



Forward Plan of Key Decisions

The County Council must give at least 28 days' notice of all key decisions to be taken by members 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:

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.
West Sussex Plan priority	Which of the five priorities in the West Sussex Plan the proposal affects.
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 Select 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 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 033022 22533, email 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

Cabinet**Procurement of Agency Worker Recruitment Contract**

Pursuant to the Council's Support Services Outsourcing Contract, Capita provide the Council's temporary agency workers, via a contract with Manpower. The current contract with Manpower is due to expire on 19 September 2020.

The contract provides temporary agency workers to all departments of the Council, except for schools. The Council proposes that the new contract model is a vendor neutral managed service whereby the supplier will procure and manage a chain of agencies without submitting their own candidates as a preferred supplier. The Council requires a contract for the supply of agency workers to cover short term vacancies, absences and to provide additional capability, where there are skills shortages, to deliver responsive services.

The Council currently spends approximately £15 million per annum on agency workers (on and off contract). Carrying out an open competitive procurement exercise will provide value for money for the Council whilst ensuring quality services on the best terms available in the market.

The Cabinet Member will be asked to agree the commencement of a procurement exercise for a new temporary agency worker contract to commence on 20 September 2020 with a maximum value of £72 million and to delegate the award of the Contract to the Director of Human Resources.

Decision by	Mr Lanzer - Cabinet
West Sussex Plan priority	A Council that works for the Community
Date added	17 December 2019
Month	January 2020
Consultation/ Representations	Market testing has been undertaken and key internal stakeholder engagement will inform the procurement. Representation can be made via the officer contact.
Background Documents (via website)	None
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