 April 2022
Month	June 2022
Consultation/ Representations	<p>Subject Matter Experts within Council Service Areas, Market suppliers.</p> <p>Representation can be made via the officer contact.</p>
Background Documents (via website)	None
Author	Stewart Laird Tel: 033022 25310
Contact	Suzannah Hill Tel. 033 022 22551