



# Forward Plan of Key Decisions

## Explanatory Note

The County Council must give at least 28 days' notice of all key decisions to be taken by members or officers. The Forward Plan includes all key decisions and the expected month for the decision to be taken over a four-month period. Decisions are categorised in the Forward Plan according to the [West Sussex Plan](#) priorities of:

- Best Start in Life
- A Prosperous Place
- A Safe, Strong and Sustainable Place
- Independence in Later Life
- A Council that Works for the Community

The Forward Plan is updated regularly and key decisions can be taken daily. Published decisions are available via this [link](#). The Forward Plan is available on the County Council's website [www.westsussex.gov.uk](http://www.westsussex.gov.uk) 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.

**Key decisions** are those which:

- Involve expenditure or savings of £500,000 or more (except decisions in connection with 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>	The title of the decision, a brief summary and proposed recommendation(s)
<b>Decision By</b>	Who will take the decision
<b>West Sussex Plan priority</b>	See above for the five priorities contained in the West Sussex Plan
<b>Date added to Forward Plan</b>	The date the proposed decision was added to the Forward Plan
<b>Decision Month</b>	The decision will be taken on any working day in the month stated
<b>Consultation/ Representations</b>	Means of consultation/names of consultees and/or dates of Select Committee meetings and how to make representations on the decision and by when
<b>Background Documents</b>	What documents relating to the proposed decision are available (via links on the website version of the Forward Plan). Hard copies of background documents 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

For questions about the Forward Plan contact Helena Cox on 033022 22533, email [helena.cox@westsussex.gov.uk](mailto:helena.cox@westsussex.gov.uk).

**Published: 11 April 2019**

## Forward Plan Summary

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

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 <b>Best Start in Life</b>			
5	Cabinet Member for Education and Skills	Expansion of Manor Green Primary School, Crawley	April 2019
6	Cabinet Member for Education and Skills	Expansion of Sompting Village Primary School	April 2019
6	Executive Director Economy, Infrastructure and Environment	Completion of expansion works to Northgate Primary School	April 2019
7	Executive Director Economy, Infrastructure and Environment	Award of Contract for the expansion of Manor Green Primary School, Crawley	April 2019
8	Executive Director Economy, Infrastructure and Environment	Award of Contract for the expansion works to Nyewood Junior School, Bognor Regis	April 2019
8	Executive Director Economy, Infrastructure and Environment	Award of Contract for the expansion of Shelley Primary School, Broadbridge Heath	April 2019
9	Executive Director Economy, Infrastructure and Environment	Award of Contract for the expansion of Sompting Village Primary School	April 2019
10	Cabinet Member for Children and Young People	Redesign of the Integrated Prevention and Earliest Help Service	May 2019
11	Cabinet Member for Children and Young People	Relinquishment of the Beechfield Secure Unit	May 2019
 <b>A Prosperous Place</b>			
12	Cabinet Member for Highways and Infrastructure	Guidance on Parking in New Developments	April 2019
13	Cabinet Member for Highways and Infrastructure	Highways and Infrastructure 2019/20 Forward Works Programmes and Annual Delivery Programme	April 2019

14	Cabinet Member for Highways and Infrastructure	A284 Lyminster Bypass - Land Acquisition	May 2019
15	Director of Highways and Transport	Award of Contracts for Winter De-icing Salt and Gritter Fleet	May 2019
15	Cabinet Member for Highways and Infrastructure	Highways and Transport Service Area Review - Highway Maintenance Plan	June 2019



### **A Strong, Safe and Sustainable Place**

16	Director of Fire Service Operations and Chief Fire Officer	Award of Contract for the provision of 7 x Fire Appliances	April 2019
17	Director of Fire Service Operations and Chief Fire Officer	Commence procurement of replacement vehicles for Fire and Rescue Flexi-Duty System (FDS) staff	April 2019
18	Cabinet Member for Adults and Health	Procurement of Integrated Sexual Health Services	April 2019
19	Cabinet Member for Adults and Health	West Sussex Joint Health and Wellbeing Strategy	April 2019
20	Director of Fire Service Operations and Chief Fire Officer	Collaborative Procurement of Diesel Fuel with Blue Light partners	May 2019
21	Executive Director Children, Adults, Families, Health and Education	Commissioning of community advice services from Citizens Advice in West Sussex	May 2019
22	Cabinet Member for Adults and Health	Community Based Social Support	May 2019
24	Cabinet Member for Environment	Halewick Lane Energy Storage Project	May 2019
25	Cabinet Member for Environment	West Sussex Minerals and Waste Development Scheme 2019-2022	May 2019
26	Cabinet Member for Safer, Stronger Communities	Worthing Community Hub	May 2019
27	Executive Director Economy, Infrastructure and Environment	Worthing Community Hub Award of Contract	May 2019
27	Cabinet Member for Environment	Adoption of the Shoreham Harbour Joint Area Action Plan	June 2019
28	Director of Fire Service	Replacement Fuel Card Contract (Fire	June 2019

	Operations and Chief Fire Officer	Service)	
 <b>Independence in Later Life</b> - None			
 <b>A Council that works for the Community</b>			
29	Cabinet Member for Finance and Resources, Leader	Total Performance Monitor (Rolling Entry)	Between April 2019 and March 2020
30	Cabinet Member for Finance and Resources	Review of Property Holdings (Rolling Entry)	Between April 2019 and March 2020
31	Cabinet Member for Finance and Resources	Procurement of Outdoor Media Services	April 2019
31	Executive Director Economy, Infrastructure and Environment	Procurement of a Water Retail Supplier	April 2019
32	Cabinet Member for Adults and Health	Procurement of Mortuary Services for West Sussex	May 2019

## Best Start in Life

### Cabinet Member for Education and Skills

<b>Expansion of Manor Green Primary School, Crawley</b>	
<p>The Special Educational Needs and Disability (SEND) Strategy 2016-2019 aims to provide high quality local education provision for children and young people with SEND and optimise value for money from the High Needs Block of the Dedicated Schools Grant. As part of the development of the SEND Strategy, the County Council has identified an increased demand for extra provision to meet two specific areas of SEND - Autistic Spectrum Condition and Social, Emotional and Mental Health.</p> <p>Following a review of current provision and anticipated future need, in early January 2019 the Cabinet Member for Education and Skills agreed a statutory notice to increase space at Manor Green Primary School in Crawley from September 2019. The school caters for a wide-range of Special Educational Needs, particularly for children with moderate and severe learning difficulties, complex social and communication difficulties or those who have been identified as having an Autistic Spectrum Condition. The increase in space would enable the school to increase planned places by 36 from 164 to 200.</p> <p>To accommodate the additional pupils two further classrooms will need to be built. The feasibility work for the project has now been completed. Following detailed design and a competitive tendering exercise the Cabinet Member will be asked to approve the allocation of the funds required to enable the project to proceed.</p>	
<b>Decision By</b>	Mr Burrett - Cabinet Member for Education and Skills
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	7 January 2019
<b>Decision Month</b>	April 2019
<b>Consultation/ Representations</b>	<p>School, parents and local residents, Borough Council. Cabinet Member for Finance and Resources.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills via the author or officer contact, by the beginning of the month in which the decision is due to be taken</p>
<b>Background Documents</b> (via website)	Cabinet Member Decision Report
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders - 033 022 22553

## Cabinet Member for Education and Skills

### Expansion of Sompting Village Primary School

The County Council has a statutory duty to provide sufficient school places for all children who need a place. Due to growing demand for school places in the Sompting area there is a need to expand the local Primary School to accommodate additional pupils. In March 2017 the Cabinet Member for Finance approved an expansion of Sompting Village Primary School to increase its admission number from 60 pupils in each year group to 90 pupils in each year group with effect from September 2019.

The Cabinet Member for Education and Skills will be asked to approve the allocation of the funds required to enable the expansion project to proceed.

<b>Decision By</b>	Mr Burrett - Cabinet Member for Education and Skills
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	4 December 2018
<b>Decision Month</b>	April 2019
<b>Consultation/ Representations</b>	School, parents and local residents, Parish and District Councils. Cabinet Member for Finance and Resources.  Representations concerning this proposed decision can be made to the Cabinet Member for Education and Skills, via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	Decision Report FIN09 (16/17)
<b>Author</b>	Leigh Hunnikin Tel: 033 022 23051
<b>Contact</b>	Wendy Saunders - 033 022 22553

## Executive Director Economy, Infrastructure and Environment

### Completion of expansion works to Northgate Primary School

The County Council has a statutory duty to provide sufficient school places for all children who need a place. Due to the growing demand for school places in the Northgate area of Crawley an expansion project has been progressing at the school to enable the school to increase admission numbers from 60 pupils in each year group to 90 pupils in each year group.

The initial budget allocation to fund this project has proved to be insufficient to achieve all the works required for the school expansion. The Executive Director Economy, Infrastructure and Environment will therefore be asked to approve the expenditure of additional funding to enable the completion of the expansion works at Northgate Primary School.

<b>Decision By</b>	- Executive Director Economy, Infrastructure and Environment
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<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	14 December 2018
<b>Decision Month</b>	April 2019
<b>Consultation/ Representations</b>	Director of Education and Skills  Representations concerning this proposed decision can be made to the Executive Director for Economy, Infrastructure and Environment via the author or officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b> (via website)	None
<b>Author</b>	Carol Bruce Tel: 033 022 23055
<b>Contact</b>	Wendy Saunders - 033 022 22553

#### **Executive Director Economy, Infrastructure and Environment**

<b>Award of Contract for the expansion of Manor Green Primary School, Crawley</b>	
<p>Due to growing demand for school places for children with Special Educational Needs and Disabilities there is a need to expand Manor Green Primary School to accommodate additional pupils. The Cabinet Member for Education and Skills will be asked to approve the allocation of funds required to enable the expansion to proceed and to delegate authority to the Executive Director of Economy, Infrastructure and Environment to award the contract for the works.</p> <p>Following receipt of this approval from the Cabinet Member, the Executive Director of Economy, Infrastructure and Environment will be asked to award the construction contract to expand Manor Green Primary School.</p>	
<b>Decision By</b>	- Executive Director Economy, Infrastructure and Environment
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	15 January 2019
<b>Decision Month</b>	April 2019
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director for Economy, Infrastructure and Environment via the author or officer contact, by the beginning of the month in which the decision is due to be taken
<b>Background Documents</b>	None

(via website)	
<b>Author</b>	Philippa Hind Tel: 033 022 23041
<b>Contact</b>	Wendy Saunders - 033 022 22553

### **Executive Director Economy, Infrastructure and Environment**

#### **Award of Contract for the expansion works to Nyewood Junior School, Bognor Regis**

Due to growing demand for school places, an expansion project was undertaken at Nyewood Junior School in 2015 to increase the published admission number from 75 to 90 places per year. A new school hall is required to complete the expansion. The Cabinet Member for Education and Skills will be asked to approve the allocation of funds required to enable the project to proceed and to delegate authority to the Executive Director of Economy, Infrastructure and Environment to award the contract for the works.

Following receipt of this approval from the Cabinet Member, the Executive Director of Economy, Infrastructure and Environment will be asked to award the construction contract for the new hall for Nyewood Junior School.

<b>Decision By</b>	- Executive Director Economy, Infrastructure and Environment
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	14 December 2018
<b>Decision Month</b>	April 2019
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director Economy, Infrastructure and Environment, via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Philippa Hind Tel: 033 022 23041
<b>Contact</b>	Wendy Saunders - 033 022 22553

### **Executive Director Economy, Infrastructure and Environment**

#### **Award of Contract for the expansion of Shelley Primary School, Broadbridge Heath**

Due to growing demand for school places there is a need to expand Shelley Primary School to accommodate additional pupils. The Cabinet Member for Education and Skills will be asked to approve the allocation of funds required to enable the expansion to



proceed and to delegate authority to the Executive Director of Economy, Infrastructure and Environment to award the contract for the works.

Following receipt of this approval from the Cabinet Member, the Executive Director of Economy, Infrastructure and Environment will be asked to award the construction contract to expand Shelley Primary School.

<b>Decision By</b>	- Executive Director Economy, Infrastructure and Environment
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	14 December 2018
<b>Decision Month</b>	April 2019
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director for Economy, Infrastructure and Environment via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Philippa Hind Tel: 033 022 23041
<b>Contact</b>	Wendy Saunders - 033 022 22553

### **Executive Director Economy, Infrastructure and Environment**

#### **Award of Contract for the expansion of Sompting Village Primary School**

Due to growing demand for school places there is a need to expand Sompting Village Primary School to accommodate additional pupils. The Cabinet Member for Education and Skills will be asked to approve the allocation of funds required to enable the expansion to proceed and to delegate authority to the Executive Director of Economy, Infrastructure and Environment to award the contract for the works.

Following receipt of this approval from the Cabinet Member, the Executive Director of Economy, Infrastructure and Environment will be asked to award the construction contract to expand Sompting Village Primary School.

<b>Decision By</b>	- Executive Director Economy, Infrastructure and Environment
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	14 December 2018
<b>Decision Month</b>	April 2019
<b>Consultation/</b>	

<b>Representations</b>	Representations concerning this proposed decision can be made to the Executive Director, Economy, Infrastructure and Environment via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Philippa Hind Tel: 033 022 23041
<b>Contact</b>	Wendy Saunders - 033 022 22553

### **Cabinet Member for Children and Young People**

<b>Redesign of the Integrated Prevention and Earliest Help Service</b>	
<p>In January 2019 the Cabinet Member for Children and Young People published a decision approving the commencement of a review to propose a redesign of the services provided as the Integrated Prevention and Earliest Help Service (IPEH) (Decision reference CYP06 (18/19)).</p> <p>The aim of the review is to design and plan to implement a targeted early help offer that delivers improved outcomes, reduces demand for children’s social care and directs the financial resources available within the Directorate appropriately.</p> <p>The Cabinet Member for Children and Young People will be asked to approve the proposed design and plans for its implementation.</p> <p>The implementation will be achieved in a planned and responsive way which takes full account of the comprehensive consultation and engagement plan this project relies upon. It will also draw on the contributions from those members (in Select Committee and Corporate Parenting Panel) who have a close interest in how the proposals are coordinated and carried through so as to maintain the core aims and benefits of this critical service area. The first changes are likely to be in areas of internal service reconfiguration, with any more significant service changes which may affect partnership plans and commitments being settled through the on-going joint planning and engagement over a period of time.</p> <p>The decision to approve the proposed design and plans for its implementation is due to be taken by the Cabinet Member for Children and Young People in March 2019. Further decisions for implementation after the initial plans will be set out as part of the design and time line to be published in March.</p>	
<b>Decision By</b>	Mr Marshall - Cabinet Member for Children and Young People
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	6 February 2019
<b>Decision Month</b>	May 2019
<b>Consultation/</b>	Staff

<b>Representations</b>	<p>Unison Partners in the IPEH Partnership Local Safeguarding Children Board West Sussex Clinical Commissioning Groups District and Borough Councils Children and Young People's Services Select Committee – date tbc</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People, via the author or officer contact, by the beginning of the month in which the decision is due to be taken</p>
<b>Background Documents</b> (via website)	IPEH review decision
<b>Author</b>	Hayley Connor Tel: 033 022 23792
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

### **Cabinet Member for Children and Young People**

<b>Relinquishment of the Beechfield Secure Unit</b>	
<p>Beechfield Secure Unit is a West Sussex County Council owned and run unit in Copthorne, near Crawley, that has provided secure accommodation welfare placements for young people that meet the criteria set out in Section 25 of the 1989 Children's Act.</p> <p>In 2016 an Ofsted inspection judged the unit to be inadequate; as a result Beechfield was closed on 10 October 2016 and has remained closed since this time.</p> <p>Following an analysis of the need in West Sussex for this type of accommodation, benchmarking against provision by other local authorities, and set against the wider review that is taking place of the in-house residential estate, the Cabinet Member for Children and Young People will be asked to agree that operation of a secure unit at the Beechfield site permanently ceases.</p>	
<b>Decision By</b>	Mr Marshall - Cabinet Member for Children and Young People
<b>West Sussex Plan priority</b>	Best Start in Life
<b>Date added to Forward Plan</b>	9 April 2019
<b>Decision Month</b>	May 2019
<b>Consultation/ Representations</b>	<p>Staff, Unison</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Children and Young People via the author or officer contact, by the beginning of the month in which the decision is due to be taken</p>
<b>Background Documents</b>	None

(via website)	
<b>Author</b>	Stuart Gibbons Tel: 033 022 226218
<b>Contact</b>	Wendy Saunders Tel: 033 022 22553

## A Prosperous Place

### Cabinet Member for Highways and Infrastructure

<b>Guidance on Parking in New Developments</b>	
<p>The Council provides guidance on parking in new residential and commercial developments to inform the determination of planning applications by Local Planning Authorities (LPA). It addresses the amount of car and cycle parking that is expected to be provided and includes advice to developers and the LPAs on the highway impacts of parking provision in new developments.</p> <p>The current guidance was last reviewed in 2010 (residential), and 2003 (commercial). There is a need to review the current guidance to ensure it is fit for purpose, up to date and consistent with current national planning policy and guidance. A review of the current guidance has been undertaken in consultation with the LPAs to provide an updated evidence base and recommendations on which the new guidance will be based.</p> <p>The Cabinet Member for Highways and Infrastructure will receive a report on the review of current guidance and be asked to approve the Council's updated Guidance on Parking in New Developments.</p>	
<b>Decision By</b>	Mr Elkins - Cabinet Member for Highways and Infrastructure
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	7 August 2018
<b>Decision Month</b>	April 2019
<b>Consultation/ Representations</b>	<p>Local Planning Authorities in West Sussex</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, 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>	Paul Eagle Tel: 033 022 25298
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## Cabinet Member for Highways and Infrastructure

### Highways and Infrastructure 2019/20 Forward Works Programmes and Annual Delivery Programme

The Highway Infrastructure Asset Management Policy and Strategy communicates West Sussex County Council's approach to highways infrastructure asset management, setting out the decision making framework for the maintenance of the roads in West Sussex. Corporate processes are also in place for the identification, assessment, and prioritisation of local and community highway and transport improvements. The rolling Forward Programmes for Highway Maintenance, Local Transport Improvement Programme (LTIP), and Community Highway Schemes (CHS) identify and prioritise future maintenance and improvement needs across the County Council's highway asset groups. These forward programmes inform the future Annual Delivery Programmes.

The Highway Maintenance, LTIP and CHS Forward Programmes provide robust and reliable information to identify the future maintenance need, or transport infrastructure improvements to be carried out within the next three to five years. The programmes are used to support forward financial planning and communicate the anticipated planned maintenance and transport improvements to elected members, County Local Committees, local West Sussex businesses and residents.

The Annual Delivery Programme is developed and prepared from the integration of the Forward Programmes each year during autumn for approval in advance of the start of the new financial year. It prioritises maintenance and improvement schemes taking into account available funding for delivery and the relative need.

The Cabinet Member for Highways and Infrastructure will be asked to approve the 2019/20 Annual Delivery Programme acknowledging the prioritisation set out in the Forward Programmes.

<b>Decision By</b>	Mr Elkins - Cabinet Member for Highways and Infrastructure
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	14 December 2018
<b>Decision Month</b>	April 2019
<b>Consultation/ Representations</b>	<p>The County Local Committees will be informed and asked to note schemes in their specific areas (anticipated during the February/March 2019 round of meetings).</p> <p>Internal consultation in development of the draft Forward Works Programmes and Annual Delivery Plan including asset owners and programme leads within the Highways and Transport service. The draft Forward Works Programmes will be presented to the Highways and Transport Capital Hub for review.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b>	None

(via website)	
<b>Author</b>	Rowan Sheppard Tel: 033 022 23627
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Cabinet Member for Highways and Infrastructure**

<b>A284 Lyminster Bypass - Land Acquisition</b>	
<p>The Lyminster bypass has been safeguarded through the Arun District Local Plan (2003) and it continues to be safeguarded in the recently adopted Arun District Local Plan. The proposed bypass will provide an important north-south link between Littlehampton and the A27 Crossbush. It will help to deliver 700 new jobs and 1,260 new houses as part of the North Littlehampton development area, as well as realising safety benefits through Lyminster Village and improving journey time reliability.</p> <p>The Cabinet Member for Highways and Infrastructure authorised the submission of a planning application in July 2018 (<a href="#">HT12 18/19</a>) and planning permission for the scheme was approved at West Sussex County Council's Planning Committee on 26 March 2019 subject to call-in by the Secretary of State.</p> <p>The compulsory acquisition of land and rights will be required to enable the scheme to progress towards completion and the Cabinet Member for Highways and Infrastructure will be asked to authorise the Director of Law and Assurance to publish the necessary Compulsory Purchase Order and take any necessary action to secure the land either by agreement or compulsion</p>	
<b>Decision By</b>	Mr Elkins - Cabinet Member for Highways and Infrastructure
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	11 April 2019
<b>Decision Month</b>	May 2019
<b>Consultation/ Representations</b>	<p>Consultation has been on-going with the North Littlehampton Members Steering Group, Arun District Council, Highways England, the Environment Agency, the developers of the land north of Littlehampton internal services and other stakeholder groups.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, 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>	Sara McKnight Tel: 033 022 24197
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## Director of Highways and Transport

### Award of Contracts for Winter De-icing Salt and Gritter Fleet

The supply of de-icing salt and the provision of a gritter fleet is critical to ensuring the County Council can meet its statutory duty to maintain the highways and to ensure that, so far as is reasonably practicable, safe passage along a highway is not endangered by snow or ice. The contracts awarded for these services in 2018 expired on 31 March 2019 and new contracts are required.

In accordance with the Council's Standing Orders on Procurement and Contracts and subject to confirmation of the [key decision](#) made by the Cabinet Member for Highways and Infrastructure, the Director of Highways and Transport will be asked to:

1. Award and enter into a contract for the provision of winter de-icing salt and
2. Award and enter into a contract for the provision of a leased gritter fleet

<b>Decision By</b>	- Director of Highways and Transport
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	3 April 2019
<b>Decision Month</b>	May 2019
<b>Consultation/ Representations</b>	Executive Director of Economy, Infrastructure and Environment Director of Finance, Performance and Procurement Director of Law and Assurance  Representations concerning this proposed decision can be made to the Director of Highways and Transport, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Chris Barrett Tel: 033 022 26707
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## Cabinet Member for Highways and Infrastructure

### Highways and Transport Service Area Review - Highway Maintenance Plan

The County Council, in its capacity as Highway Authority, has a duty to maintain the highway under Section 41(1) of the Highways Act 1980. However, the Act does not specify the levels of service required in order to meet that duty. In previous years, documents have been produced which detailed the highway maintenance service levels customers could expect to receive.

A document named "Well-managed Highway Infrastructure" was published in October

2016, replacing “Well-maintained Highways”, “Management of Highway Structures” and “Well-lit Highways”. Like its predecessors, “Well-managed Highway Infrastructure” is a national, non-statutory code of practice which sets out a series of general principles for highway maintenance. It is endorsed and recommended by the Department for Transport and its production has been overseen by the UK Roads Liaison Group (UKRLG) and its Roads, Bridges and Lighting Boards.

In order to demonstrate that the County Council complies with the principles of “Well-managed Highway Infrastructure”, a robust decision-making process must be demonstrated, an understanding of the consequences of those decisions, and how the associated risks are managed to ensure highway safety. As part of that process, a new Highway Maintenance Plan needs to be produced, which clearly sets out the levels of service customers may expect and which integrates with a revised “Safety Plus” inspection manual.

The Cabinet Member for Highways and Infrastructure will be asked to approve a new Highway Maintenance Plan, including a review of service levels currently delivered, and propose changes to service levels if required.

<b>Decision By</b>	Mr Elkins - Cabinet Member for Highways and Infrastructure
<b>West Sussex Plan priority</b>	A Prosperus Place
<b>Date added to Forward Plan</b>	21 March 2019
<b>Decision Month</b>	June 2019
<b>Consultation/ Representations</b>	Executive Director of Economy, Infrastructure and Environment, Director of Finance, Performance and Procurement, Director of Law and Assurance  Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Chris Barrett Tel: 033 022 26707
<b>Contact</b>	Judith Shore 033 022 26052

## A Strong, Safe and Sustainable Place

### Director of Fire Service Operations and Chief Fire Officer

#### Award of Contract for the provision of 7 x Fire Appliances

In March 2018, the Chief Fire Officer and Director of Operations agreed to commence the procurement for six Fire Appliances and award the contract to the successful bidder (OKD5 17/18).



In December 2018, in order to meet operational requirements, the number of appliances to be procured was subsequently amended to seven. Information about this approach was circulated in the Members Information Service (Briefing Number 51).

A procurement process, compliant with West Sussex Standing Orders and European Union Procurement Directives, is currently underway. Following the completion of the procurement process, the Chief Fire Officer and Director of Operations will be asked to award the Contract for the seven fire appliances to the successful bidder.

<b>Decision By</b>	- Director of Fire Service Operations and Chief Fire Officer
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added to Forward Plan</b>	6 February 2019
<b>Decision Month</b>	April 2019
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Director of Operations Chief Fire Officer, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Paul Mace Tel: 033 022 25443
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

#### **Director of Fire Service Operations and Chief Fire Officer**

##### **Commence procurement of replacement vehicles for Fire and Rescue Flexi-Duty System (FDS) staff**

The Fleet Asset Management Plan 2018/19 – 2022/23 sets-out a five-year rolling programme of Fleet and Asset renewal across the Council, including for the Fire and Rescue Service (Decision Report ref: SSC14 17/18)

As part of this programme, 30 vehicles allocated to staff in the Fire and Rescue Service are due for replacement in the financial year 2019/20. These vehicles are provided to staff to support operational cover through a Flexi Duty System (FDS).

The total value of the purchase of vehicles, including emergency service conversions and livery, is expected to be approximately £750,000.

As part of decision SSC14 17/18, the authority to award contracts for vehicle and equipment purchases has been delegated to the Chief Fire Officer and Director of Operations.

On this basis, the Chief Fire Officer and Director of Operations will be asked to approve

the commencement of a procurement process to replace the current vehicles using an agreed specification.	
<b>Decision By</b>	- Director of Fire Service Operations and Chief Fire Officer
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added to Forward Plan</b>	6 February 2019
<b>Decision Month</b>	April 2019
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Director of Operations Chief Fire Officer, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Paul Mace Tel: 033 022 25443
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### **Cabinet Member for Adults and Health**

<b>Procurement of Integrated Sexual Health Services</b>
<p>Local Authorities are mandated to provide comprehensive sexual health services for the population, these include;</p> <ul style="list-style-type: none"> <li>• a full range of contraceptive services and advice on preventing pregnancy</li> <li>• sexually transmitted infections testing and treatment, including the provision of Chlamydia testing services for young people under the age of 25 years</li> <li>• sexual health aspects of psychosexual counselling</li> <li>• outreach, HIV prevention and sexual health promotion</li> <li>• provision of services in schools and colleges</li> </ul> <p>The contract will run for three (3) years with the possibility of a further extension for up to two (2) years built in to the terms of the contract. The total value of the contract to WSCC, funded through the public health grant, is approximately £12.6M (including extension period but not HIV Services).</p> <p>The Cabinet Member is asked to agree to the commencement of a joint procurement process, with NHS England, to secure the provision of Integrated Sexual Health Services and HIV Treatment Services for the population of West Sussex. A new service will be effective from 1st February 2020.</p> <p>The Cabinet Member is also asked to delegate contract award and decisions about future extension of this contract to the Director of Public Health in consultation with the Cabinet Member.</p>

<b>Decision By</b>	Mrs Jupp - Cabinet Member for Adults and Health
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added to Forward Plan</b>	15 January 2019
<b>Decision Month</b>	April 2019
<b>Consultation/ Representations</b>	<p>Initial Scrutiny and Consultation was undertaken via the Health and Adult Social Care Select Committee on 30<sup>th</sup> November 2018.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health 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>	Paul Woodcock Tel: 033 022 28701
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### Cabinet Member for Adults and Health

<b>West Sussex Joint Health and Wellbeing Strategy</b>	
<p>The West Sussex Health and Wellbeing Board (HWB) is a statutory partnership providing shared strategic leadership and coordination of local action to deliver health, care and wellbeing services based on the best evidence of local needs. The West Sussex HWB includes representation from key organisations in West Sussex with major responsibilities for social care services, public health, health and wellbeing services. The HWB's responsibilities include developing a Joint Health and Wellbeing Strategy (JHWS) which identifies priorities and sets out how local needs will be met.</p> <p>The current 2015-2018 <a href="#">West Sussex Joint Health and Wellbeing Strategy</a> is under review. The new strategy, due in April 2019, will be used to inform local commissioning and delivery plans and determine what actions West Sussex County Council, NHS, and other partners need to take to meet health and social care needs, and to address health inequalities.</p> <p>The Cabinet Member for Adults and Health Chairman for the Health and Wellbeing Board is requested to agree that the West Sussex Joint Health and Wellbeing Strategy (JHWS) 2019 – 2024 is in alignment with the West Sussex Plan and is asked to endorse the Joint Health and Wellbeing Board's Strategy on behalf of the County Council.</p>	
<b>Decision By</b>	Mrs Jupp - Cabinet Member for Adults and Health
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added to</b>	15 January 2019

<b>Forward Plan</b>	
<b>Decision Month</b>	April 2019
<b>Consultation/ Representations</b>	<p>A public consultation requesting feedback and comments on the draft strategy from members of the public, councillors, workforce, partners and other stakeholders.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health, 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>	Anna Raleigh Tel: 033 022 22654
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

#### **Director of Fire Service Operations and Chief Fire Officer**

<b>Collaborative Procurement of Diesel Fuel with Blue Light partners</b>	
<p>There are 10 diesel fuel bunkers located around West Sussex that provide the Council with resilience at a time of national shortage and/or extreme weather.</p> <p>In 2017, working with Blue Light organisations under Surrey and Sussex Emergency Services Collaboration Programme, the Council was able to aggregate its diesel fuel requirement with the wider group and procure a 'purchase and delivery' solution across the Surrey and Sussex area. Each organisation entered into their own contract with the winning supplier.</p> <p>The contract for this arrangement is due to expire in September 2019 and a replacement contract will need to be procured. It is anticipated that the collaborative group will once again aggregate their requirements to continue to maximise buying power across the area.</p> <p>Anticipated annual spend for the Council is £250,000 p.a. The proposed contract length is 30 months.</p> <p>The Chief Fire Officer and Director of Operations will be asked to agree:</p> <ul style="list-style-type: none"> <li>• The proposed procurement strategy of collaborating with Blue Light partners for the bulk purchase of diesel fuel for all sites in the county;</li> <li>• The commencement of a procurement using an external Framework Agreement to replace the current contract for diesel fuel which expires in September 2019.</li> </ul>	
<b>Decision By</b>	- Director of Fire Service Operations and Chief Fire Officer
<b>West Sussex Plan priority</b>	A Safe, Strong and Sustainable Place

<b>Date added to Forward Plan</b>	21 March 2019
<b>Decision Month</b>	May 2019
<b>Consultation/ Representations</b>	<p>Internal</p> <ul style="list-style-type: none"> <li>• Head of Procurement and Contract Services</li> <li>• Principal Solicitor Commercial</li> <li>• Service Finance Manager</li> <li>• Fleet Manager</li> <li>• WSCC Sustainability Team</li> </ul> <p>External</p> <ul style="list-style-type: none"> <li>• Partners of the Surrey and Sussex Emergency Services Collaboration Programme</li> <li>• External Suppliers</li> </ul> <p>Representations concerning this proposed decision can be made to the Director of Operations Chief Fire Officer, via the author or 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>	Paul Mace Tel: 033 022 25443
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### **Executive Director Children, Adults, Families, Health and Education**

#### **Commissioning of community advice services from Citizens Advice in West Sussex**

The community advice service provided by Citizens Advice is part of the information and advice commissioning portfolio within public health. It primarily provides support to working age adults and families and is commissioned as part of the Council's general duty for the promotion of wellbeing under the Care Act.

The community advice service in West Sussex is a universal service with a high-profile brand identity that is well known to the general public. The service is often the first point of contact for people in crisis situations and works with other voluntary and statutory sector organisations that operate within county, district and borough and parish boundaries. Through its universal advice offer the Citizens Advice service contributes to the following key West Sussex Plan objectives:

- Best start in life
- A prosperous place
- A strong, safe and sustainable place
- Independence for later life
- A council that works for the community

The Citizens Advice service in West Sussex is 80% delivered by volunteers and supports volunteering opportunities across the county. The service in West Sussex also supports better partnership working between the voluntary and the statutory sectors including the

County Council, for example in promoting place-based local service delivery and the future development of volunteering.

The Cabinet Member for Adults and Health approved (Reference Cabinet Member Decision Report AH15 18-19) the commencement of procurement for a generalist community advice service via a single tender process, with Citizens Advice as the preferred provider, from 1<sup>st</sup> June 2019 for a period of 1+1+1 years on behalf of funding partners, the West Sussex District and Borough Councils. Authority has been delegated to the Executive Director, Children’s Adults’ Families Health and Education, to award the contract.

The funding of the community advice service for up to three years is a clear commitment from the County Council to support effective partnership working with District and Borough partners and voluntary and community sector service providers. During the first and second years of the contract the service will be remodelled to meet the changing needs and demographics in West Sussex. Funding will be awarded each year over three years subject to positive progress being made to remodel the service.

Upon completion of the procurement process The Executive Director, Children’s Adults’ Families Health and Education will be asked to award the contract to the bidder, Citizens Advice.

<b>Decision By</b>	- Executive Director Children, Adults, Families, Health and Education
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added to Forward Plan</b>	1 April 2019
<b>Decision Month</b>	May 2019
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director, Children’s Adults’ Families Health and Education, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Seth Gottesman Tel: 033 022 28706
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### **Cabinet Member for Adults and Health**

#### **Community Based Social Support**

The County Council has a statutory responsibility under the Care Act 2014 to promote individual well-being, prevent needs for care and support, provide information and advice and meet needs through information and advice and inclusive of less intensive or service-focused options.

For adults with a lifelong disability and/or autism and for family and friend carers the County Council has contracted services from the external market, largely from the local voluntary sector to fulfil this duty on our behalf. Most of the support contracted has been for adults with a learning disability although not exclusively. An evaluation involving customers and other key stakeholders has concluded that this support has been highly valued particularly for people who do not have a personal budget or eligible needs. However gaps in the offer have been identified through this engagement which include the need for more integration with mainstream activities and services, further support for disabled people from the LBGQT community and those with autism, more paid work opportunities, travel training and more focus on developing independence skills.

The current contracts end in March 2020. The council spend is in the region of £1.25 million per annum. The provision includes help to find or retain paid work, increasing people’s physical or social activity, help with issues relating to autism, practical assistance for people with a learning disability and autism to continue to live in their own homes and keep well (for instance help with tenancies, budgeting, life-skills and emotional support), benefit claims as well as connecting people into other community activities and support by helping, where necessary, those services to meet the needs of these people.

The Council will be extending the tender and the sources to be included are still being considered. People will be eligible for this support if they do not have a personal budget or they could step-down from a personal budget with the right support. An example of the latter is where support to find paid employment leads to the person moving on from day services. The support will aim to help people to stay well and independent in their own homes and will be delivered close to where they live.

The Council is also looking at the option of including in this tender the transfer of some of the prevention functions it currently provides as well as how some individuals currently supported by a very small Personal Budget would be better supported via prevention services. This could involve a substantial increase in both the scale and value of the service tender. The finer detail of this future expansion is being worked through, including the funding that would be required for this transferral. By the time of tendering this detail will be known.

Approval will be sought to award new contracts for 3 years with the option to extend up to a maximum of 7 years. Once the proposals are fully prepared by April 2019, the Cabinet Member is asked to agree to the commencement of a competitive procurement exercise and to delegate responsibility to award the contract to the Executive Director Children’s Adults Families Health and Education.

<b>Decision By</b>	Mrs Jupp - Cabinet Member for Adults and Health
<b>West Sussex Plan priority</b>	A Safe Strong Sustainable Place
<b>Date added to Forward Plan</b>	1 February 2019
<b>Decision Month</b>	May 2019
<b>Consultation/ Representations</b>	Consulted Operational Team Managers May 2018; Engagement with Stakeholders including an online survey and face-to-face events June-August 2018.

	Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Lisa Loveman Tel: 033 022 23430
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### Cabinet Member for Environment

<b>Halewick Lane Energy Storage Project</b>	
<p>The project forms part of the agreed objectives of the Your Energy Sussex (YES) partnership by increasing and enabling the expansion of renewable energy generation in the county as well as developing the low carbon economy and reducing CO<sub>2</sub> emissions. It also supports the outcomes identified in the approved <a href="#">Energy Strategy</a>. The project will also facilitate a much needed re-development of the site, with the existing buildings being demolished and the site fully secured. The site has in recent years suffered problems with safety, break-ins and vandalism.</p> <p>Since 1 April 2014 the YES team has been working to develop a significant pipeline of energy related projects including:</p> <ul style="list-style-type: none"> <li>• The imminent completion of Westhampnett solar farm with 4 mega-watts of energy storage on site,</li> <li>• Development of Tangmere Solar farm, which is now complete,</li> <li>• Installation of commercial scale PV (photovoltaic) systems on schools and third party roofs including at Goodwood Aerodrome,</li> <li>• PV systems for 225 houses owned by Crawley Borough Council, and</li> <li>• For Adur &amp; Worthing councils, installation of gas central heating systems in houses served by a newly installed gas main.</li> </ul> <p>Generation of income for all the energy schemes will be achieved through the Council's energy purchaser (N-Power) selling power on its behalf, maximising the income opportunities available as an energy generator. The dual expansion of solar generation and stand-alone battery storage is a key part of the YES energy project pipeline, with solar farms and battery storage continuing to represent a relatively low risk investment for capital.</p> <p>The Cabinet Member will be asked to approve the development of the previous Sompting Waste Destructor site (Halewick Lane, Sompting) into a battery storage facility.</p>	
<b>Decision By</b>	Mrs Urquhart - Cabinet Member for Environment
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added to Forward Plan</b>	14 August 2018



<b>Decision Month</b>	May 2019
<b>Consultation/ Representations</b>	Member for Sompting and North Lancing, Sompting Parish Council, District councillors, resident engagement session planned for North Lancing and surrounding area, South Downs National Park Authority  Representations concerning this proposed decision can be made to the Cabinet Member Environment, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	Full planning documentation (when submitted - October 2018)
<b>Author</b>	Tom Coates Tel: 033 022 26458
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Cabinet Member for Environment**

<b>West Sussex Minerals and Waste Development Scheme 2019-2022</b>	
<p>The County Council is required to prepare a Minerals and Waste Development Scheme which sets out how the County Council will prepare the minerals and waste local plans and other policy documents over a rolling three-year period. The current Scheme covers the period 2018-2021 and needs to be updated; the decision report will consider the revised Scheme for the period 2019-2022.</p> <p>The Cabinet Member for Environment will be asked to approve the West Sussex Minerals and Waste Development Scheme 2019-2022.</p>	
<b>Decision By</b>	Mrs Urquhart - Cabinet Member for Environment
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added to Forward Plan</b>	27 February 2019
<b>Decision Month</b>	May 2019
<b>Consultation/ Representations</b>	Informal consultation with the South Downs National Park Authority  Representations concerning this proposed decision can be made to the Cabinet Member Environment, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Rupy Sandhu Tel: 033 022 26454

<b>Contact</b>	Judith Shore Tel: 033 022 26052
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### **Cabinet Member for Safer, Stronger Communities**

<b>Worthing Community Hub</b>	
<p>The Community Hub Strategy aims to combine services 'under one community roof' to create modern, flexible, accessible spaces that bring communities together to increase participation and build resilience.</p> <p>Following the Community Hubs decision taken in January 2019 (Reference report SSC7 18/19) the first community to undertake this approach is Worthing. The Library building in Worthing has been identified as the first community hub and local community engagement has helped shape the services which can be offered from this location. Learning from this site will allow effective testing of the ideas and support the development of a wider programme for community hubs across West Sussex.</p> <p>The Cabinet member for Safer, Stronger Communities will be asked to:</p> <ol style="list-style-type: none"> <li>1. Approve the allocation of funds and commencement of a procurement process to allow the building works required to create a Community Hub in Worthing, based on the agreed detailed designs in the building currently known as Worthing Library.</li> <li>2. Delegate authority to the Executive Director Economy, Infrastructure and Environment to award the contract to the successful bidder in accordance with the Council's Standing Orders on Procurement and Contracts.</li> </ol>	
<b>Decision By</b>	Ms Kennard - Cabinet Member for Safer, Stronger Communities
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added to Forward Plan</b>	9 April 2019
<b>Decision Month</b>	May 2019
<b>Consultation/ Representations</b>	Representations concerning the proposed decision can be made to the Cabinet Member for Safer, Stronger, Communities by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Lee Harris Tel: 033 022 24846
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

**Executive Director Economy, Infrastructure and Environment**

### **Worthing Community Hub Award of Contract**

This decision is subject to the approval of the decision by the Cabinet member for Safer, Stronger Communities on the Worthing Community Hub to approve the allocation of funds and commencement of a procurement process to allow the building works required to create a Community Hub in Worthing, based on the agreed detailed designs in the building currently known as Worthing Library and to delegate authority to the Executive Director Economy, Infrastructure and Environment to award the contract.

The Executive Director Economy, Infrastructure and Environment will be asked to award the contract to the successful bidder in accordance with the Council's Standing Orders on Procurement and Contracts.

<b>Decision By</b>	- Executive Director Economy, Infrastructure and Environment
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added to Forward Plan</b>	9 April 2019
<b>Decision Month</b>	May 2019
<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director Economy, Infrastructure and Environment via the author or officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Lee Harris Tel: 033 022 24846
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### **Cabinet Member for Environment**

#### **Adoption of the Shoreham Harbour Joint Area Action Plan**

The Shoreham Harbour [Joint Area Action Plan](#) (JAAP) has been prepared jointly by the County Council, Adur District Council and Brighton & Hove City Council for an area which stretches from the Adur Ferry Bridge in the west through to Hove Lagoon (in Brighton & Hove) in the east. Once adopted, the JAAP will provide planning policies against which applications for development in Shoreham Harbour will be assessed.

Following the Independent Examination in September 2018 and Main Modification representation period in January – March 2019, and subject to a 'sound' Inspector's report being received by the authorities, West Sussex County Council, Adur District Council and Brighton & Hove City Councils can then adopt the plan.

The Cabinet Member will be asked to recommend that the County Council adopts the

JAAP at its meeting on 19 July 2019.	
<b>Decision By</b>	Mrs Urquhart - Cabinet Member for Environment
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added to Forward Plan</b>	9 April 2019
<b>Decision Month</b>	June 2019
<b>Consultation/ Representations</b>	<p>There were a number of stages of consultation in preparing the JAAP for submission and examination, considered and approved by the County Council, Adur District Council and Brighton &amp; Hove City Council.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member Environment, 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>	Caroline West Tel: 033 022 25225
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Director of Fire Service Operations and Chief Fire Officer**

<b>Replacement Fuel Card Contract (Fire Service)</b>
<p>Fuel cards are used in County Council vehicles to allow staff to draw fuel from most fuel stations whilst on Council business.</p> <p>Decision OKD2 1819 agreed to extend the current contract with the current supplier by a period of 2 years, taking the expiry date to 30<sup>th</sup> April 2020.</p> <p>During the extension it was agreed that the Council would look at opportunities to collaborate with other organisations and/or Blue Light partners to achieve best value.</p> <p>Following a recent further competition that was carried out on behalf of the UK Police Force and Fire Authorities using the Crown Commercial Service (CCS) Framework Agreement for Fuel Cards and Associated Services, there is now an opportunity to enter a revised call-off contract that offers the Council better value for money and enhanced card management features.</p> <p>The contract length available is 2 years + 1 + 1.</p> <p>The expected total contract value, including all extensions is £2.8m (equivalent to £700,000 per annum). This represents a 3% saving on current spend and is subject to effective internal communications to advertise forecourts in the discount network.</p> <p>The Chief Fire Officer and Director of Operations will be asked to;</p>

<p>1) Review features of the proposed call-off contract; and</p> <p>2) agree to provide notice on the current contract and enter into the new call-off contract in accordance with the Public Contract Regulations 2015 and WSCC Standing Orders for Contracts and Procurement.</p>	
<b>Decision By</b>	- Director of Fire Service Operations and Chief Fire Officer
<b>West Sussex Plan priority</b>	A Safe, Strong and Sustainable Place
<b>Date added to Forward Plan</b>	9 April 2019
<b>Decision Month</b>	June 2019
<b>Consultation/ Representations</b>	Representations concerning the proposed decision can be made to the Director of Fire Service Operations and Chief Fire Officer by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Paul Mace Tel: 033 022 25443
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

## Independence in Later Life

None.

## A Council that works for the Community

### Cabinet Member for Finance and Resources, Leader

<b>Total Performance Monitor (Rolling Entry)</b>	
<p>The Monitor details the Council's performance in relation to revenue and capital spending, savings, workforce projections, performance and risk by portfolio against the Cabinet's key priorities. The Leader and Cabinet Member for Finance and Resources will be recommended to approve the Total Performance Monitor and any items of financial and performance management within the Monitor.</p>	
<b>Decision By</b>	Ms Goldsmith - Leader Mr Hunt - Cabinet Member for Finance and Resources
<b>West Sussex Plan</b>	A Council that Works for the Community

<b>priority</b>	
<b>Date added to Forward Plan</b>	6 April 2018
<b>Decision Month</b>	Between April 2019 and March 2020
<b>Consultation/ Representations</b>	Cabinet Board; Performance and Finance Select Committee where possible.  Representations concerning this proposed decision can be made to the Leader and/or the Cabinet Member for Finance and Resources via the officer contact.
<b>Background Documents</b> (via website)	
<b>Author</b>	Fiona Morris Tel: 033 022 23811
<b>Contact</b>	Suzannah Hill 033 022 22551

### **Cabinet Member for Finance and Resources**

<b>Review of Property Holdings (Rolling Entry)</b>	
<p>As part of its capital programme management, in line with the County Council's West Sussex Asset Management <a href="#">Policy</a> and <a href="#">Strategy</a>, the Council continually reviews its property estate. This includes consideration of assets which are likely to become surplus to operational requirements, i.e. no longer needed. In addition, the Council acquires or develops assets to meet statutory and service requirements as well as the Council's wider purposes, including investment or to promote social and economic development opportunities. From time to time these activities give rise to decisions to purchase, dispose of or to develop an asset.</p>	
<b>Decision By</b>	Mr Hunt - Cabinet Member for Finance and Resources
<b>West Sussex Plan priority</b>	A Council that Works for the Community
<b>Date added to Forward Plan</b>	1 December 2017
<b>Decision Month</b>	Between April 2019 and March 2020
<b>Consultation/ Representations</b>	Internal and local members as required.  Representations can be made to the Cabinet Member for Finance and Resources, via the officer contact.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Lee Harris Tel: 033 022 24846
<b>Contact</b>	Suzannah Hill 033 022 22551

## Cabinet Member for Finance and Resources

### Procurement of Outdoor Media Services

The Council has a revenue generation target for outdoor media services. This involves utilising County Council land capacity for the purposes of offering outdoor media development opportunities, in line with local planning consent, to third party providers. In order to realise and maximise the revenue generation opportunity the Council has analysed the land it owns, adjacent to key highways and population areas where outdoor media would be viable.

To maximise the use of this land and potential revenue, the Council intends to grant a lease/licence of specific sites to a Service Provider to facilitate advertising and/or sponsorship revenue through the use of outdoor media infrastructures, at appropriate sites in the county.

The Cabinet Member for Finance and Resources will be asked to approve the commencement of a procurement process for the above outlined services and utilisation of specific sites.

<b>Decision By</b>	Mr Hunt - Cabinet Member for Finance and Resources
<b>West Sussex Plan priority</b>	A Council that works for the Community
<b>Date added to Forward Plan</b>	2 July 2018
<b>Decision Month</b>	April 2019
<b>Consultation/ Representations</b>	Local members, Cabinet Member for Highways and Infrastructure and West Sussex Estates Team.  Representations concerning this proposed decision can be made to the Cabinet Member for Finance and Resources, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Angela Redman Tel: 033 022 22404
<b>Contact</b>	Suzannah Hill Tel: 033 022 22548

## Executive Director Economy, Infrastructure and Environment

### Procurement of a Water Retail Supplier

#### Summary

A retail market for the provision of water and wastewater has opened and an opportunity exists for the County Council to procure a single water retail

supplier to bundle and manage the services for its corporate estate received from six different wholesale suppliers.

The key benefits of this procurement involve (a) a lower overall cost for water and wastewater services (b) more accurate and timely invoicing (c) streamlined query management processes and (d) opportunities to identify water efficiencies.

### **Recommendations**

That the commencement of a competitive procurement using a Framework Agreement offered by Crown Commercial Services is approved and the award and extension to the contract, if appropriate, is made in accordance with the County Council's Standing Orders on Procurement and Contracts.

<b>Decision By</b>	Lee Harris - Executive Director Economy, Infrastructure and Environment
<b>West Sussex Plan priority</b>	A Council that Works for the Community
<b>Date added to Forward Plan</b>	19 February 2019
<b>Decision Month</b>	April 2019
<b>Consultation/ Representations</b>	Cabinet Member for Corporate Relations Cabinet Member for Environment
<b>Background Documents</b> (via website)	None
<b>Author</b>	Steven Fall Tel: 033 022 23265
<b>Contact</b>	Suzannah Hill Tel: 033 022 22551

### **Cabinet Member for Adults and Health**

#### **Procurement of Mortuary Services for West Sussex**

The County Council provides mortuary services throughout the county for the bodies of those who die in West Sussex where the death is referred to the Coroner. Current arrangements for this service are due to expire in 2019.

An open procurement process to determine a future model for this provision has been undertaken by the County Council from May 2018. This process includes the option of a new mortuary built by a third party for use by the County Council to meet the service need.

The Cabinet Member will be asked to agree proposals for future mortuary services for West Sussex and if appropriate to delegate authority to the Director of Communities to award a contract to the successful bidder for a design and build project to run from



October 2018, subject to the submission of a satisfactory bid.

The contract would need to overlap with the existing contracts to ensure the seamless provision of essential services during the design and any build phase. The existing contracts may be terminated on six months' notice once the progress of a design and build contract is clear and a date for the commencement of the new arrangement is established.

<b>Decision By</b>	Mrs Jupp - Cabinet Member for Adults and Health
<b>West Sussex Plan priority</b>	A Council that Works for the Community
<b>Date added to Forward Plan</b>	4 June 2018
<b>Decision Month</b>	May 2019
<b>Consultation/ Representations</b>	<p>There has been market consultation with seven potential suppliers.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Adults and Health at County Hall, Chichester by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	Decision report SSC03 (18/19)
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